ST JUDE'S CATHOLIC PRIMARY SCHOOL

INFORMATION BOOKLET

On behalf of the whole St Jude's family I would like to welcome you to our school.
As a Catholic Primary School our mission statement is central to all that we do. Each and every day our school family live out our mission statement of, "Together, we learn, love and grow with Jesus."
St. Jude's school is a happy, caring school where we place a great emphasis on fostering good relationships between children, staff, parents and the wider St Jude's community. We have strong parish links and believe these links help our children learn, grow and develop.
Our enthusiastic staff are committed to delivering a challenging and creative curriculum, they work alongside the children to ensure they all have the opportunity to achieve their potential.
This is the beginning of a wonderful journey for your child. By working together, I am certain they will thoroughly enjoy their time at St Jude's and develop into confident and caring individuals who have a love for learning.

Mr D Wilson,
Headteacher

STAFF & GOVERNORS

Headteacher
Mr D Wilson

Deputy Headteacher
Mrs R Jackson

Teaching
Miss C Bayfield
Mrs R Cregan
Mrs A Crosbie
Mr C Elwell
Miss K Hulme
Miss S Oxenham
Mr I Parry
Mrs D Stevens
Mrs J Wilkinson

Support
Miss L Alder
Miss K Atherton
Mrs T Barlow
Mrs N Brown
Mrs L Chouchane
Miss J Dooney
Mrs L Fairhurst
Miss L Kear
Mrs G Peet
Mrs A Roberts
Mrs C Quinn
Mrs J Wilkinson

Site
Mr S Keen
Mrs A Roberts
Mrs G Sculthorpe

Administration
Mrs K Hongkins
Mrs A Shaw

Pastoral
Mrs M Ashurst

Wrap-Around Care
Miss L Alder
Miss K Atherton
Mrs T Barlow
Mrs L Fairhurst
Miss L Kear
Mrs A Roberts

Kitchen
Mrs K Bowman
Mrs J Darbyshire
Mrs G Sculthorpe

Governors
Mrs A Clarke
Mrs N Geraghty
Mr G Hunt
Mrs J Hunt
Mr C Jones
Miss K Marsh
Mr A Norris
Mrs M Sims
Mr D Wilson

As at 01/06/2026

OUR MISSION AND VISION

"Together, we learn, love and grow with Jesus"

St Jude's is a caring and inclusive school where every child feels valued, is encouraged to dream big and empowered to reach their full potential in a changing world.

- We provide every child with an ambitious curriculum that inspires and stimulates a love of learning.
- We recruit and retain exceptional staff and provide them with high quality training and resources to bring out the very best in every child.
- We cultivate a safe, caring and peaceful school environment where the uniqueness and diversity of every child is celebrated.
- We offer a rich programme of extra curricular activity for all ages so that every child is encouraged to get involved in something they love.
- We are at the heart of our local community and have a meaningful partnership with parents and carers.

TIMES OF THE SCHOOL DAY

- Hall door opens at 8.45am
- Gates close and registration takes place at 9.00am
- Morning break for 15 minutes (times vary by class)
- Lunch break is at 12.15pm until 1.15pm
- End of the school day - 3.15pm

The school gate will be opened from 8.40am and the hall door will be opened at 8.45am so children can come into school and settle into class.

Any child entering school after 9am MUST enter via the main entrance, be signed in by their parent and a reason given for their lateness.

PRESCHOOL

From the term following their 3rd birthday, children are entitled to 15 hours free childcare provision. Some families may be entitled to 30 hours of funded childcare, please check your eligibility on the following website: 30 hours free childcare - GOV.UK (www.gov.uk) .

With this in mind St Jude's Pre-school operates two 3-hour sessions per day, term time. In addition, Preschool children are welcome to join our wraparound provision from 7.45am – 5.15pm.

TERM DATES 2026-2027

Aug 2026

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23	24	25	26	27	28	29
30	31					

Sep 2026

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Oct 2026

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Nov 2026

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Dec 2026

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Jan 2027

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Feb 2027

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Mar 2027

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Apr 2027

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Jun 2027

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Jul 2027

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School Open	
Holiday (School closed)	
Bank Holiday (School closed)	
Inset Day (School closed to children)	

Autumn Term	72 days
Spring Term	51 days
Summer Term	67 days

HOME - SCHOOL AGREEMENT

As a parent / carer I will:

- Make sure my child attends school regularly and arrives on time daily.
- Inform school, by telephone, before the start of the school day if my child is unable to attend.
- Support my child with their homework.
- Ensure my child is dressed in correct school uniform and wears the school PE kit on PE day.
- Support my child to maintain a high standard of behaviour.
- Behave in an appropriate manner on school premises, treating everyone with respect.
- Support the school's approach to e-safety and not upload any images, videos or posts to social media which may offend or upset.
- Contact the school in the first instance with any issues or concerns.

As a pupil I will:

- Try my best and work hard in school.
- Read every night and do my homework.
- Listen carefully when others are speaking.
- Treat others with care and respect.
- Be polite, kind and helpful.
- Take care of my belongings and of school property.
- Bring my diary to school every day.
- Have a growth mindset.
- Learn, love and grow with Jesus.

As a school we will:

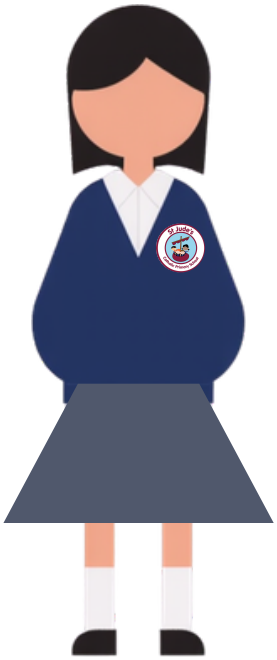
- Provide opportunities for our children to 'aspire to be more' in an environment that is underpinned by our mission statement, *"Together, we learn, love and grow with Jesus."*
- Ensure all children have the opportunities to reach their full potential.
- Develop a life-long love of reading in all our children as it opens the door to the rest of the curriculum.
- Develop children's vocabulary and communication skills and make sure that opportunities are provided for speaking and listening to improve children's oracy skills.
- Nurture and provide for our families by creating an open and caring environment ensuring they receive the support they need.
- Provide enrichment opportunities to help raise aspirations and provide children with memorable experiences that increase their understanding of the world around them.
- Nurture a Growth Mind-set approach to learning that promotes perseverance and shows our children that they all have the potential to achieve.

SCHOOL UNIFORM & STANDARDS

Our school uniform proudly identifies St Jude's pupils. The school tartan, school tie (for Y6 only) and 'badged' components of the uniform are available from Slaters and AC Sports. Polo shirts, trousers, skirts and shorts can all be bought from most supermarkets or children's clothing shops. All children need a book bag and a warm outdoor coat for winter.

Our uniform consists of;

Girls Standard Uniform



- Grey skirt/pinafore or traditional trousers OR St Jude's tartan skirt/kilt/ pinafore;
- White polo shirt (school badge optional);
- Navy blue round neck sweatshirt/cardigan with school badge;
- White, black, grey or blue school socks or tights;
- Sensible black shoes (no trainers or sandals);

Y6 only – white shirt with a 'v' neck sweatshirt or cardigan with school badge and a St Jude's tie;

*A light blue gingham summer dress may be worn in the warmer months

Boys Standard Uniform

- Traditional grey trousers;
- White polo shirt (school badge optional);
- Navy blue round neck sweatshirt with school badge;
- Grey or black school socks;
- Sensible plain black shoes (no trainers);

Y6 only – white shirt with a 'v' neck sweatshirt with school badge and a St Jude's tie;

*Traditional short grey trousers may be worn in the warmer months

**** Please ensure ALL uniform items are labelled ****

PE Uniform

Your child's teacher will inform you when your child's 'PE day' is. On the specified day, your child should wear their PE uniform to school. Our PE uniform consists of:-

- Navy St Jude's hoodie with badge (or St Jude's sweatshirt/cardigan);
- Navy T-shirt;
- Navy-blue or black shorts / joggers / leggings (no brands or logos visible);
- Navy-blue or black socks;
- Black pumps or trainers

Swimming Kit

Children go swimming in KS2. Details of the requirements will be communicated to parents in advance.

School Book Bag

As part of our school uniform, every child from Reception through to the end of Year 6 requires a book bag. Each day children should bring their book bag to school where it will be stored safely.

Book bags provide a safe place for children to keep their school diary, reading book and any letters. They also reduce the wear and tear on reading books.

Book bags should be clearly labelled with the child's name. A small keyring may be attached to the handle to help the child to identify their bag.

Standards

- No jewellery, including earrings. Any child wearing earrings will be asked to remove them or will have to cover them with plasters.
- No extreme haircuts, including patterns, colouring, 'shaved' hair, false hair or excessive use of hair products.
- Hair bobbles and clips should be navy blue, in-keeping with school uniform. Large bows are not permitted.
- No make-up or nail polish (including false nails, false tan or other enhancements).
- No electronic/smart watches.
- No mobile phones.

Nearly New 'Badged Uniform' Shelf

We hold a selection of nearly new 'badged' uniform. The shelf is available to browse at welcome meetings, parents' evenings and other events. However, if you would like to have a look at any time, please call into the school office.

CURRICULUM

St Jude's offers a rich, broad and balanced curriculum which includes the following subjects:

- English
- Mathematics
- Science
- Religious Education
- Art and Design
- History
- Geography
- Music
- Physical Education
- Computing
- PSHE
- RSE
- Design and Technology
- Spanish (KS2 only)

We actively seek to enrich our curriculum by inviting visitors into our school who can share their skills, expertise and life experiences with the children. Visitors Include:

- Alfresco Learning
- Balestra Education
- CAFOD
- Curious Critters
- DanTastic Education
- Dogs' Trust
- Feathery Folk
- Greater Manchester Fire Service
- Greater Manchester Police
- Hands on Science
- Hinduism Education Services
- Judo Education
- Mary's Meals
- M&M Theatre Productions
- RNLI
- Viking School Days
- Wigan Athletic in the Community
- Wigan Instrumental Tuition Service

Visits Include:

- Animate
- Blackpool
- Blue Planet
- Chester Zoo
- Chester Grosvenor Museum
- Crosby beach
- DW Stadium
- Knowsley Safari Park
- Liverpool Cathedral
- Liverpool Tate
- Lowry Museum
- Smithills Farm
- Spaceport and Mersey Cruise
- The Edge
- Three Sisters
- Low Bank Ground

We also take part in the WOWS Consortium events e.g. music festival and arts festival. These hugely successful events bring together schools from across the borough and we at St Jude's are incredibly proud of our singing and artistic prowess.

ADDITIONAL NEEDS

The Governors and staff of St. Jude's Catholic Primary School are committed to a policy which recognises that all children regardless of ability - physical or academic - share the right to a broad and balanced curriculum.
Some children will require support to learn effectively. If this happens we will provide additional help and support. We will discuss this with parents and devise a Child Centred Plan (CCP) for the child. For pupils who have an Educational Health Care Plan (EHCP), the school will hold reviews in order to review the pupil's support and needs. Should a parent have concerns about the progress of their child they should discuss them with the class teacher. If there continues to be a cause for concern, then this should be brought to the attention of the Special Educational Needs Co-Ordinator (SENDCo).
A copy of the SEND report can be accessed via the school website, www.saintjudes.wigan.sch.uk/policies/

ATTENDANCE

Absences

Government legislation requirements make it essential that parents report all absences to school, e.g. medical/dental appointments and sickness. Please telephone school before 9.00am on the first day of absence and ensure school is kept up to date of any continued absence.

Requests for absences for holidays during term time will not be granted by the headteacher. Parents and carers should take their family holiday in the normal school holiday periods. If an absence cannot be accounted for then it will be recorded as unauthorised.

Medical evidence, in the form of medical appointment, doctors note or evidence of medication, is required for children who have attendance of less than 90%. Again, if medical evidence is not provided then the absence will be recorded as unauthorised.

In line with our *Absence and Punctuality Policy*, fines may be issued by the Local Authority to parents/ carers of children with high levels of unauthorised absences.

Our overall school attendance target figure is 96%. Each term every parent receives a copy of their child's attendance certificate with a corresponding letter of, red (below 93%), amber (93.1-95.9%), green (96% and above).

Punctuality

Children may enter their class at any time from 8.45am, but should arrive **no later than 9am**. Any child arriving after this time will be required to enter school through the main entrance and be signed in by the parent. Registers close at 9.00am and any child arriving after this time will receive a late mark.

It is important that parents are aware that English and Maths are taught from 9am onwards, so it is vital for your child's education that they are in their classroom by 9am. Any child arriving late may be kept in class over break-time to catch up with what they have missed.

LUNCHTIME INFORMATION

School Dinner Provision

School meals are prepared freshly on the premises by Local Kitchen. Dinners should be ordered and payment made in advance using EVOLVE. Instructions and activation codes will be provided by the school office during your child's first week. Until you receive your activation code, your child's lunch will be ordered for them by the school office.
The cost for dinner, as at June 2026, is **£2.61 per day.** Under a government scheme, children in Reception class, Y1 and Y2 are currently entitled to a Universal Infant Free School Meal. Dinners for children who get a free school meal must still be pre-ordered in advance on EVOLVE, but you will not be asked for any payment when you reach the 'proceed' stage.

***** In order to obtain a refund, you must remember to cancel your child's lunch before 9am if they are absent from school *****

If your child has any food allergies or intolerances you should enter these on Evolve. Once you have done this, Evolve will remove any menu options which contain the allergens which your child cannot have. You should also advise the school office if you become aware that your child has any food allergies.

Healthy Lunch Boxes

Children who choose not to have a school dinner should bring a packed lunch in a bag or container which is clearly marked with their name. No glass bottles or breakable flasks are permitted. Please note, if your child has no packed lunch then he/she will be given a sandwich – the cost of which will have to be met by the parents.
It can be a challenge for parents to regularly come up with different ways to entice children to eat a nutritious lunch. Some useful tips for parents:
·Include lots of different food items in smaller quantities
·Avoid buying cleverly marketed 'food for lunchboxes', which can be high in additives and quite costly. It is much better to cut a block of cheeses into slices or cubes rather than buy a processed cheese product with a cartoon character on it.
·Avoid packets of savoury snacks as they often contain high levels of saturated fat and salt. One single snack can contain almost as much salt as a young child should have in an entire day.
·Provide real fruit rather than snacks which claim to contain 'real fruit'. Often these snacks have barely any fruit content but have upto 63% sugar. Include a drink of water (fizzy drinks, squash and juice are not permitted).

*** We are a nut free school ***

We have children in school who have extremely serious allergies to nuts or being near nuts. Do not include in your child's lunchbox anything with nuts ie. Nutella, or any nut based butter/spread, breakfast bars with nuts etc.

WRAPAROUND CARE PROVISION

St Jude's offers both a Breakfast Club and an After School Club. Our Breakfast Club opens at 7.45am. Children are provided with a breakfast consisting or toast, cereal, fruit, milk and a drink of juice. The cost is **£4.50** per session.

The After School Club runs from the end of the school day and children are provided with a snack and a drink. Our After School Club is open until 5.15pm. The cost is **£7.00** per session.

Both clubs have limited places per session and sessions must be booked in advance.

Parents will be issued regular invoices which must be paid in advance and in accordance with the terms detailed on the invoice. Ad-hoc sessions must be paid when the child is dropped off or collected. School operates a Debt Management Policy which is available to view and download on the school website.

Booking forms are available from the school office or the Wraparound Care staff.

AFTER SCHOOL CLUBS & ACTIVITIES

St Jude's operates a timetable of KS1 and KS2 extra-curricular activities. These include:

- Rugby
- Football
- Dance
- Athletics
- Netball
- Multi-sports
- Craft Club
- Computer Club
- Reading Club
- Choir
- Science Club

PARISH LINKS

In April/May 2026 we were judged 'outstanding' in Religious Education and the Catholic life of the School by Liverpool Archdiocese.

Throughout the school year we celebrate religious feasts and festival days through masses and assemblies, either in school or at church. At Christmas and Easter children are involved in nativities and school plays. Each class also gets the opportunity to share their learning through a Collective Worship assembly.

We see the parish of St. Jude's as an extension of the school community. Children go to church throughout the school year. Father Michael Harwood also celebrates mass in school with the children and all family and friends are invited.

School Levy

All families with children attending a Catholic School within the Archdiocese must pay a £10 per family per year levy to the Archdiocese. This is due to the difference in funding given to church schools. Further information, with details of how to pay, will be sent home on an annual basis.

Archdiocese of Liverpool

APPLYING FOR A PLACE AT ST JUDE'S

Applying for our Reception Class
You may register your interest in a school place at St Jude's at any time from the birth of your child. Please just pop in to school.

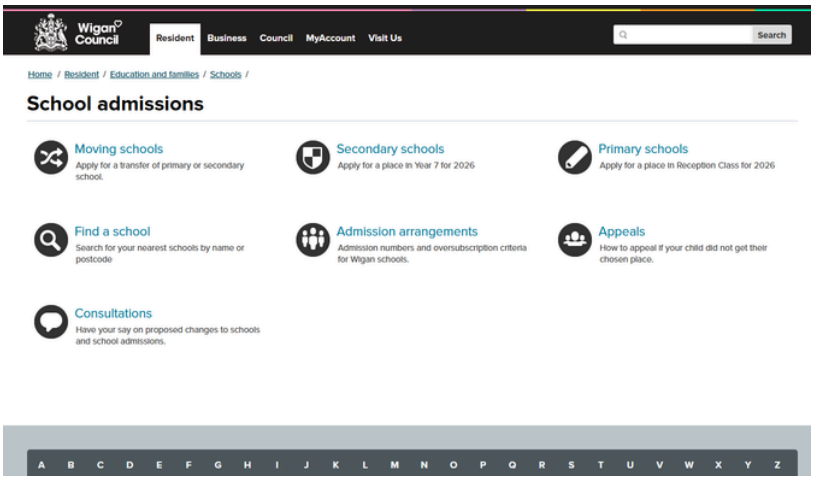
Ten months prior to your child starting school you must apply online via school admissions on the Wigan Council website, in accordance with the specified deadline. If you have previously registered interest in a school place with us, we will send you out a reminder letter and the application deadline date.

Places at St Jude's will be offered in line with our Admissions Policy, which is available on the school website.

Mid-Year Transfers
If your child is moving schools and you wish for them to join St Jude's, you will need to complete an 'in year application form' on the Wigan Council website. Part 1 of the application form should be completed by the Headteacher at your child's current school. Part 2 of the application should be completed by you and returned together with part 1.
For further information and a link to the application form see the 'Moving Schools' page on the Wigan Council website,
https://www.wigan.gov.uk/Resident/Education/Schools/School-Admissions/Moving-Schools.aspx

Should you wish to visit school, request any information or need any help with the application process, please contact us directly on 01942 204091. We will be pleased to assist you in the transfer process in any way we possibly can.

For further information on any aspect of School Arrangements or to access school admission policies via the Council's website please visit
https://www.wigan.gov.uk/Resident/Education/Schools/Schools.aspx



ADDITIONAL INFORMATION

Water
Children are encouraged and reminded to drink plenty of water at both lunchtime and throughout the day. All pupils must have a named water bottle in school which they can refill during the day.

Milk, Fruit and Snacks at Break-time
Children in Preschool and Reception Class will be offered free milk to drink at break-time. Children in KS1 (YR – Y2) are entitled to a free piece of fruit or veg each day. The fruit/veg is seasonal and may include apples, bananas, satsumas, carrots, tomatoes, strawberries or raisins. KS2 children (Y3 – Y6) are invited to bring in a healthy snack for break-time.

Medicine
School is only able to administer prescribed medicines. If your child requires prescribed medication during the school day, a medicine consent form or Care Plan will need to be completed and signed. For more information, please see the school office. Antibiotics can only be administered by school if they have been prescribed as 'four times per day'. Antibiotics prescribed three times per day should be taken before school, after school and at night.

Walking Home Alone
We only allow children in Year 6 to walk home alone.All other children should be collected by an adult named on their safeguarding list. Any parent of a Y6 child who wishes for their child to walk home alone should complete a consent form and return it to the class teacher.

Policies
Should you require further information on any aspect of school you may find it useful to read our policies which are available to download on our school website. A paper copy of any policy can also be requested from the school office.

School Charges
The governing body has adopted a Charging Policy for certain activities in school. This means that visits thought to be necessary by the school will be arranged and parents will be asked for a voluntary contribution towards the cost of these visits. The legislation however states, that if a parent does not wish to contribute then their child must not be excluded from the visit. We hope that our parents realise that there comes a point when such trips are not viable if sufficient contributions are not forthcoming. However, on behalf of the governors, we invite any families where there are cases of hardship to apply, in confidence, to the Headteacher for exemption from some or all of the costs.

Consideration of General Complaints
In line with our Compliments & Complaints Policy, which is available on the school website, if you have any cause for concern then you should initially express this to your child's class teacher. If the issue then remains unresolved then an appointment should be made to see the Deputy Headteacher or Headteacher.

Physical & Verbal Abuse
Help us to keep our school and children safe.
St Jude's Catholic Primary has an ethos built around respect for all members of the school community.
Wigan Local Authority and the governors of the school will not tolerate any physical or verbal abuse or assaults on our staff.
Members of the public who mistreat school employees or visitors to the school will be banned from the school premises or be subject to prosecution.
For further information, please read our '*Parental Code of Conduct*'.

St Jude's Catholic Primary School
Privacy Notice for Pupils and Parents/Carers

Under data protection law, individualshavea righttobeinformed abouthow theschooluses anypersonaldatathat we hold about them. We comply with this right by providing '**Privacy Notices'** (sometimes called 'Privacy Policies') to individuals where we are processing their personal data.

This **Privacy Notice** explains how we collect, store and use personal data about **Pupils and Parents/Carers**.

We, St Jude's Catholic Primary School, are the 'data controller' for the purposes of data protection law.

Our **Data Protection Officer (DPO)** is **Nick Holden** from NexusProtect (see 'Contact us' below).

The personal data we hold

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 educational 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

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 retention guidelines set out how long we keep information about pupils. A copy is available from the school office.

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

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 census.

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.

How We Use Approved Artificial Intelligence (AI) tools

We use approved and secure AI tools only to support education and administration, not to make final, significant decisions about a pupil.

Internal AI Tools: We may use AI-driven software (vetted and approved by the school) for tasks like:

- Personalising Learning: Suggesting tailored learning resources or generating differentiated quiz questions for teachers.
- Administrative Support: Summarising meeting notes or identifying trends in anonymised school data.

Data Protection Safeguards:

- We **DO NOT** input identifiable, sensitive, or high-risk pupil data into public or open-source AI tools (like free chatbots).
- Any AI used for assessment or support is always subject to human review and oversight by a teacher or senior staff

member.
- AData Protection Impact Assessment (DPIA) is conducted before any new AI tool is adopted.

Ifan AIsystem is used to assist in a decision that significantly affects your child, you will be informed, and you have the right to requestahuman review of that decision.

Parents/Carers and pupils' rights regarding personal data

Individuals have a right to make a **Subject Access Request'** (**SAR**) 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/Carers also have the right to make a **Subject Access Request** (**SAR**) with respect to any personal data the school holds aboutthem.

If youmake 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 to allow their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a **Subject Access Request (SAR)**, please contact our **Data Protection Officer (DPO)**.

Parents/Carers also have a legal right to access their child's **educational record**. To request access, please contact the Headteacher, Mr D Wilson – ~~headteacher@saintjudes.wigan.sch.uk~~

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 complaints about our collection and use of personal information very seriously.

Should you wish to make a complaint regarding how your data is being handled, stored or processed or about anything else covered in this Privacy Notice please contact the **Data Lead in school**, in the first instance.

Any complaint will be acknowledged within 30 days and will be responded to without undue delay.

If you are dissatisfied with the school's response to your complaint, or the way it was handled, then you can complain to the ICO via their website – https://ico.org.uk/concerns/

or their helpline - **0303 123 1113**

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer (DPO)**:

- Nick Holden at: governance@nexus-global.co.uk

St Jude's Catholic Primary School

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