

# HILLSIDE AVENUE PRIMARY AND NURSERY SCHOOL

Hillside Avenue, Thorpe St Andrew, NORWICH, NR7 0QW

Tel: 01603 433453 Fax: 01603 701836

e-mail: [office@hillsideavenue.norfolk.sch.uk](mailto:office@hillsideavenue.norfolk.sch.uk)

Headteacher: Mrs J Richardson



Dear Parents

15 November 2010

no 48

## Dates for your Diaries

Saturday 4 <sup>th</sup> December	Friends of Hillside Christmas Fair 11.30 am – 2.00 pm
Thursday 9 <sup>th</sup> December	Key Stage 1 Christmas Play 2.15 pm
Friday 10 <sup>th</sup> December	Key Stage 1 Christmas Play 9.15 am
Friday 10 <sup>th</sup> December	Hillside Carol Service 7.00pm St Andrew's Church, Thorpe St Andrew
Tuesday 14 <sup>th</sup> December	Reception Christmas Play 10.00 am
Wednesday 15 <sup>th</sup> December	Reception Christmas Play 10.00 am
Friday 17 <sup>th</sup> December	Last day of term. School finishes at <b>2.30 pm</b>
<b>Monday 20<sup>th</sup> December to Tuesday 4<sup>th</sup> January</b>	<b>SCHOOL CLOSED FOR CHRISTMAS HOLIDAY</b>
Wednesday 5 <sup>th</sup> January	Children return to school for Spring Term

## New Headteacher

The Governors have asked me to let you know that Mrs Gutteridge, the new Headteacher, will start at Hillside after the Easter holidays. She is not able to start in January because of the notice she needs to give at her current school. They have asked Mrs Hanley to be acting Headteacher for the Spring term. Mrs Hanley will be pleased to take on this role and provide the continuity needed at this time of change.

## Children in Need

We will participate in the BBC 'Children in Need' fundraising appeal on Friday 19<sup>th</sup> November. The theme this year is 'show your spots, let's raise lots'. Children are invited to join in a non-uniform day - maybe they would like to wear something 'spotty', in return for a donation to 'Children in Need'.

## Lunches

If your child would like a hot dinner on any day during the week, please make sure you send in the money on a Monday, in an envelope clearly marked with your child's name and class, what day they would like dinners that week and how much you have enclosed in the envelope. You can send in cash or a cheque made payable to Norfolk County Council.

## Midday Supervisors

We employ midday supervisors to look after all the children at lunchtime. From time to time we have a temporary vacancy for a midday supervisor or need to provide cover for someone at short notice. If you think you would like to be considered to work at Hillside in this role, either regularly or on one off days from time to time, please contact the school office. This post is subject to a full CRB check.

## Nestlé Box Tops

We are now collecting Nestlé Box Top tokens towards books for school. If you have any tokens we would be pleased to receive them.

Yours sincerely

*J.E. Richardson*

Mrs J Richardson  
Headteacher

PTO

## Privacy Notice

We have detailed below the latest Privacy Notice, issued by Norfolk County Council, which explains who your children's details might be shared with, in line with the Data Protection Act. This notice is also available on the Norfolk County website and on the Hillside School website, together with supplementary information about the various bodies mentioned and details of what the DfE does with pupils' and children's data

### Privacy Notice - Data Protection Act 1998

We, Hillside Avenue Primary & Nursery School, are the 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 its pupils teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

This data may only be used or passed on for specific purposes as allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Development Agency (QCDA), Ofsted, the Department of Health (DH), Primary Care Trusts (PCT), The Learning Records Service, or any successor bodies. All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child's behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website <http://www.norfolk.gov.uk/fairprocessingnotices> or for those pupils/parents where this is not practical a hard copy can be obtained from the school office at Hillside Avenue Primary & Nursery School.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- <http://www.norfolk.gov.uk/fairprocessingnotices>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/>
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/>

If you are unable to access these websites, please contact the LA or the DfE as follows:

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Teresa Burdett,<br/>File Access Manager,<br/>Children's Services,<br/>County Hall,<br/>Room 22,<br/>Martineau Lane,<br/>Norwich,<br/>NR1 2DL<br/>Email: <a href="mailto:teresa.burdett@norfolk.gov.uk">teresa.burdett@norfolk.gov.uk</a><br/>Tel: 01603 223839</li></ul> | <ul style="list-style-type: none"><li>• Public Communications Unit<br/><b>Department for Education</b><br/>Sanctuary Buildings<br/>Great Smith Street<br/>London<br/>SW1P 3BT<br/>website: <a href="http://www.education.gov.uk">www.education.gov.uk</a><br/>email: <a href="mailto:info@education.gsi.gov.uk">info@education.gsi.gov.uk</a><br/>tel: 0870 000 2288</li></ul> |
|--|--|

Sure Start Children's Centres - We will share results from the Early Years Foundation Stage with your local Sure Start Children's Centre to help them to plan and deliver services that meet the needs of the community. We will provide your name, current school, Early Years Foundation Stage results and any further information relevant to the Sure Start Children's Centres' role. However your parent can ask that no information be passed to your local Sure Start Children's Centre. Please inform the office at Hillside Avenue Primary & Nursery School if you wish to opt-out of this arrangement. For more information about Sure Start Children's Centres please go to the LA website shown above.