

Longford Park School
Believe • Belong • Become



School Prospectus

Executive Head Teacher: Paul Eckley

Head of School: Sara Waite

Deputy Headteacher: Stephanie Meadows

Assistant Headteacher: Rachel Lamb

Address: 74 Cromwell Road
Stretford
Manchester
M32 8QJ

Telephone: 0161 532 3253

Website: <http://www.longford.trafford.sch.uk>

Email: admin@longfordparkschool.co.uk



Follow us on Twitter

<https://twitter.com/LPSstretford>

Our Location and Facilities

In January 2004, a new school building was ready for occupancy and the original building was demolished. The Lord Mayor of Trafford officially opened the new Longford Park School in May 2004, coincidentally on the eve of the original school opening. The former school site is situated behind the new building and is now the school playing field. The 'Rest Shed' is the only part of the original school to remain. This has now been converted into 2 additional classrooms to support the expansion of the school.

Longford Park School is an Academy school maintained by The Sovereign Trust. We meet the needs of pupils between the ages of 5-11 with different kinds of specific, complex, learning and social, emotional and mental health needs.

We have the capacity for 87 full time pupils and in addition have 3 Trafford LA PRU places.

A team of highly qualified and experienced teachers, special support assistants and others work closely together to assess and then meet both the academic and emotional individual needs of pupils in school as appropriate.

The school is fully supported by The Sovereign Trust, Local Authority Officers, the Advisory Services, the Educational Psychological Services, Child and Adolescent Mental Health Services and Social Care Workers

Admissions

Pupils are admitted to Longford Park School following consultation from the Local Authority. The majority of pupils will have an EHCP in place and request for placement decided through the Annual Review process. This will have been decided because we will be able to meet their particular educational and emotional needs. A few pupils come to Longford Park School on an assessment step-out placement whilst their EHCP is still being agreed upon.

We do not have a catchment area as such; pupils attend from across the Trafford area. Sometimes we are requested to admit pupils from nearby Boroughs. We also have pupils who are assessed by our outreach team as requiring the support that Longford Park School can offer on a short-term step-out placement status. We are also responsible for admitting pupils who have been permanently excluded on the 6th day following their exclusion.

LONGFORD PARK SCHOOL VISION Mission Statement

In Longford Park School education is about learners experiencing the joy of discovery, being creative, developing their self-confidence as learners and maturing socially and emotionally.

Longford Park School will combine high standards with a broad, balanced and rich curriculum. Education will be the fusion of excellence and enjoyment. Learners do better when they are excited and engaged, when there is joy in what they are doing, as well as feeling secure and happy; they learn to love learning.

We will build on our strengths to serve the needs of our children using the skills of everyone in the School. We will drive our own improvement, set our own challenging targets and recognise that for the sake of our learners we can always do better.

Learning will be focused on individual pupils' needs and abilities and we will develop assessment for learning, which enables knowledge about individuals to inform the way they are taught and learn.

Teachers and classroom assistants will provide a tailored approach to support all our learners.

We will build a partnership with parents by giving good information and by knitting the School into the fabric of their community.

We will build partnerships with mainstream schools by having clear and effective systems of referral and support in place.

The Headteacher will put into place effective systems for quality assurance self-evaluation that in school will promote high standards of behaviour by teaching positive behaviour to all learners.

Our School Aims

We aim:

- 1. To be an inclusive school and to put into place the practice in all aspects of our work that ensures that all learners are given equality of opportunity and treated fairly.**
- 2. To provide well for learners' physical, mental, social, spiritual, moral and cultural needs.**
- 3. To promote and achieve high standards for all by providing teaching and learning of the highest quality.**
- 4. To treat learners as individuals and to differentiate teaching and learning to take account of their individual needs.**
- 5. To provide well for learners' care, health and safety.**
- 6. To ensure that all learners benefit from a rich, broad, balanced curriculum presented in an interesting, exciting and imaginative manner with lots of opportunities for first-hand experience, practical work, investigation and learning through play.**
- 7. To teach basic skills and core subjects well and to give great emphasis to the foundation subjects especially to the creative aspects including art, cooking, story, the environment, music/theatre, sport. These will be central to our work.**
- 8. To make connections between subjects and to apply basic skills across the curriculum.**
- 9. To enliven and enrich the curriculum by visits, visitors, and extensive use of the environment.**
- 10. To give responsibility to learners and develop their self-confidence by contributing to the community.**
- 11. To make parents and the wider community equal partners with the school and to involve them in the evaluation of its success.**
- 12. To build an ethos marked by a welcoming, friendly, bright and lively, happy place where learners feel secure. A place where good behaviour is expected and where learners enjoy growing up. To make this school a place of enjoyment where success is celebrated.**

School Organisation and Curriculum

Pupils who are in Reception, Key Stage 1 or Key Stage 2 usually attend the school on a full-time basis from Monday to Friday.

One of our roles is to assess pupils and determine what they know, can do and understand and from this develop an understanding of the pupil's individual special educational needs.

All pupils at Longford Park School have access to a five-point plan to develop their emotional regulation skills. All pupils will have a personalized learning 'Flight Path' for their expected level of achievement across the curriculum.

All pupils have access to teaching on a one to one basis, small group work and supported access to a larger group setting. We currently have eleven groups of pupils in school.

Our younger pupils follow the Early Years and Foundation Stage Curriculum. Key Stage 1 and Key Stage 2 pupils follow the National Curriculum. All the work is pitched appropriately at an individual level to ensure it is relevant and meaningful for each pupil. A range of teaching approaches are used to ensure that each pupil has access to the curriculum. It is the expectation that all teaching approaches are based on each pupil's individual needs and that they will also raise attainment in the gaps in learning.

Further to their initial baseline assessment all pupils are subject to ongoing assessment by school staff and their progress is monitored throughout the time they are with us. Foundation stage profile assessments at the end of the Reception year and end of Key Stage 1 and 2 Standard Assessment Tests are taken where appropriate.

Transition Programmes

Where we feel a pupil could manage a mainstream placement we first discuss the possibility of setting up a transition programme with the pupil's parents and carers.

A transition programme is set up and support given to the pupil and receiving school. The pupil gradually moves from our setting into mainstream provision with the evidence provided to ensure a smooth transition.

The placement school would become responsible for the delivery of the curriculum for the sessions attended.

The Local Education Authority determines future provision for pupils. When a pupil leaves Longford Park to take up appropriate provision, the Officers of the L.A. will determine the type and amount of support required based on the evidence of our assessment and the pupil's statement will be amended accordingly, as appropriate.

Healthy School

All pupils can have access to a very healthy school lunch prepared on site. The meals are very tempting but nutritionally balanced. Some pupils choose to bring in their own lunches and they sit with their group in the lunch hall. Pupils on restricted diets for religious or medical reasons can be catered for with agreement by Trafford Catering Services.

Snacks mid morning or afternoon are also healthy and include fruit and vegetables.

Parents

The school welcomes the involvement of parents and it is considered a high priority that we work in partnership with parents to enhance pupils' progress and provide the highest standards of care.

We do welcome personal contact as an important part of home school liaison, especially as many of our pupils come to school on Home School Transport and we do not see them on a daily basis. Therefore, parents are welcome in school at any time but preferably with an appointment to ensure the availability of staff.

There are also opportunities to talk to all staff at Review Meetings and Parents Evenings throughout the school year.

Staff and Pupils

Longford Park School caters for Key Stage 1 and Key Stage 2 children. Children will be taught both in formal classes and in informal groups. Within this arrangement, there is wide scope to group the children in a variety of ways for different subjects or objectives.

The School Day

At Longford Park School, we teach all the National Curriculum subjects as in any school. We provide a rich and varied curriculum, which is tailored to meet the needs of individual children. We are acutely aware of some of the possible contributory factors that can affect learning and we strive to make sure that our children are in an environment where it is safe and comfortable to learn.

Our day begins at 9am and finishes at 3pm.

We have a morning playtime from 10.45am until 11am.

Lunchtime begins at 12pm to 1pm with each group having a social lunch time with their staff and peers, and time to play.

On a Friday afternoon all KS2 pupils do 'Believe, Belong, Become' enrichment groups where they can choose from a variety of activities spanning sports, cooking, art, gardening, community work. This is an opportunity to mix with a wider range of peers and staff, as well as developing skills and enjoying an activity.

Outreach

At Longford Park School we have a team of staff who go out to mainstream schools to provide extra support for some pupils.

Some of the pupils also attend our school for a 10 week step-out placement and then return to their mainstream school for the rest of the time.

It is a vital part of the work we do here and means that we have extensive links with most mainstream schools throughout the borough of Trafford.

Homework

All children at Longford Park School are supported by the school and by their home. Please see the separate homework policy which is available via the school's website.

Contact with Parents

Parents and carers are always welcome at Longford Park School. We encourage parents to phone and drop into school whenever they can. This is particularly important, as we do not have the same contact with families that other schools have where children are taken to school and collected by family members every day. It is important that school and home work together. All children have a home/school 'book', which is sent home each night, with teacher comments, and for you to reply or comment in, to be returned the next day. We value and welcome comments and observations you have to make. We keep parents up-to-date with events and developments in school through Newsletters, permission letters and meetings.

We have Annual Review meetings with every family throughout the year and we also hold two parents' 'evenings' throughout the year. These meetings provide a great opportunity to discuss the achievements of each child, to talk to people involved in the child's development at school, to ask questions in a supportive and friendly atmosphere and most of all to determine whether the current placement of your child is still the best one.

Absence from School

It is very important to inform the school about your child's reason for any absence as early as possible, by either phone or letter. The number to call is **0161 532 3253**. You also need to contact your bus escort by phone, if your child usually uses Trafford Transport Provision (TTP) their number is 0161 912 5055/9.

Please arrange for your child to be cared for at home if they are ill.

Parents will be asked to collect their child if they become ill during the school day.

Parents are asked to complete an Emergency Information Form on entry to school and then at the start of each new school year. The form is included in this pack.

It is VITAL that school has at least 2 emergency contact numbers for every child, one being a mobile number so we can send an SMS Text as well as call you.

Our trained First Aid Staff can administer essential medicines only when parents have given written permission about the dosage and other administration details.

Accidents are recorded and first aid is provided for minor injuries, a note is sent home with the child giving details of any treatment given.

For injuries that are more serious parents will be contacted immediately and the child will be taken to the nearest hospital. It is important that parents can be contacted, as staff cannot give permission for any treatment at the hospital.

Please inform school if any of your details change throughout the year.

As a school we fully appreciate the financial difficulties some parents may face when booking their holidays or visiting family abroad. However, we have a firm policy and check to ensure that there is a reduction in the number of absences during term time.

We are governed by the DfE and this legislation states clearly that Parents **do not have a right** to take their children on holiday during school time. Penalty notices could apply. Please see our website for more information.

Each request for holiday absence will be judged by the Headteacher and individual circumstances will be considered. If you take your child out of school this will generally be logged as an unauthorized absence.

Transport

If your child is provided with Trafford LA transport to and from school please always keep Trafford Transport Provision (TTP) updated as to any changes to addresses or collection/drop-off changes and when your child is absent, all enquiries should be made directly to TTP on **0161 912 5055/9**.

Parents are responsible for taking their child to and from the bus.

Academic Advisory Committee (AAC)– Chair : Jonathan Ridge

The AAC is responsible for the overall day to day running of our school. AAC meetings are held once a term. The AAC is made up of the following people:

Headteacher / Deputy Headteacher / Assistant Headteacher
Two elected staff governors
Two elected parent governors
And a number of co-opted governors

The AAC minutes and actions then report to the CEO and feed into the Board of Trustees of the Sovereign Trust who oversee HR and Financial decisions for the school.

Uniform

Our uniform consists of a royal blue sweatshirt, grey trousers/skirt and a white 'polo' shirt. It is important that children come to school in their uniform. The sweatshirts/cardigans can be ordered at the school office.

For P.E lessons, children need a white T-shirt, royal blue shorts and a pair of trainers. It is important that children change into and out of their P.E. kit for Health and Safety and hygiene reasons.

Swimming is an important part of the National Curriculum and the older children at Longford Park School are fortunate enough to be able to have a block of weekly lessons. You will be informed if your child is taking part so that you can provide a swimming costume and a towel.

Healthy Schools, snacks, school meals, breakfast club, costs/donations, milk

Longford Park School operates a Healthy Schools policy and we discourage the children from bringing sweets and fizzy drinks into school.

Lunches are prepared in our own kitchen and provides good nutritional value. Dinner money should be sent into school on a Monday morning for that week. We now operate Parentpay system, which enables parents to pay for their child's dinners online. The school secretary will be able to advise parents about the price of meals. If preferred children can bring packed lunches.

Our children benefit from fresh fruit or vegetables, as part of our healthy foods scheme.

Breakfast club is provided each morning and our children are entitled to 'free' school milk every day.

Behaviour Policy/ home/school agreements

At Longford Park School, we have carefully developed a Behaviour Policy in consultation with staff and pupils. It is a very clear and positive system encouraging the mindset that choices have consequences, whether these are desirable or undesirable. School aims to teach the pupils to have responsibility for their actions and understand the impact on others.

A copy of the Behaviour Policy is available on the school's website.

Complaints

There is a Complaints Procedure common to all schools in The Sovereign Trust. In most cases, queries and complaints can be quickly resolved after discussion with the Headteacher and other staff. However, if this is not possible then the complainant should formally write to the Headteacher and Chair of governors in the first instance. It will then be investigated and reported back to you.

If, following this you are still unhappy, you can do a second complaint to the CEO who will further investigate.

Child Protection

All members of staff in schools have a legal duty to report any concerns about the welfare of a child at the school to Social Services. This is a requirement and follows government guidelines for Child Protection and Abuse.

We would always try to contact the child's parents or carers first to discuss our concerns and to offer help. We aim to look after the welfare of our children, which must include the family too. We hope that parents feel that they can come into school and talk with members of staff in a caring and supportive environment. We would also be happy to make home visits. In offering our help to the family, we can also make contact with agencies who will equally support them in different ways if necessary and appropriate.

School Nurse

Our School office will be happy to forward all enquiries on behalf of parents to the School Nurse. The School has a Supporting Pupils with Medical Conditions Policy which can be found on our website. A hard copy of such can be obtained from the School office.

School's website – <http://www.longford.trafford.sch.uk>

The following policies can be found on the school's website:

Staff List can be found in: **About Us – Staff**

Behaviour & Anti-Bullying Policy Incl Exclusion Procedures
Physical Intervention / Homework Policy
Medical Conditions Policy / Positive Handling
Pupil Premium Policy / Safeguarding Policy
SEN Special Educational Needs Policy / Whistleblowing

Find the above in: **Key Information – School Development & School Policies**

If you wish to be provided with a hardcopy of any of this information please ask our school office staff who will be happy to support you.

Privacy Notice for Parents/Carers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about **pupils**.

We, Longford Park School, 74 Cromwell Road, Stretford Manchester M32 8QJ, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer DPO is contracted to the school as part of a Service Level Agreement. You are able to contact them by writing to the school, your correspondence should be addressed to the Data Protection Officer.

The personal data we hold

Personal data relates to a natural living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

Personal data that we may collect, use, store and share (when appropriate) about pupils includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Results of internal assessments and externally set tests
- Pupil and curricular records
- Characteristics, such as ethnic background, eligibility for free school meals, or special educational needs
- Exclusion information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- CCTV images captured in school

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Support pupil learning
- Monitor and report on pupil progress
- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

The school is the data controller. This means the Data Controller decides how your personal data is processed and for what purposes.

While the majority of information we collect about pupils is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out how long we keep information about pupils.

Our Records Management Policy and all other school policies can be found on our website, under the heading of Key Information, Policies - page -

<http://www.longford.trafford.sch.uk/policies/>

Data sharing

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- The pupil's family and representatives
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school.

Some of this information is then stored in the [National Pupil Database](#) (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) with any further questions about the NPD.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

Parents/carers also have a legal right to access to their child's **educational record**. To request access, please contact our data protection officer.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please write to the school:

For the Attention of the Data protection officer:

Longford Park School, 74 Cromwell Road, Stretford, Manchester M32 8QJ

Privacy Notice for Pupils

You have a legal right to be informed about how our school uses any personal information that we hold about you. To comply with this, we provide a 'privacy notice' to you where we are processing your personal data.

This privacy notice explains how we collect, store and use personal data about you.

We, Longford Park School, 74 Cromwell Road, Stretford Manchester M32 8QJ, are the 'data controller' for the purposes of data protection law.

Our data protection officer supports the school with data protection and you can contact them at the school. See below for the contact details.

The personal data we hold

We hold some personal information about you to make sure we can help you learn and look after you at school.

For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your test results
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Details of any behaviour issues or exclusions
- Photographs
- CCTV images

Why we use this data

We use this data to help run the school, including to:

- Get in touch with you and your parents when we need to
- Check how you're doing in exams and work out whether you or your teachers need any extra help
- Track how well the school as a whole is performing
- Look after your wellbeing

Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Collecting this information

While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't.

How we store this data

We will keep personal information about you while you are a pupil at our school. We may also keep it after you have left the school, where we are required to by law.

We have a Records Management Policy which sets out how long we must keep information about pupils.

Our Records Management Policy and all other school policies can be found on our website, under the heading of Key Information, Policies - page -

<http://www.longford.trafford.sch.uk/policies/>

Data sharing

We do not share personal information about you with anyone outside the school without permission from you or your parents/carers, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- Your family and representatives
- Educators and examining bodies
- Our regulator (the organisation or "watchdog" that supervises us), Ofsted
- Suppliers and service providers – so that they can provide the services we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

National Pupil Database

We are required to provide information about you to the Department for Education (a government department) as part of data collections such as the school census.

Some of this information is then stored in the [National Pupil Database](#), which is managed by the Department for Education and provides evidence on how schools are performing. This, in turn, supports research.

The database is held electronically so it can easily be turned into statistics. The information it holds is collected securely from schools, local authorities, exam boards and others. The Department for Education may share information from the database with other organisations which promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your data. You can find more information about this on the Department for Education's webpage on [how it collects and shares research data](#).

You can also [contact the Department for Education](#) if you have any questions about the database.

Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

Your rights

How to access personal information we hold about you

You can find out if we hold any personal information about you, and how we use it, by making a '**subject access request**', as long as we judge that you can properly understand your rights and what they mean.

If we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you or your parents
- Tell you who it has been, or will be, shared with
- Let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- Give you a copy of the information

You may also ask us to send your personal information to another organisation electronically in certain circumstances.

If you want to make a request please contact our data protection officer.

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- Say that you don't want it to be used if this would cause, or is causing, harm or distress
- Stop it being used to send you marketing materials
- Say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- Claim compensation if the data protection rules are broken and this harms you in some way

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

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