



Combe Pafford School

# Transition Information Booklet for Parents & Carers



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# Introduction

## Transition booklet

This booklet has been carefully put together in order to provide families of children moving into our Lower School and Year 7 with as much information and advice as possible, so that the transition from their present school into Combe Pafford School is as smooth and stress-free as it can be.

### Covid- 19

**We hope to be able to do as much as we can in terms of transition. However, the impact of Covid-19 could affect this.**

### Important documents:

There are forms to be handed back to us by the Pupil Induction Day on **Thursday 7<sup>th</sup> July**.



## Welcome from the Head Teacher



Whether you are a parent or a carer, we are delighted your youngster will be joining us and we hope that the information contained in this booklet can both inform you of the admissions process and also help answer some early questions that inevitably arise from begin at a new school.

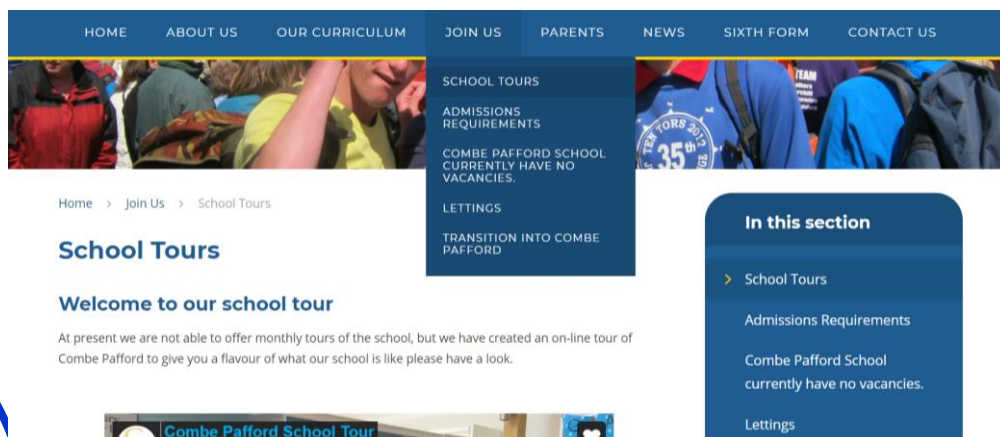
We want to make the journey into starting at Combe Pafford School as smooth and comfortable as possible. The timeline will guide you through the coming weeks and months and ensure that you are aware of key actions and dates as well as our expectations of parents and carers. All of it is designed to ensure we have a well-planned transition so everything is ready for a positive and productive start to the new school year in September.

Mrs Bradfield and her team will make visits to your youngster's existing school, organise for them to visit us and spend time in a class and be as helpful in answering your questions as they can be. Should you need help or advice beyond that contained in this booklet, we have a pastoral support team who can also help with individual issues and can arrange a home visit if required.

We hope that this marks the beginning of an enjoyable and beneficial journey for your youngster, to improve their learning; to help develop their social skills; to enable them to enjoy their years at school; and to leave us ready to lead successful lives.

*Mike Lock*

Please check out our virtual tour of the school on our website.

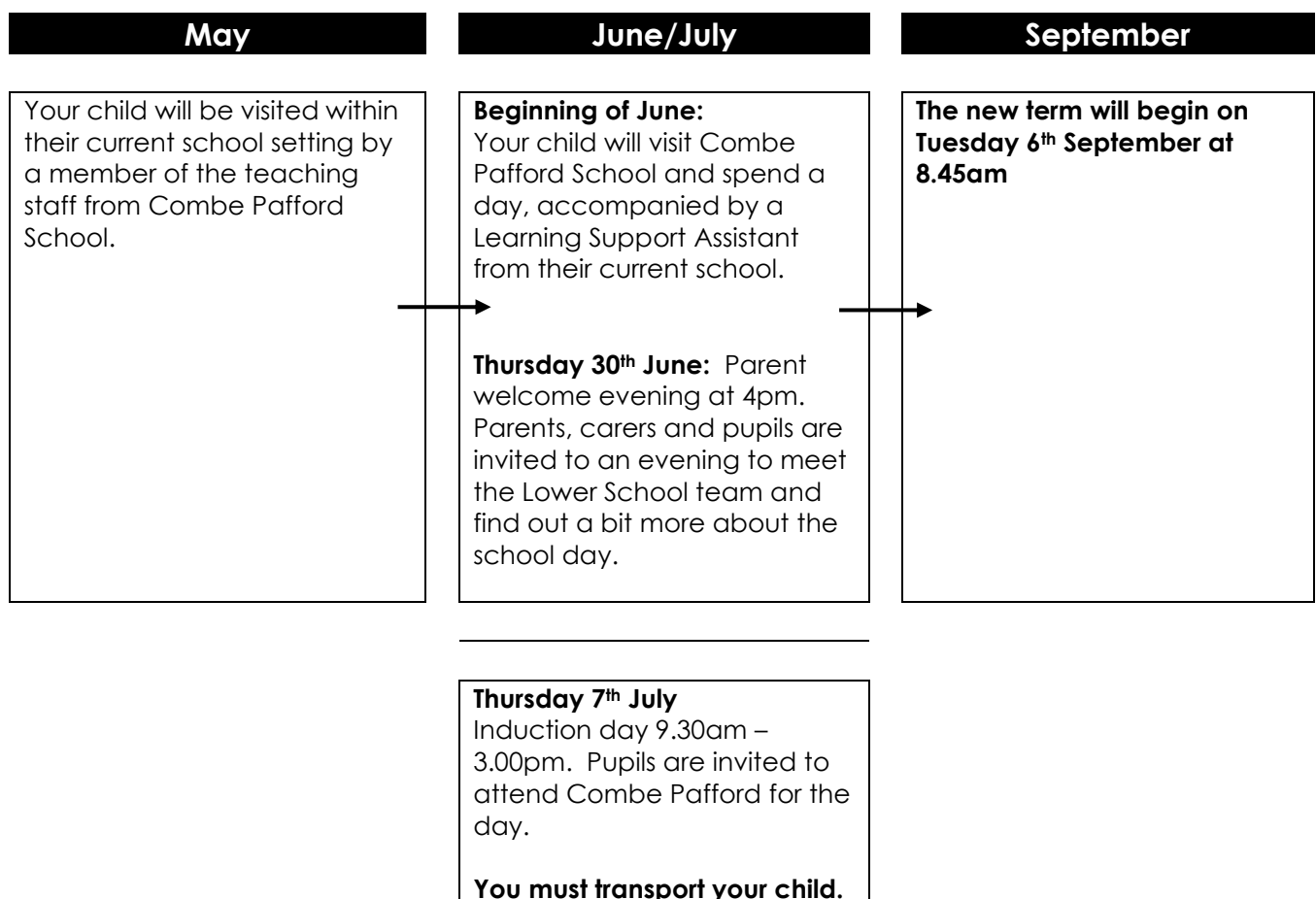


The screenshot shows the Combe Pafford School website. The navigation bar includes links for HOME, ABOUT US, OUR CURRICULUM, JOIN US, PARENTS, NEWS, SIXTH FORM, and CONTACT US. The main content area features a large image of students and a sidebar with links for SCHOOL TOURS, ADMISSIONS REQUIREMENTS, COMBE PAFFORD SCHOOL CURRENTLY HAVE NO VACANCIES, LETTINGS, and TRANSITION INTO COMBE PAFFORD. The main text on the page reads: "School Tours", "Welcome to our school tour", and "At present we are not able to offer monthly tours of the school, but we have created an on-line tour of Combe Pafford to give you a flavour of what our school is like please have a look." There is also a "Combe Pafford School Tour" video player at the bottom.

## The transition timeline

The timeline below lists all of the events that will take place between now and when your child joins us in September. The events are displayed chronologically and the following pages give more information about each event.

These events are carefully designed to introduce your child to the school as part of a gradual process, introducing them to their new classroom and school environment; their class teacher and teaching assistant, and familiarise them with the daily routine at school.



## Transitional events

### More detailed information about our programme of events

#### **A visit to your pupil at their current school:**

Your child will be visited within their current school setting by a member of the teaching staff at Combe Pafford. This is so that the 'key worker' will be able to talk to your child's current teacher and watch your child learning, to help us better understand your child's needs from the start. They will be able to liaise with the school's SENCO and your child's 1:1 Learning Support Assistant, should they have additional in-class support. This enables us to transfer already successful strategies or resources in place to ensure familiarity when your child starts at Combe Pafford. The key worker will also meet your child, having time to introduce themselves, often taking a short activity with them to capture your child's interest and allow them to feel at ease. When your child visits Combe Pafford, they will be placed with the key worker they previously met at their school to further reduce anxiety.

#### **Buddy Class day:**

After the initial key worker visit we will again contact your child's current school to arrange a buddy day where they will transport your child, accompanied by a Learning Support Assistant from their current setting, to visit Combe Pafford and spend some time with a 'buddy class'. Your child will be able to meet their key worker, which they had previously met, have a tour of the school, and get to know some of the pupils that already attend. They will experience what our classrooms and lessons are like by spending a day with their 'buddy class'.

#### **Parent Welcome Evening: Thursday 30<sup>th</sup> June**

This is when you will get to meet your child's teacher for September and find out more about the school day in preparation for the Pupil Induction Day the following week.

#### **Pupil Induction Day: Thursday 7<sup>th</sup> July**

This is when all new pupils are invited to attend Combe Pafford for the day. All pupils will be welcomed by the Head and then they will meet their new teacher and their new class. They will spend the day in their new classroom with fun and engaging activities organised for them. You will need to transport your child to our school for 9:30am and pick them up at 3pm. Please be aware, there is no onsite parking so please park on the road outside of the school and walk in to collect.



# Induction day

7<sup>th</sup> July 2022

Please note: it is expected that all children who will be joining us on Tuesday 6<sup>th</sup> September, attend on this day. We've got an exciting program of events planned.

During the day pupils can begin to get to know their new classmates and to get to know their class teacher properly. This time spent familiarising themselves, will ensure that when the big day in September arrives, children are far less apprehensive about what they will face.

**We cannot provide transport and you will need to make your own travel arrangements. Children will need to arrive at school at 9.30am and be collected at 3.00pm. Please note that when you collect your child at 3.00pm, do not park in the school grounds as you are likely to be blocked in by buses and taxis arriving to pick up our pupils.**

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Your child will need to bring in a packed lunch **or** £2 for a school meal (unless you are entitled to a free school meal). **Please can you hand in any lunchtime medication, if necessary to the school office on arrival.**



## Useful contact information

Key staff linked to Lower School pupils at Combe Pafford:

|                    |  |
|--------------------|--|
| Mrs Alex Bradfield | Head of Lower School                           |
| Mrs Jane McEwan    | Pastoral Support & Family Support Co-ordinator |

**School address:**

Combe Pafford School  
Steps Lane  
Watcombe  
Torquay  
TQ2 8NL

**School telephone number:**

01803 327902

**School Website address:**

[www.combepaffordschool.co.uk](http://www.combepaffordschool.co.uk)

**Transition Email address:**

[transition@combepafford.torbay.sch.uk](mailto:transition@combepafford.torbay.sch.uk)

**School nurse team:**

01803 219842

**School Transport teams:**

Torbay area: 01803 208242

Devon area: 01392 383148



## Pastoral Care/Support

### **Family Support Co-ordinator**

At Combe Pafford we understand that many children and families experience difficult times which can make a happy, successful school and home life a struggle. If you have worries or concerns about your child, you can always talk to their class teacher and the head teacher as they know your child and can work with you to address any issues. However, for whatever reason, you might not feel able to or there may be other problems which parents/carers need some help with. One of the roles of a Family Support Co-ordinator is to work closely with children and families who may be experiencing difficulties, this could be as simple as a misunderstanding with friends or it could be a more complex issue such as bereavement or a change in family circumstance. It may be that the support is needed for a short while or it could be a longer process. At Combe Pafford the emotional welfare of our pupils is of the greatest importance and having a dedicated Family Support Co-ordinator enables these issues to be given the time and care needed to be sensitively and compassionately worked through together. We seek to break down the barriers to learning and help you to deal with challenges in a positive way so that all children can be successful and make good progress.

### **Thrive programme**

Thrive is a programme for helping children develop their understanding and management of their feelings. It draws on the latest findings from neuroscience, attachment theory, child development and research into the role of creativity and play, in developing emotional resilience.

We use a computer based assessment to set targets for children and use these to plan individual or group learning about feelings.

### **CBT**

Nigel Ohlson is a qualified counsellor and psychotherapist who works with our pupils using Cognitive Behavioural Therapy (CBT). CBT can help you to change how you think ('Cognitive') and what you do ('Behaviour'). Pupils are referred to Nigel for support should this be suitable for them. After we receive parent/carer permission.

## Getting ready for September

### Buying school uniform

Here is a list of the uniform your child will be required to wear at school. Uniform that carries the school logo can only be purchased through Riviera Schooldays. **This has been highlighted in red on the lists below.** Trousers, skirts, socks and shoes can be purchased from a retailer of your choice.

#### Main Uniform

#### BOYS

*Navy blue school sweatshirt with logos*

Grey or black trousers

*Sky blue polo shirt with logos*

Black shoes – NOT TRAINERS

#### GIRLS

*Navy blue school sweatshirt with logos*

Black/Grey or navy blue skirt – must be knee length

OR grey or navy blue trousers

*Sky blue polo shirt with logos*

Grey or white socks

Blue and white checked dress may be worn in summer

Black shoes—NOT TRAINERS

Only stud earrings may be worn - only one in each ear

# Getting ready for September

## **P.E. Kit**

### Boys and Girls

Black P.E. polo shirt embroidered with P.E. logo

Black P.E. Shorts with logo

Red socks with black tops (girls & boys)

Black plimsolls only

Football boots for boys (Year 7 and above)

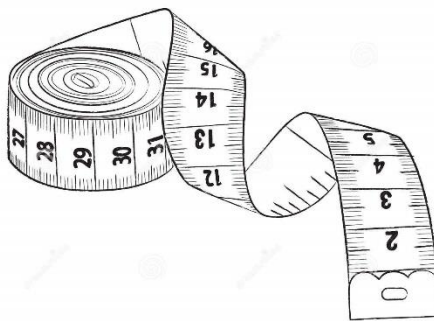
Towel, soap, shampoo and deodorant (roll-on only)

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Optional extras that can be purchased are:

Black P.E. sweater embroidered with P.E. logo &

P.E. tracksuit bottoms embroidered with P.E. logo



## How to order school uniform

### How to order:

Riviera Schooldays stock our uniform and it can be purchased from

186 Union Street  
Torquay  
Devon  
TQ2 5QP

**Tel:** 01803 293650

Alternatively order online at: [www.rivieraschooldays.co.uk](http://www.rivieraschooldays.co.uk)



#### **“Second Time Around” UNIFORM SHOP**

We have a recycled uniform shop, run by Ms Pitocco, who is available to assist you.

Please contact the school for more information.

Main uniform available from Riviera Schooldays - navy sweatshirt and sky blue polo shirt with school logos embroidered on the chest and sleeve.

## Other items of uniform

Black PE sweatshirt and PE polo shirt, purchase from Riviera Schooldays



PE socks red with black tops, can be purchased at Riviera Schooldays



Lower school - Black plimsolls only

Black school shoes



Black or grey school trousers for boys & girls



Black, grey or navy skirt for girls






School bag – any colour



Bag for PE kit – any colour

## Transport to school

Combe Pafford School has a wide catchment area. Those pupils who live more than 3 miles away should be transported by mini bus or taxi, which will be organised through the Transport team at Torbay Council or Devon County Council. As a parent/ carer you will liaise directly with transport.

|  |  |  |
|--|--|--|
|    | <p>By taxi or minibus</p>                | <p>Parents/carers must apply through the appropriate transport office who will advise on eligibility.</p>  |
|    | <p>Cycle</p>                             | <p>The school has bike and scooter racks, but children must provide their own padlock.</p>   |
|   | <p>Transported into school by parent</p> | <p>Some of our children walk to school each day. It is important that the Lower School pupils are accompanied by an adult. They will be collected from the Sports hall. Parents driving into school to collect their son/daughter after school ensure they follow the directions of the duty transport leader.</p> |
| <p>If your child is not getting transport in the usual way for any reason e.g. medical appointment or parent collecting the pupil:</p> |  | <p><b>You must:</b></p> <ol style="list-style-type: none"> <li>1. Phone the school to let us know of any change in arrangements <b>and</b></li> <li>2. Phone your child's transport office (Torbay 01803 208242 – Devon 01392 383148) to inform them of the change.</li> </ol>                                     |

## Curriculum overview

The Lower School at Combe Pafford is a special and friendly place where we believe that pupils achieve when they are happy and engaged. We strive to ensure that lessons are creative and exciting, with an emphasis on building pupils self-esteem and confidence, laying the foundation for their success at our school.

### Key Stage 2

In KS2 we follow a tailored curriculum which sets out essential coverage, learning objectives and standards which are required for all subjects to meet our pupils' abilities and interests.

In Years 3 to 5 we use a Play Based Learning environment. At Combe Pafford School we believe that through play, structured and unstructured, it enables pupils to learn through experiences that cannot be taught. Free play can also have a direct positive impact on a pupil's ability to meet formal educational goals. The classroom environment is set up to develop additional skills alongside the curriculum through play activities in designated areas. We teach daily Maths, RWI and English lessons and weekly Music, RE, PE, Vocational and Humanities lessons. Both Music, Vocational and PE are all taught by specialist teachers.

As the pupils move in to Year 6 we challenge them to become independent, well-rounded individuals who take ownership for their learning and as a result they follow more of a formal structure of lessons. We want our children to be able to apply their knowledge and skill set within school and in real life. Some areas are taught discretely, including all core subjects:

- |           |   |
|-----------|---|
| - Maths   | - Vocational (taught by specialist teacher) |
| - English | - PE (taught by specialist teacher)         |
| - Science | - Music (taught by specialist teacher)      |
| - Art     | - RE  |



# Curriculum overview

## Year 7

Year 7 is a transitional year for our pupils, making the bridge between their primary and secondary education smoother by ensuring that children still have the majority of their lessons with their class teacher.

Year 7 pupils are taught by subject specialist teachers in the following:

- Science (Taught in the Lab)
- I.T
- P.E
- Art
- Vocational (Taught by a Vocational tutor)
- Life Skills (Cooking element)

We strive to make our curriculum memorable whilst tailoring to meet the wide and complex needs of our pupils. We place great emphasis on working in partnership with parents and carers and should you want more information about the curriculum of the Lower School, please do not hesitate to contact us.





## Behaviour policy

At Combe Pafford we are committed to keeping children safe. Good behaviour for learning is something that we expect from all pupils. High standards of behaviour are best promoted when not only staff but parents/carers and pupils have a shared understanding of what is and is not acceptable. This is why we have developed a very clear behaviour diamond to show what rewards are in place and the consequences that will be put in place should disciplinary actions need to be taken. However, it is very important at Combe Pafford that pupils understand that it is the pupil's behaviour that is unacceptable and not the pupil him/herself – all staff fully understand that all forms of behaviour are an attempt to communicate and staff will attempt to understand and respond appropriately. A consequence will only be put in place when positive behaviour management strategies fail or when a sanction is absolutely necessary.

*See chart on page 18*



# Behaviour Diamond

## Lower School

You've done something amazing in your lesson!

The teacher puts you forward for Worker of the Week!

This is where you start your lessons

Poor behaviour has resulted in.

### Consequences

**Verbal Warning;** low-level disruption, calling out, being rude, annoying others

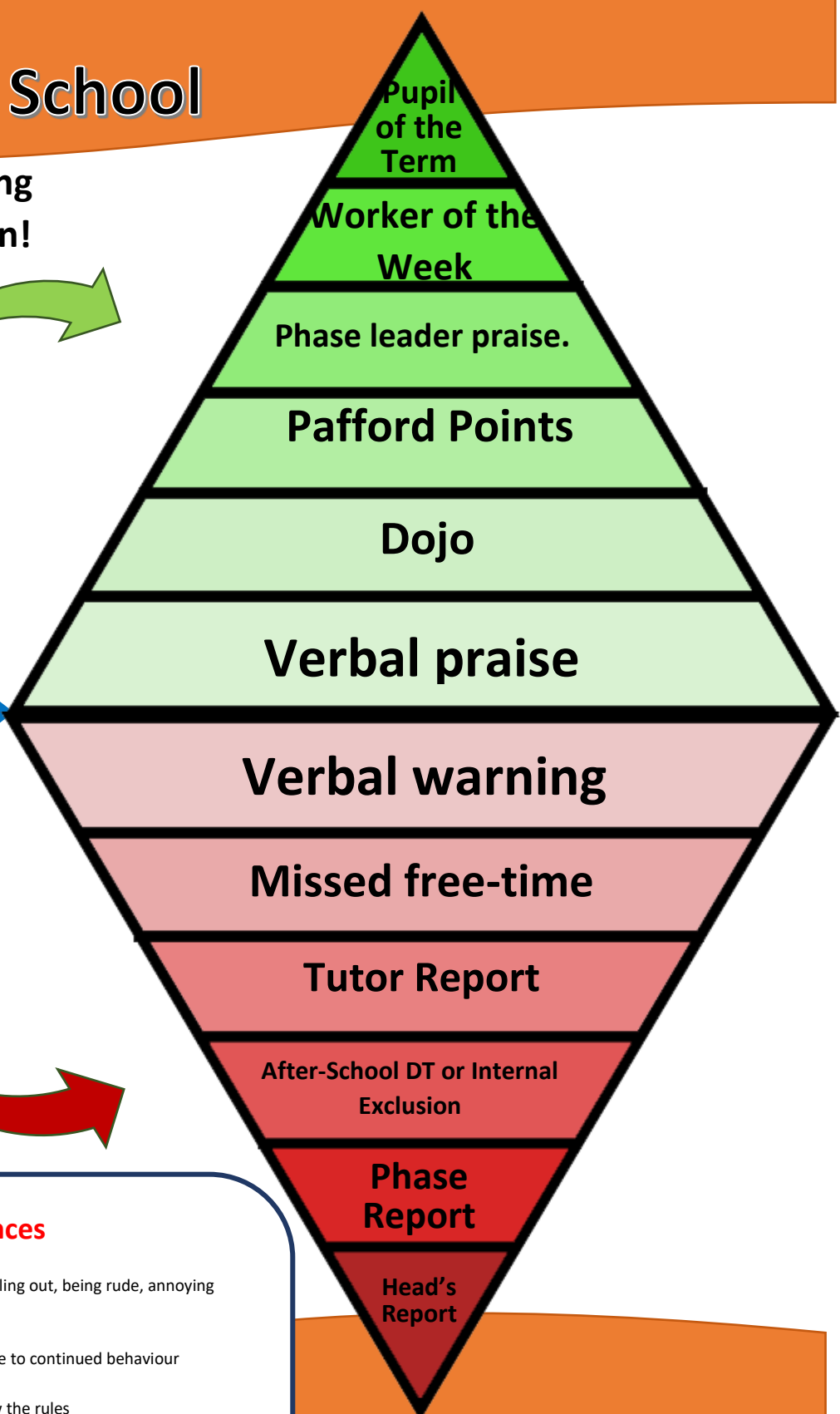
**Missed Free-Time;** a second warning due to continued behaviour

**Tutor Report;** a persistent failure to follow the rules

**After-School Detention/Internal Exclusion;** dangerous behaviour, truancy, going off-site, vandalism or misuse of school equipment, swearing at a member of staff, fighting or aggressive behaviour

**Phase Report;** Lack of any improvement in behaviour and continued failure to follow the rules

**Head's Report;** Continued poor behaviour around the school



## Reward system

At Combe Pafford we believe strongly in positive reinforcement as a behaviour management tool. We want children to enjoy the feeling of success and be rewarded for their hard work and effort. Due to this we create a positive classroom culture by helping pupils to build important skills.



Every time pupils are able to demonstrate using one of these skills or impress us with their behaviour they are rewarded. Some classes such as our youngest ASD base class have their own reward system in place such as 'Golden Time'. However, many of the KS2 classes use 'Class Dojo' an online resource where pupils are awarded points and set individual goals linking to areas of difficulty. **Pupils can make their own avatars and are able to check their 'dojos' regularly.**



In addition to this we also have a whole school reward system called Pafford Points. Individuals can be awarded Pafford Points (a ticket) which they can choose to bank and save or spend at the Pafford Points shop on a selection of goodies.

## Class Dojo



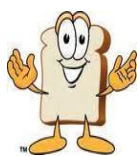
Class Dojo is a simple, quick and easy communication app that we use here at Combe Pafford School. It has been designed to connect parents and teachers on the pupil's conduct and performance through real-time reports as well as a feed for photos and videos.

Here at Combe Pafford School it's mainly used for:

- Feedback about the day on an individual basis
- To share photos and/ or videos about the classes week
- To share updates or reminders about events happening at school.

Dojo can be used for important communication, but this should be brief in nature. Teachers will only have time to respond with brief messages – they are trying to keep in touch with everyone in the class. If it is an urgent issue or a longer conversation is needed you should call the office to request a meeting.

Class Dojo is not to be used to notify us of a pupil's absence, for letting us know they are being collected early/dropped off late or for upcoming appointments. For those instances you will need to contact the office.



## School meals service



### Free School Meals

Parents/carers who receive any of the following benefits are entitled to Free School Meals. Children who receive these benefits in their own right are also entitled:

- Income Support (IS)
- Employment and Support Allowance (Income Related)
- Jobseeker's Allowance (Income based)
- Guaranteed Element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit **without** Working Tax Credit **and** with an annual taxable income (as assessed by HMRC) of less than £16,190.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children in the care of the Local Authority e.g. foster children cannot be considered for Free School Meals.

If you think you may be eligible to Free School Meals you will find an application form on [www.torbay.gov.uk/freeschoolmeals](http://www.torbay.gov.uk/freeschoolmeals)

### School Meals available to all:

Pupils can bring their own packed lunch or meals can be purchased at school. The cost of school dinners is £2 per day.

Here is a sample menu of what could be on offer. Our menu runs on a 3 weekly rotation.

| Monday   | Tuesday   | Wednesday  | Thursday   | Friday   |
|--|---|--|--|--|
| <b>CREAMY CHICKEN PIE</b><br>Chunks of chicken cooked in a creamy sauce topped with a puff pastry lid served with new potatoes.                    | <b>HUNTERS CHICKEN</b><br>Local butcher's chicken breast, wrapped in bacon cooked in a BBQ sauce and topped with cheese served with sweet potato mash.              | <b>ROAST BEEF</b><br>Local butcher's joint of beef served with creamy mashed potato, Yorkshire puddings and gravy.                                     | <b>MEAT FEAST PIZZA</b><br>Thick base pizza topped with tomato sauce, grated mozzarella, chicken, ham and pepperoni served with potato wedges. | <b>FISH FINGERS</b><br>Oven baked battered cod fish fingers served with chunky chips.  |
| <b>QUORN AND KIDNEY BEAN CHILLI</b><br>Quorn mince cooked in a lightly spiced tomato sauce with kidney beans served with rice and nachos. <b>V</b> | <b>VEGETABLE COBBLER</b><br>Selection of root vegetables cooked in a rich gravy topped with dumplings and baked in the oven served with sweet potato mash. <b>V</b> | <b>JENNY'S VEGGI ROAST</b><br>Stuffing, vegetables and Quorn sausages wrapped in crispy puff pastry served with creamy mash potato and gravy. <b>V</b> | <b>CHEESE OMELETTE</b><br>Fluffy cheesy omelette made with free range eggs served with potato wedges. <b>V</b>                                 | <b>VEGETABLE BURGER</b><br>Homemade vegetable burger coated in a crispy crumb served in a bun with cheese and chunky chips. <b>V</b> |
| <b>JACKET POTATOES</b><br>Served with a selection of toppings.   | <b>JACKET POTATOES</b><br>Served with a selection of toppings.  |  | <b>JACKET POTATOES</b><br>Served with a selection of toppings.   | <b>JACKET POTATOES</b><br>Served with a selection of toppings.   |
| ALL OPTIONS SERVED WITH A SELECTION OF VEGETABLES OR SALAD.  | ALL OPTIONS SERVED WITH A SELECTION OF VEGETABLES OR SALAD.   | ALL OPTIONS SERVED WITH A SELECTION OF VEGETABLES OR SALAD.  | ALL OPTIONS SERVED WITH A SELECTION OF VEGETABLES OR SALAD.  | ALL OPTIONS SERVED WITH A SELECTION OF VEGETABLES OR SALAD.  |
| <b>DELICIOUS CUP CAKES</b>   | <b>CHEESECAKE</b>   | <b>FRUIT CRUMBLE &amp; CUSTARD</b>   | <b>MILLIONAIRE SHORTBREAD</b>  | <b>REFRESHING JELLY AND FRUIT</b>  |

## I.C.T. Information

### **Code of Conduct for Responsible Computer and Internet Use**

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others:

- I will only access the system with my own login and password, which I will keep secret;
- I will not access or change other people's files;
- I will only use the computers for school work and homework, or as agreed by a teacher;
- I will only use the Internet when a member of staff is in the room and I have permission;
- I will only e-mail people I know, or my teacher has approved;
- The messages I send will be polite and responsible;
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and myself;
- I understand that the school may check my computer files and may monitor the Internet sites I visit;
- I will respect copyright on materials;
- I will only access sites which are appropriate for use in school. This also applies outside lesson time;
- I will not deliberately access any materials which are offensive and I will not encourage others to do so;
- I will not deliberately damage any part of the computer system;
- I will not use the Internet to buy or sell, or attempt to buy or sell, any service or product;
- When I have finished using a computer I will log off & leave the area tidy for the next pupil;
- I understand that breaking any of the rules may lead to me having restrictions on my computer use including the removal of my access to the Internet and/or the school network.



# Mobile phone policy

## Mobile Phone Guidance

Pupils in the Key Stage 2 and Year 7 are not allowed to bring mobile phones into school. They may use them for transport to and from school but must be handed into the tutor at the start of the day.

Pupils from Year 8 to Year 13 may bring mobile phones into School provided they are used appropriately as follows;

### **Appropriate use;**

- To play music at break times and lunchtimes at an appropriate volume or through headphones.
- To play age appropriate games at break times and lunch times.
- To listen to music or play games during transport to and from school.

### **Inappropriate use;**

- Mobile phones are not allowed to be used in any lesson or during transition between lessons.
- Mobile phones may not be used to contact home or friends and family through text or voice call.
- Mobile phones may not be used to text or phone any other pupil during the school day.
- Mobile phones may not be used for any form of social media contact during the school day.
- Mobile phones may not be used to bully or intimidate any other pupils.
- Mobile phones may not be used to access inappropriate material from the internet using their own 3G which is not subject to school filters.
- Mobile phones should not have any visible inappropriate images on their screens as backgrounds or screensavers.
- Mobile phones should not be used for sexting. This is very serious and will be dealt with appropriately (see separate guidance).
- **Inappropriate use of mobile phones will result in the phone being confiscated by a member of staff and a ban will be imposed for a period of time appropriate to the use.**
- **If a ban is imposed they should either leave the phone at home or hand it in to reception at the start of the day and collect them at the end of the day. Please can parents/carers ensure that this is adhered to.**
- **Staff reserve the right to confiscate a pupil's phone if they have reason to believe it has been used inappropriately.**
- **Staff have the right to search the contents of a pupil's phone if they have reason to believe it may contain inappropriate images or texts or any messages used for bullying.**

If pupils need to contact anyone in an emergency they can do so through reception.

Pupils can be contacted through reception if necessary.

# Attendance

## Absence procedure:

- On the first day of absence the parent/carer should ring school before 09:30am to inform the office that their child will be absent from school and give a reason for that absence. An indication of the likely period of absence is to be requested. If the parent does not call and give a reason this absence will be recorded as unauthorised and will go towards the 10 sessions unauthorised fixed penalty notice.
- Admin staff must keep a log of absence calls and reasons received each day.
- Immediately after registration, the member of staff taking the registration must send their registers to the school office in order that where necessary; any absenteeism can be followed up by admin staff.
- If any member of staff is concerned about an absence they will liaise with the admin staff to clarify any reasons or knowledge for the absence. If still concerned they will relay to the Pastoral Support Team.
- Between 09:30am – 10:30am admin staff will phone the parent(s)/carer(s) of any pupil whose absence is unexplained and on each consecutive day that the absence remains unexplained.
- School will inform the Attendance Improvement Service within 10 school days of a child's continued absence from school and a Children Missing from Education (CME) referral will be made to the Attendance Improvement Service.

***If the child is subject to a child protection plan or if the school has particular safeguarding concerns, the school will immediately notify the Safeguarding Hub and the Attendance Improvement Service.***

## Lateness:

There are two negative results caused by children who constantly arrive late. These are:

- The loss of education suffered by the child which over a year can add up to a significant proportion of their time at school.
- The disruption to other children in their class as the teacher's attention is taken from the task at hand.



## Holidays in Term Time

### **Requests for holidays during term time**

The school will consider exceptional circumstance requests but is not obliged to grant them. They will be considered in accordance with the following:

1. The child's attendance is above 90% in the relevant academic year and the absence would not take this below that level.
2. The request is not within the first 2 weeks of the new academic year.
3. The request does not impact on public examinations (not within 2 weeks of an examination).
4. The time and duration of the leave will have minimum impact on the child's education.

If the request for absence during term time is not granted, you have the right to appeal to the school governors. To do this please write to the Chair of Governors via the school within 10 days of receiving the notification below, giving the reasons for your appeal and enclosing any additional documentation and supporting evidence that you feel may benefit your case e.g. medical evidence.

If the request for absence remains unauthorised but the time is still taken, your child/children will be marked as having had an unauthorised absence. A penalty notice will be considered where there are 10 or more unauthorised sessions recorded.

If this leave of absence is taken it is our school's policy to refer the case to the Local Authority's Attendance Improvement Service to request the consideration of a fixed Penalty Notice. A fixed Penalty Notice (£60, increasing to £120 if not paid within 28 days) may then be issued per child, per parent. If a parent/carer fails to pay a penalty fine, they may be prosecuted.

## Term dates 2022/23

### Autumn Term 2022

|                 |   |
|-----------------|---|
| First Day       | Tuesday 6 <sup>th</sup> September                                       |
| Half Term       | Monday 24 <sup>th</sup> October – Friday 28 <sup>th</sup> October (inc) |
| <b>Last Day</b> | <b>Friday 16<sup>th</sup> December</b>                                  |

### Spring Term 2023

|                 |   |
|-----------------|---|
| First Day       | Tuesday 4 <sup>th</sup> January   |
| Half Term       | Monday 13 <sup>th</sup> February – Friday 17 <sup>th</sup> February (inc) |
| <b>Last Day</b> | <b>Friday 31<sup>st</sup> March</b>                                       |

### Summer Term 2023

|                 |   |
|-----------------|---|
| First Day       | Tuesday 18 <sup>th</sup> April                                  |
| Bank Holiday    | Monday 1 <sup>st</sup> May                                      |
| Half Term       | Monday 29 <sup>th</sup> May – Friday 2 <sup>nd</sup> June (inc) |
| <b>Last Day</b> | <b>Friday 21<sup>st</sup> July</b>                              |

Non pupil days

- 5<sup>th</sup> September 2022
- 3<sup>rd</sup> January 2023
- 17<sup>th</sup> April 2023
- 24<sup>th</sup> & 25<sup>th</sup> July 2023

## Residential visits

All of our pupils have the opportunity to go on a residential visit during the summer term. These may be up to a week in Year 7 and two or three days for younger pupils.

Pupils in Year 8 can visit Belgium each year whilst the venue for other year groups will change to maintain interest. Since 2008 pupils in the Upper School have had the opportunity to go to Beijing, China, but due to the pandemic we have been unable to carry out these residentials since Summer 2019.

We try to keep costs for residential visits as low as possible so that as many pupils as possible can take part.

This year, pupils have been or are going to:

Year 3, 4 & 5: Warren Barn, Cockington

Year 6: Rora House, Liverton

Year 7: Llain Adventure, Pembrokeshire, Wales



## COMBE PAFFORD SCHOOL

### PRIVACY NOTICE

for

***Pupils in Schools, Alternative Provision and Pupil Referral Units  
and Children in Early Years Settings***

## Privacy Notice

### Data Protection Act 1998

We Combe Pafford School are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.

#### **In addition for Secondary and Middle deemed Secondary Schools**

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s) and any further information relevant to the support services' role.

However, if you are over 16, you (or your parent(s)) can ask that no information beyond names, addresses and your date of birth be passed on to the support service. This right transfers to you on your 16th birthday. Please inform the School Office if you wish to opt out of this arrangements.

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<sup>1</sup> Attendance information is **not** collected as part of the Censuses for the Department for Education for the following pupils/children –a) in Nursery schools; b) aged under 4 years in Maintained schools; c) in Alternative Provision; and d) in Early Years settings.

For more information about young people's services, please go to the National Careers Service page at <https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

**We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.**

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact the School Office.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.torbay.gov.uk/index/education/schools/fair-processing.htm> or

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you cannot access these websites, please contact the LA or DfE as follows:

- Policy Performance and Research Team  
Torbay Council

G-58

Town Hall

Torquay

TQ1 3DR

01803 208916

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)

email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288