



***Illuminating Valuable Years,  
Building And Nurturing Knowledge***

## **NEW PUPIL INFORMATION PACK**

**For you to keep**

Ivy Bank Primary School  
Valley Road  
Macclesfield  
Cheshire  
SK11 8PB

Tel: 01625 448014

Email: [admin@ivybank.cheshire.sch.uk](mailto:admin@ivybank.cheshire.sch.uk)

Web: [www.ivybank.cheshire.sch.uk](http://www.ivybank.cheshire.sch.uk)

Twitter: @IvyBankPrimary

Facebook Group: Ivy Bank Primary School

## **Welcome to Ivy Bank Primary School!**

This information pack is designed to tell you a little about our school, to answer some frequently asked questions and to give you information with reference to some forms that you have received in your welcome pack. If you have any other queries, please check the Ivy Bank Primary School website – [www.ivybank.cheshire.sch.uk](http://www.ivybank.cheshire.sch.uk) – or contact the school office.

**This information pack is for you to keep at home – please don't return it to school.**

## The School Day

The FS1 gates open at around 9:05am and the school day begins at 9:15am. If you arrive after the gates have closed, you will need to enter the school via the main office and sign your child in as late.

The morning session runs from 9:15am to 12:15pm and the afternoon session runs from 12:15pm to 3:15pm

The gates will be unlocked shortly before this time.

If anyone else will be collecting your child, either regularly or as a one-off, please liaise with the FS1 staff or the school office.

## Illness

If your child will not be attending nursery due to illness, please telephone the school on 01625 448014 and chose option 1 to leave a message on our absence line.

If we have not heard from you by the time our daily attendance processes are completed, we will get in touch to enquire why your child is not in school. Please be aware that per policy, we monitor attendance and lateness and we have a duty to advise the local authority if there is cause for concern.

## Medical Appointments

We would ask that, wherever possible, medical appointments are booked outside of school time; however, we appreciate that this is not always possible. If your child will be absent from school due to a medical appointment, please inform the school office so that we can ensure that your child is allocated the correct attendance mark. This includes if a child will be late into school or collected early.

## Arbor – School Information System

The information management system that we use in school is called Arbor.

The system has a "parent portal" where you can log in and book parents evening slots, update your contact information, pay for school meals and see your child's attendance. All in real time.

To register for this system, you will need to provide us with an email address via the registration pack. You will then be sent an email inviting you to use the system.

There is also a free Arbor "app" available from the Apple store and Google Play store. We would encourage parents to download this app as it allows us to send free messages to parents.

## Milk

If your child is under the age of 5, they are entitled to a free drink of milk at break time. If you would like your child to receive this, please complete the form in your registration pack to confirm this and provide consent to allow us to give Cool Milk your child's details.

If your child is 5 or older and you would like them to have milk at morning break, this can be purchased through **Cool Milk**.

To register and pay for your child to receive milk after they turn 5 please visit [www.coolmilk.com](http://www.coolmilk.com) and select "Register your child for milk here", then follow the on-screen instructions to register and pay.

## Wrap around care

We are delighted to be able to now offer wrap-around care for our Nursery children, following their 4th birthday. If you wish to go ahead and book your child into Ivy Leaves, please complete a registration form and either return it to the school office or email it to the Ivy Leaves email address on [ivyleaves@ivybank.cheshire.sch.uk](mailto:ivyleaves@ivybank.cheshire.sch.uk). Then simply complete the monthly booking form each month for the sessions required.

## Uniform

Much of the Ivy Bank uniform can be bought in the supermarket. Items with logos can be purchased from Classworx (King Edward Road, Macclefield) and myclothing.com

Details of the school uniform are as follows:

|   |                               |
|---|-------------------------------|
| grey or black trousers / shorts               | grey skirt, dress or trousers |
| white polo shirt / shirt                      | white polo shirt / blouse     |
| green ivy bank sweatshirt or cardigan         | green check dress             |
| Black, leather, sensible shoes (not trainers) |                               |

### **PE Kit**

|  |
|--|
| green shorts & white t-shirt                             |
| dark coloured jogging bottoms and plain jumper in Winter |
| barefoot for indoors / trainers for outdoors             |

***You will be informed which day(s) your child will have PE – please send them in wearing their PE kit***

## Jewellery

The wearing of jewellery in school is not permitted. Necklaces, wrist bangles and rings can be a hazard to children when playing in the playground. Jewellery can also be a distraction in class. Watches, including FitBits, are acceptable as learning to tell the time and to keep healthy are an important aspect of the curriculum, but they must be removed during PE lessons. Children are responsible for the safekeeping of their watches when they have been removed.

Ear studs are acceptable, but only plain and small in type. Earrings that dangle are not allowed, as they can cause nasty tears to ears in the playground. Children are responsible for the safekeeping of their ear studs when they have been removed.

The wearing of jewellery in PE is prohibited for safety reasons. All children are required to remove watches and earrings before taking part. Ear studs must be removed for PE. If ear studs have only recently been applied and cannot be removed for the standard six-week period, then the studs will need to be taped up with micropore tape for all PE sessions.

Further information about our uniform can be found in our "Dress and Appearance Code". This is available on our website, or a copy can be requested from the school office.

## Sun Cream

As the children who attend our FS1 setting are reliant on us for assistance, in the hot weather we want to ensure that they are protected from the sun. If you give us your consent (via the registration pack) and send in sun cream with your child, we are happy to apply this to them.

Your child will be unable to play outside if they have not had sun cream applied.

## Lunch Time

Foundation Stage 1 lunch is eaten in the main school hall and children are supervised at lunch time by the FS 1 staff and midday assistants.

Children are encouraged to eat a healthy lunch and use good manners.

Once lunch has been eaten the children have the opportunity to play before afternoon sessions start.

Wherever possible, lunchtime play will be in our Foundation Stage 2 (reception) play area.

## School Meals

School meals cost **£3.00** per day (from September 2025). All parents are asked to complete their child's lunch requirements on Arbor – a separate email will be sent with instructions on how to do this.

**Payments must be made for school dinners, in advance via the Arbor system.**

If your child's meal balance exceeds £11.50 we will be unable to provide any meals until the balance is cleared.

Special occasion lunches (for example Christmas dinner) can be purchased as a one off.

## Menus

Our school catering service is provided by Mellors. Lunch menus change twice a year; around October and again in April.

Please note; Fresh fruit and yoghurts will be available daily as an alternative to the dessert. A selection of homemade bread, salad, milk and drinking water will also be available daily. We use seasonal vegetables to ensure the best quality produce.

## Special Diets

If your child requires a special diet due to allergies or intolerances, there is a form from our caterer that needs to be completed. This will be sent to you once we are aware that your child requires a special diet meal.

## Free School Meals (Income Related) and Pupil Premium

Each year the school receives extra funding from the government to provide additional support and educational experiences for children who come from lower income homes. This funding is called Pupil Premium and can help ensure all children have access to the same opportunities and activities.

If you are successful, not only will it mean your child will receive a free school meal, but we can also help in other areas such as providing support with academic progress, social and emotional support, help paying for trips and residential visits, music tuition, after school sports clubs etc.

Free school meals can be claimed for each child who attends school in Cheshire East if you receive one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - as long as you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit with no earned income or with net monthly earnings less than £616.67

Claims can be made either online via [Cheshire East's website](#) or by calling 0300 123 5012

## Parents' Evening and Reports

Parents' evenings are held twice a year. Parents will be able to book appointment slots via the Arbor system. You will also receive a full report in July detailing your child's progress throughout the year.

## Celebrating Achievement

The staff at Ivy Bank are very keen to reward pupils' achievement. Small rewards in the form of kind words and stickers are given out during class time. During assembly time on Friday's, achievement awards are presented to pupils who staff feel deserve special recognition of their progress and achievement in learning and skills that week.

We also have a weekly Heart of Gold award that is presented to one person to recognise and respect acts of kindness. Everyone is encouraged to nominate a member of the school community (pupil or staff) who has been exceptionally kind or made a difference to someone else's day. Nomination forms can be found in all classrooms. Our year 6 pupils acknowledge every nomination that is received. One person that stands out is chosen and presented with a "Heart of Gold" badge.

## School Photographs

School photographs are taken twice a year; individual or sibling portraits in November and class photographs in June.

Parents are not obliged to buy the photographs, but any purchases made, do raise funds for the school.

## Outside supervision

Ivy Bank is lucky enough to have excellent outside play equipment, including a pirate ship and large amount of adventure equipment. Outside of school hours, it is the responsibility of parents/carers to supervise their children on this equipment and in the playground generally. Ivy Bank Primary School will not accept any responsibility for injuries incurred outside of school hours.

Should your child ride to school on a bike or scooter, these can be stored in the bike rack during the day. We encourage helmets to be worn. Due to how busy our playground is, please be aware that children are not allowed to ride these in the playground at all.

We also ask that children do not bring their own balls into school.

## Communication

Letters and newsletters will mostly be sent via Arbor.

The school website has lots of information which parents may find useful including a school calendar, policies, information about the school and class pages; please take the time to check the website regularly, if you have access to the internet.

Text messages are also sent to parents.

If you need to communicate with your child's teacher, please do so either at the end of the school day or by email. Teachers are rarely freely available before school, as they are preparing for the day ahead.

Not only are Ivy Bank available to follow on Twitter (search for @ivybankprimary), but we also have a "closed" Facebook Group for parents and carers which is regularly updated with handy information. Our Facebook group can be found by searching for Ivy Bank Primary School. When requesting to join the group, you will be asked for your child's name and class.

## Lost Property

It is the responsibility of parents to ensure that all school clothing (uniform, PE kit, coats, scarves, gloves, etc) is marked with their child's name. A lost property box can be found by the external doors at the entrance to the Nursery corridor – near the year 5 and 6 classrooms. There is also a box within nursery. Any items of lost uniform or any other belongings will be placed in this box, should they be found around school. If there are any un-named items left in this box at the end of each term, they are donated to charity.

## Parking

Parents and carers of children who attend our school have a responsibility to get their children to school on time and in the safest way possible.

Whilst we encourage walking to school, we understand that this is not always possible. With this in mind, we would ask that if you need to transport your children by car please be considerate and safe when driving and parking around the school.

Please do not park on the yellow lines directly outside of school or on the zig zag lines. Similarly, parking on corners – directly contravening the Highway Code – reduces visibility and puts all of our children at risk. We would ask that you are also considerate to our neighbours by not blocking driveways.

## Session Costs

Morning Session: 9:15am – 12:15pm £15.75/session

Afternoon Session: 12:15pm – 3:15pm £15.75/session

Parents will be charged for all booked sessions, regardless of illness, personal holidays, etc.

## Parental Involvement

Ivy Bank welcomes and actively encourages parental involvement; whether helping out on class trips or reading to or with children. If you would like to be involved, please speak to your child's class teacher.

## Wrap Around Care

We are delighted to be able to now offer wrap-around care for our Nursery children, following their 4th birthday. If you wish to go ahead and book your child into Ivy Leaves, please complete a registration form and either return it to the school office or email it to the Ivy Leaves email address above. Then simply complete the monthly booking form each month for the sessions required.

## Friends of Ivy Bank – The PTA

Our PTA is called **Friends of Ivy Bank** (often shortened to "Friends"). They are an asset to our school community and work hard to raise funds. They hold lots of functions throughout the year including fairs, discos and quiz nights, which are always well attended and very successful.

Due to their dedication in supporting Ivy Bank, they have funded many items for the children including author visits to school, the purchasing of new equipment and funding books for our school library.

All parents of children who attend Ivy Bank are automatically a member of the PTA and are very welcome to attend the "Friends" meetings which are a fun, monthly meeting.

## Using Images – Conditions of use

Please see below the main points of our [Using Images Policy](#).

**The full policy can be found in the policies section of the Ivy Bank Primary School website or a paper copy may be requested from the office.**

1. Consent forms regarding photographs and videos are requested from parents at the beginning of each key stage (Early Years, Key Stage 1 and Key Stage 2).
2. We will not use the personal details of any child or adult in a photographic image or video without express permission to do so.
3. The Headteacher is responsible for deciding whether parents are permitted to take photographs and videos at school events.
4. Parents are responsible for completing the Images Permission Form and returning it to school.
5. If there is a disagreement between separated parents over consent or a parent does not respond to a consent request, it will be treated as if consent has not been given and photographs and videos will not be used.
6. Staff will ensure that all children are appropriately dressed prior to taking any photographs or videos.
7. Names of pupils will not accompany photographs and videos without permission from parents.
8. We may include pictures of pupils and teachers that have been drawn by the pupils.
9. Parents are entitled to withdraw or change their consent at any time. This should be done in writing (letter or email) to the school office.
10. Official school photographs will be held securely on the school's information management system and on individual pupil files.
11. Digital photographs will be reviewed and deleted on an annual basis (in line with the Records Management Policy)

## Our Safeguarding Team



**Mrs Sarah Gill**  
**Headteacher**  
**Safeguarding Lead**



**Mr Steve Herd**  
**Assistant Head**  
**Deputy Safeguarding Lead**



## PRIVACY NOTICE FOR PUPILS AND THEIR FAMILIES

### How we use pupil information

#### Why do we collect and use pupil information?

Ivy Bank Primary School collect and process pupil information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation (GDPR). An example of this is the school census return which is a statutory requirement on schools under [Section 537A of the Education Act 1996](#).

We use the pupil data:

- a) To support pupil learning
- b) To monitor and report on pupil attainment progress
- c) To provide appropriate pastoral care
- d) To assess the quality of our services
- e) To keep children safe (eg food allergies, emergency contact details)
- f) To meet statutory duties placed upon us

#### The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Safeguarding information (such as court orders and professional involvement)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment and attainment information (such as KS1, KS2 and Phonics results)
- Relevant medical information (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- Special educational needs information (including the needs and rankings)
- Behavioural information (such as exclusions and any relevant alternative provision put in place)

Under the GDPR, the lawful basis we rely on for processing the pupil information are;

- For the purposes of a), b), c) and d) in accordance with the legal basis of Public task; collecting the data is necessary to perform task that schools are required to perform as part of their statutory function
- For the purposes of e) in accordance with the legal basis of vital interest; to keep children safe
- For the purpose of f) in accordance with the legal basis of Legal obligation; data collected for DfE census information
- For the purpose of photographing and videoing children in accordance with the legal basis of Consent; parental consent will be sought before sharing any photographs taken or any videos recorded

In addition, if the personal data being requested falls under a "special category", we will use conditions (a), (b), (c) and (d) of article 9. Article 9 is part of the GDPR legislation that deals with "processing of special categories of personal data"

#### Collecting pupil information

We obtain pupil information via registration forms when a pupil joins Ivy Bank. In addition, a data collection sheet is sent out each academic year to ensure information that the school holds is accurate. When a child joins from another school we are sent a secure file containing relevant information.

Pupil data is essential for the schools' operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with GDPR, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

#### Storing pupil data

We hold pupil data for the time that a pupil attends Ivy Bank Primary. After this time, information is passed to the next school being attended or disposed of securely in line with our Records Management Policy. A copy of our Records Management Policy, which details our data retention schedule and how we keep your data safe, is available on the Ivy

Bank website.

### **Who do we share pupil information with?**

We routinely share pupil information with:

- Schools that pupils attend after leaving us
- Our Local Authority
- The Department for Education (DfE)
- NHS & School Nurses
- School meal caterers
- Third party companies who provide educational resources (a full list is available on the Ivy Bank Website)

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law allows us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE either directly or via our Local Authority for the purpose of data collections, under:

- [Section 537A of the Education Act 1996](#)
- [The Education Act 1996 s29\(3\)](#)
- [The Education \(School Performance Information\) \(England\) Regulations 2007](#)
- [Regulations 5 and 8 School Information \(England\) Regulations 2008](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)

### **Requesting Access to your personal data**

Under GDPR parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information please contact Ivy Bank Primary's Data Protection Officer Miss Keelie Mellor on [kmellor@ivybank.cheshire.sch.uk](mailto:kmellor@ivybank.cheshire.sch.uk)

You also have the right to;

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- A right to seek redress, either through the Information Commissioners Office (ICO), or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the ICO at <https://ico.org.uk/concerns/>

### **How Government uses your data**

The pupil data that we lawfully share with the DfE through data collections:

- Underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- Informs "short term" education policy monitoring (for example, school SATs results of Pupil Progress measures)
- Supports "longer term" research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

Much of the data about pupils in England goes on to be held in the National Pupil Database.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The law allows the DfE to share pupils' personal data with certain third parties, including:

- Schools
- Local Authorities
- Researchers
- Organisations connected with promoting the education or wellbeing of children in England
- Other Government departments and agencies
- Organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact DfE: <https://www.gov.uk/contact-dfe>

**A COPY OF THIS PRIVACY NOTICE IS ALSO AVAILABLE ON THE IVY BANK WEBSITE**