

# **NEW STARTER PACK**



**2024/25**

Ysgol Santes Fair yr Eglwys yng Nghymru  
Stryd y Parc  
Rhiwabon  
Wrexham  
LL14 6LE



St. Mary's Church in Wales V A School  
Park Street  
Ruabon  
Wrexham  
LL14 6LE

Ffon 01978 820979

Tel. 01978 820979

Learning and Growing with God by Our Side  
e-mail: [mailbox@stmarys-ruabon-pri.wrexham.sch.uk](mailto:mailbox@stmarys-ruabon-pri.wrexham.sch.uk)  
Headteacher/Pennaeth: Mrs N L Booth

Dear Parents/Guardians

Hello and welcome to St Mary's school, Ruabon.

In the attached new starter pack you will find various forms that need to be completed and returned to school as soon as possible. We would also like to inform you of the following:

- The school day commences at 8.55am and children arriving late must sign the late book. Infants finish at 3pm and juniors finish at 3.15pm. If your child is off school ill, then please inform us on the first day of absence by 9.30am.
- The Governors request that all children attending St Mary's School wear the set school uniform to give a common identity and a sense of belonging. School branded uniform is available from RAM Leisure ([www.ramleisure.com](http://www.ramleisure.com)), however, we do not insist on school branded clothes. Please feel free to purchase uniform from other outlets. A grey skirt, pinafore, trousers, or shorts with a light blue polo shirt and maroon sweatshirt or cardigan. Blue and white checked dresses may be worn in the summer. Your child will also need an indoor PE Kit, consisting of white or black shorts and a blue t-shirt. Juniors will also require an outside PE Kit, consisting of a tracksuit and trainers. We ask that sensible black school shoes are worn by all. **Trainers are not part of the school uniform except for PE lessons.**
- All primary school children in Wrexham are provided with free school dinners. Dinners **MUST** be booked online in advance using Parent Pay. We will provide you with an activation letter as soon as your child is registered at St Mary's.
- If you have any complaints at all, please ensure you speak to your child's teacher first and if the issue is not resolved, then please speak with Mrs Booth, and further to that, you can speak to our Chair of Governors.

You can access our website for further information on the school at [www.stmarysruabon.co.uk](http://www.stmarysruabon.co.uk).  
You can also download our app: [schoolsays.co.uk/stmarysruabon](http://schoolsays.co.uk/stmarysruabon).

We hope you and your child will be very happy during your time at St Mary's.

Regards

**Mrs N Booth**  
Headteacher

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Dear Parent / Carer

### General Data Protection Regulation (GDPR)

You may already be aware that as of 25<sup>th</sup> May 2018, the law changed and there are new regulations regarding how an individual's personal information is handled. For example, you may have been receiving personal emails from various companies asking you to 'opt in' to continue receiving these or informing you about a new privacy policy, a particular company has.

As a public organisation, St Mary's school holds lots of personal information about your child and information about parents / carers. Some of this is necessary to ensure that we meet our statutory obligations regarding learning and the welfare of your child. Other personal information is required on a consent basis, for example, using photographs / applications to support and celebrate learning.

In order to ensure that we are compliant with the new General Data Protection Regulation (GDPR), we have revised our Privacy Notice which is displayed in the 'Key Documents' section of the school website. This document details the way that we gather information, how we use the information and how we process / manage this.

Our Data Handling and Data Protection policies are also displayed on the school website.

When you read the documents, you will recognise much of the information; however there are some differences in each to meet the new regulations. You may also read them and think 'Why are the school asking for permission to put my child's work on the wall with their name?', how ridiculous! However this is because it is personal information to your child which we use to celebrate and share learning but is not essential for us to carry out our statutory obligations.

You will notice on the forms that we need returning to school that there are boxes for you to tick to give your consent and alternatives which would be put in place if you choose not to give consent.

We appreciate that there are a number of forms to complete, however the GDPR is there to protect us all and improve transparency and control that we have over our personal information.

***You may opt in or out at any time by informing the school in writing or via email. A new set of forms will be sent home again when your child enters Year 3.***

The following forms are attached for your information and completion:

- **Hwb Rules and Acceptable Use Agreement & Hwb Additional Services consent form**  
*Your child currently has access to Hwb. This is a learning platform provided free for all children in Wales by the Welsh Government. Information about your children must be shared with WG for Hwb. This form however are to update our current Hwb acceptable use agreement and are asking for your consent for your child to access additional free services provided by WG, for example Microsoft Office 365. We use these services to support digital learning across the school.*
- **Parent / Carer Acceptable User Agreement**  
*This enables your child to have their photograph taken at school and enables you to take photographs at public events. You may choose not to give consent for photographs to be taken of your child, where this is the case, your child will not have their photograph taken in school for the purpose of learning and / or celebration and will be provided with alternative provision during public performance of concerts, sports day, etc. Where parents choose not to abide by photography guidelines, you will not be permitted to attend public performances, including concerts, sports day, etc.*
- **Information Sharing Consent Form**  
*This form details some of the ways which we use personal information to celebrate learning, to share information with you as parents / carers and applications that we use to support learning which require some element of personal information about your child to be provided.*
- **Data Collection Sheet**  
*This is the information currently held on our SIMs database for your child. Please check that this information is up-to-date. Make any amendments and return to school with your signature. Please ensure that the form is signed and returned even if there are no changes*
- **Text Messaging Information**  
*Please complete the form with the mobile number you wish us to use on our text messaging service. Please note that we can only use one number per child.*
- **Home School Agreement**  
*Please read this and share with your child/ren. Sign and return one copy only and keep one copy at home for your information.*
- **Breakfast Club Form**  
*Please return this form if you wish your child to attend Breakfast Club.*
- **Routine Visits Form**  
*Please complete and return to allow your child to participate in routine school visits.*
- **Seesaw Permission Form**  
*Please complete this form for pupils in Nursery through to Year 3 to allow your child to use Seesaw which will enable you to see their learning throughout the week.*

We apologise for the amount of forms we are asking you to complete but please return them to school as soon as possible.

If you have any queries, please do not hesitate to contact the school office.

Yours faithfully

**Mrs N Booth**  
**Headteacher**



# Hwb Rules and Acceptable Use Agreement



Remember, anything you do on Hwb should have an educational purpose.

- Be polite - never post something online or send an email which is likely to cause offence to someone else. Don't upset or bully anyone.
- Be careful what you say and how you say it, use acceptable language at all times. What you do and say on Hwb is recorded and will be viewed by other people including your teacher.
- Be safe – don't reveal anything about yourself or about your friends (especially your address or phone numbers). This is very important.
- Be security smart - keep your username and password safe.
- Protect the school community by telling a teacher if you see anything that might cause upset or harm to yourself, other pupils or teachers in the school. Use the Worry Box if you want.
- Only link to other websites if you are sure they are safe to visit and are appropriate for your classmates and friends.
- When sending an email don't communicate with people you or your teachers don't know. Don't open emails if you don't know the sender. If you are unsure, always check with your teacher. Email use may be monitored.
- Do not create, store or send offensive or indecent images or other material. This is very serious and usually has to be reported to authorities.
- Don't upload anything to the platform that you can't share with your teacher.

**Your school may have to look at taking you offline if you cannot follow these rules which are for the good of everyone, yourself included.**

I agree with the Acceptable Use statements above and will use Hwb and other digital devices properly.

**\*Child's name** ..... **Signed** ..... **Date** .....

I **will support** my child to adhere to the agreement and safe use of internet including Hwb, additional services and other digital devices.

**\*Parental Signature:**..... **Date:**.....



# Hwb Additional Services Consent Form

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All learners in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide your child with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow your child to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about your child is used, please see <https://hwb.gov.wales/privacy>.

For more information about the online personalised assessments, please see <http://learning.gov.wales/resources/collections/national-reading-and-numeracy-tests?lang=en#collection-2>

## Additional services

If you agree, Welsh Government can also provide your child with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help your child access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

**Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.**

## Your agreement

If you agree:

- We will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about your child with its service providers, including Microsoft and Google Education, in order to enable access to the additional services.

If you do not agree, we will still share information about your child with Welsh Government to set up a secure log-in for the Hwb platform, but your child will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher within your child's school.

## Parent / Carer Signature

Please sign and date this form if you agree to the above.

Signed: .....

Name: : .....

Date: : .....



# Parent / Carer Acceptable Use Agreement

Child's Name: ..... Parent/Carer Name/s: .....

As the parent / carer of the above *pupil / pupils*, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

*I understand that my son / daughter have received, or will receive, e-Safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.*

I understand that the school will take every reasonable precaution, including applying monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-Safety.

## Use of Digital / Video Images

The use of digital / video images plays an important part in learning activities. Pupils and members of staff may use digital cameras to record evidence of activities in school and out of school on visits. These images may then be used in presentations in subsequent lessons or for staff professional development. Images may also be used to celebrate success through their publication in Ruabon newsletters, on the school website and occasionally in the public media/newspapers.

The school will comply with the General Data Protection Regulation (GDPR) and will also ensure that when images are published outside of school that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use not covered by the GDPR). **To respect privacy and in some cases protection, these images (where children other than your own are in a photograph) should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other pupils in the digital / video images.**

## Your Agreement (Please sign ONE of the statements below)

As the parent / carer of the above *pupil*, **I agree** to the school taking and using digital / video images of my child. I understand that the images will only be used to support learning activities, staff professional development or in publicity that reasonably celebrates success and promotes, on our website, in Ruabon newsletters and in the public media/newspapers.

I agree that if I take digital or video images at or of school events which include images of children, other than my own, I will abide by these guidelines in my use of these images. I will also support the school by communicating this message to other family members / friends who attend on behalf of myself e.g. grandparents / siblings / aunts and uncles, etc. I understand that by not choosing to abide by photography guidelines, I forfeit the opportunity to attend public performances, including concerts, sports day, etc.

Signed .....

Date.....

**OR**

As the parent / carer of the above *pupil*, **I do not agree** to the school taking and using digital / video images of my child. I understand that my child will not have their photograph taken in school for the purpose of learning and / or celebration and will be provided with alternative provision during public performance of concerts, sports day, etc.

Signed .....

Date.....

***If you give consent and wish to withdraw this in future please contact the school office.***





## Information Sharing Consent Form

We use a range of your / your child's personal data to fulfil our statutory duties for learning and wellbeing. Some of this information, for example personal details, contact information, medical information, educational attainment etc is essential and there is a legitimate and lawful basis for us to collect and share this.

For more information about how this information is collected and used, please see our Privacy Notice on the school website:

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

There are however other ways in which we use your child / your personal information to help us provide learning opportunities, celebrate these and provide information to parents / carers which require consent from yourselves under the new GDPR.

**St Mary's School will only provide access to the following services if you sign the form overleaf to indicate your agreement.**

No	What do we want to use the personal information for?	Why is this important?	What alternative will the school offer if I do not give consent?
1	<p><u>Display</u></p> <p>Displaying your child's Christian name, initial of their surname and their photograph/work within school.</p>	<p>For celebrating your child's work on classroom / school displays.</p> <p>Putting names on coat pegs and trays so they are easily identifiable by your child.</p> <p>Names on workbooks and other classroom supports for learning and class management.</p>	<p>Work would be housed in books only.</p> <p>Pegs / trays would be labelled with picture of your child's choice.</p> <p>Your child's initials and a picture of their choice would be put on their workbooks and other supports.</p>
2	<p><u>Home-School Communication</u></p> <p>Text messaging service to communicate information such as reminders, notifications, changes to arrangements, letters, newsletters through the Teachers to Parents – Eduspot website.</p> <p><b>Supplier Privacy Policy</b>  <a href="https://eduspot.co.uk/privacy-policy/">https://eduspot.co.uk/privacy-policy/</a></p>	<p>To keep parents up to date and provide efficient home-school communications.</p> <p>To ensure parents can be informed very quickly of an incident, for example those detailed in our evacuation or sheltering and lock down plan, etc.</p>	<p>Parents can register for the free school app if they wish to receive notifications or regularly check the school website for changes / information.</p>
3	<p><u>Website</u></p> <p>Displaying photos of your child taking part in different activities or school trips during the school day and celebrating successes on a weekly basis (please note that school will not use your child's name on the website, it will just be the class name).</p>	<p>To keep parents informed of daily activities which the children participate in.</p>	<p>Your child's photograph would not feature on the website.</p>



4	<p><u>Press</u></p> <p>Displaying photos of your child in the classroom setting or as part of a celebration. This could be in newspapers or in the Ruabon Newsletter (please note that school will not use your child's name in the press, it will just be the class name and school name).</p>	<p>To celebrate the success of the school with the wider community.</p>	<p>Your child's photograph will not feature in the press or the Ruabon Newsletter.</p>
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If you agree we will use your child's / your personal information for the purposes listed above.

We will share the personal information listed with service providers in order to enable access to the services.

**Please select ONE of the following three options, tick the box/es, sign and date.**

.....

**YOUR AGREEMENT**

I give consent for all of the listed items 1-4.

Child's Name: .....

Signed..... Name..... Date.....

If you **do not agree** with all of the items 1-4, we will still use the information that is legitimate and lawful to carry our statutory duties. However please tick the boxes which **you do give consent** for:

1. Display       2. Home Communications       3. Website       4. Press

Child's Name: .....

Signed..... Name..... Date.....

If you **do not agree** with any of the items 1-4, we will still use the information that is legitimate and lawful to carry our statutory duties.

I do not give consent for any of the items and understand the alternative that is offered for my child / family.

Child's Name: .....

Signed..... Name..... Date.....

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Headteacher/Pennaeth: Mrs N L Booth

Dear Parents

We use a text messaging service at school which makes it much easier for us to keep you up-to-date with everything going on in school and also save on the cost of paper. We also use it for reminders and to inform you of various activities that may be taking place in school. The text messages are short and to the point, as the amount of letters used per message is limited.

We are only able to use one mobile number per child, so please provide us with your preferred contact name and mobile number on the slip below and ensure this is returned to school as soon as possible.

Regards

**Mrs N Booth**  
**Headteacher**

.....

I consent to St Mary's school using the following mobile number for text messages:

Parent name: .....

Pupil name: ..... Year: .....

Mobile Number: .....



# St Mary's Church in Wales School

## Home/School Agreement

Our overall ambition in all we do is to ensure our pupils have excellent opportunities to develop into:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

### The School will:

- Encourage your child to do his/her best at all times.
- Care for your child's safety and happiness.
- Encourage your child to care for and respect others and their surroundings.
- Let you know about any concerns or problems that affect your child's health, behaviour and work.
- Keep you informed about school activities.
- Provide a broad, balanced curriculum to meet the needs of your child.
- Seek to help your child understand the nature of the Christian faith.

### The Family will:

- Make sure that the child attends school regularly and on time.
- Provide an explanation if the child is absent.
- Support the school's policy in promoting good behaviour.
- Support and encourage the child in completing homework and other home learning.
- Support the school uniform policy and provide the child with appropriate P.E. wear.
- Attend Parents Evenings and discussions about progress.
- Inform the school of any concerns or problems that may affect the child's work or behaviour.
- Use the correct complaints procedure and avoid using social media to air complaints/concerns about school.

### Together we will:

- Support the child's learning health, well-being and behaviour to help them to achieve their best.

Please talk about this Home/School Agreement with your child.

Signed: Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

Child \_\_\_\_\_

Date \_\_\_\_\_

**\*Please keep copy at home and return one copy to school\***



# St Mary's Church in Wales School

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- Keep you informed about school activities.
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- Provide an explanation if the child is absent.
- Support the school's policy in promoting good behaviour.
- Support and encourage the child in completing homework and other home learning.
- Support the school uniform policy and provide the child with appropriate P.E. wear.
- Attend Parents Evenings and discussions about progress.
- Inform the school of any concerns or problems that may affect the child's work or behaviour.
- Use the correct complaints procedure and avoid using social media to air complaints/concerns about school.

### Together we will:

- Support the child's learning health, well-being and behaviour to help them to achieve their best.

Please talk about this Home/School Agreement with your child.

Signed: Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Date \_\_\_\_\_

Child \_\_\_\_\_

Date \_\_\_\_\_

**\*Please keep copy at home and return one copy to school\***

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Headteacher/Pennaeth: Mrs N L Booth

Dear Parents and Carers

Pupils in Nursery through to Year 6 will be using Seesaw (<http://seesaw.me>), a secure online journal where students can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

For your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

Please complete the slip below and we will send home further information when your permission slip has been returned.

We hope that your child will enjoy using Seesaw to document and share their learning.

.....  
**Please sign below and return the form to school as soon as possible.**

I give consent for my child, listed below, to use Seesaw for class activities.

Pupil Name: ..... Year Group: .....

Parent Printed Name: .....

Parent Signature: .....

Date: .....



## ST MARY'S CIW VA SCHOOL, RUABON BREAKFAST CLUB

BREAKFAST CLUB IS OPEN FROM 7.50am. IF YOU DROP YOUR CHILDREN OFF BETWEEN 7.50am AND 8.20am YOU WILL BE CHARGED £3 PER CHILD OR £1 PER CHILD IF ELIGIBLE FOR THE 'SCHOOLS ESSENTIAL GRANT'.

BREAKFAST CLUB WILL BE FREE FROM 8.20am BUT THE DOORS WILL CLOSE AT 8.30am TO ENABLE TO CHILDREN TO HAVE ENOUGH TIME TO EAT THEIR BREAKFAST BEFORE THE START OF THE SCHOOL DAY.

**PAYMENTS MUST BE MADE IN ADVANCE USING PARENT PAY AND DEBTS WILL NOT BE ALLOWED. PLEASE NOTE THAT YOU DO NOT NEED TO BOOK A PLACE IN BREAKFAST CLUB.**

<b>Child's name:</b>			<b>Class:</b>	
<b>Attendance</b>				
Please indicate which days your child will be attending the breakfast session				
Mon	Tue	Wed	Thurs	Fri
<b>Special Dietary requirements</b>				
Does your child have any food allergies/intolerance?			Yes	No
If yes, please provide details				
<b>Other Information</b>				
Please provide details of any other information you feel relevant to your child's attendance at the breakfast session.				
<b>Contact details in case of an emergency</b>				
Name:			Phone number:	
Relationship to child:				
Name:			Phone number	
Relationship to child:				
<b>I confirm that I would like my child to attend the breakfast sessions.</b>				
Signature of Parent/Guardian:			Date:	

## Parent/Carer Consent Routine Visits

As part of your child's learning experience we provide a wide range of educational visits to support the curriculum. Please read, complete and return this form to give consent for your child to participate in all routine visits during their time at St Mary's School, Ruabon as defined below. This form will be sent home again when your child enters Year 3.

Routine Visits include: any day trips/visits within Wrexham.

These visits will normally take place at the following, or similar, locations: Wrexham area.

Your Child's Name: \_\_\_\_\_

Your Child's Date of Birth: \_\_\_\_\_

### Your Contact Details:

Telephone Home: \_\_\_\_\_ Work: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### Alternative Emergency Contact

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### Medical Information:

Details of any medical, physical or psychological condition that may affect your child during a routine educational visit:  
\_\_\_\_\_  
\_\_\_\_\_

Details of any medication that your child should take during a visit:  
\_\_\_\_\_  
\_\_\_\_\_

Does your child self-administer the above medication? **YES / NO**

*It is the parent's responsibility to ensure that medication which should be carried by your child is taken with them on the visit. In some circumstances failure to carry the appropriate medication may result in your child not being able to go on the trip. This is entirely for your child's safety.*

### Dietary Requirements:

Does your child have any special dietary requirements? **YES / NO**

Do you have any other information that might be important for us to know about?  
\_\_\_\_\_  
\_\_\_\_\_

### Family Doctor

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### I understand that:

- routine visits will normally take place within the school's working hours. Occasionally, they may extend beyond this time, in which case I will be given adequate notice to allow me to make appropriate arrangements for my child's return home;
- my specific permission will be sought for any non-routine visits beyond those listed.
- all reasonable care will be taken of my child during the visit;
- my child will be under an obligation to obey all directions given and to observe all rules and regulations governing the visit and will be subject to all normal school discipline procedures during the visit;
- I must inform the school of any change to my child's medical, physical or psychological condition that may affect my child during a routine educational visit.
- my child is covered by the County Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in the school premises or equipment or attributable to negligence by the Council or one of its employees. I understand that this insurance policy does not include personal accident or personal belongings cover, for my child and I may wish to arrange this privately.
- I agree to inform the school of any changes to my details, or my child's home/contact details in order for the school to reach me in case of emergency.

Full Name of parent/carers: (print please): \_\_\_\_\_

Signed: \_\_\_\_\_ date: \_\_\_\_\_