



Parent Handbook

Taking you step-by-step through starting school

Introduction

In this Parent Handbook you will find key information about starting school at **Oyster Park Primary Academy**. In addition to this handbook, there are a number of starting school forms which we need completed and returned when a child starts school. **Once completed please hand these forms in at the office.**

Please find included in this handbook our answers to what we find are the most frequently asked questions. If you have any questions that are not answered here, please contact the **school office**, or see our **website**.

School Contact Details

01977 515994

opoffice@oppa.castlefordtrust.co.uk

www.oysterpark.co.uk



@Oysterparkp

School start and finish times

8:30am-11:30am Morning Nursery

12:15pm -3:15pm Afternoon Nursery

8:30am-2:30pm 30 Hours Nursery

8:45am-3:15pm Upper Foundation, Key Stage 1, and Key Stage 2

Doors open from 8:40am

If you are going to be late, please call the school office to let us know.

Breakfast Club

Breakfast Club runs in the hall each day from 7:45am-8:45am.

£3.50 (including breakfast of cereal, toast, hot option such as beans on toast, fruit juice)

Full details are on our website.

CHILDREN MUST BE SIGNED IN BY AN ADULT.

Payments

Payment is preferable via Arbor. All parents will receive the activation details for this app on enrolment but if you need any support in accessing this, please contact the School Office.

Payment for school dinners must be made in advance. Payment for Breakfast Club can be paid weekly or daily. Payment for educational visits and workshops we kindly ask for voluntary contributions. These are payable by Arbor or the School Office. Please note that school reserves the right to cancel the trips/workshops if insufficient voluntary contributions are received.

School Uniform

Our School Uniform is royal blue and black.

- Royal blue jumper, sweatshirt or cardigan with or without the school logo
- Black trousers, shorts, skirt, or pinafore dress

- White polo shirt / cotton shirt
- Black sensible shoes or dark coloured trainers

Summer option for girls: blue and white gingham dress.

PE Uniform

Indoors:

- White T shirt and black shorts

In line with health and safety guidelines, indoor gymnastics work is carried out in bare feet.

Outdoors:

- White T shirt
- Black shorts
- Black tracksuit bottoms (winter)
- Black jumper or zip up top (winter)
- Change of trainers or pumps

Children from Upper Foundation onwards wear PE Kit for their timetabled PE sessions.

Children come to school dressed ready for PE on their PE days.

Outdoor Learning

We value the importance of outdoor learning and ensure that all pupils have regular access to outdoor play and learning experiences throughout the year. To support this, waterproof over-suits and wellington boots are provided for children in Nursery and Reception. Families are also welcome to provide their own, provided all items are clearly labelled with the child's name.

Health & Safety – Jewellery

In the interests of health and safety, children are not permitted to wear jewellery at Oyster Park Primary Academy.

Long hair must be tied up for Physical Education and Design and Technology sessions.

Jumpers, cardigans, PE kit and other items with our logo can be purchased through 'Better and Bright' in Castleford Market.

We do not require uniform to have the school logo.

PLEASE ENSURE ALL UNIFORM IS LABELED WITH YOUR CHILDS NAME.

Outdoor Learning

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Food in School

Hot school meals, with a vegetarian option and a jacket potato option, are available daily and are prepared and cooked on site. Children choose their main course on a morning to ensure everyone gets their choice. Our meals offer good value for money and ensure that your child has a healthy meal during the school day.

Infant Free School Meals

All children in Upper Foundation and Years 1 and 2 can have school meals free of charge. Some families receiving certain benefits are eligible to continue receiving free school meals after this time. For more

information, please contact the school office. Otherwise, from Year 3 upwards, the cost is £2.70 per day (£13.50 per week) per child. Water is available throughout lunch.

Packed Lunch

If your child brings a packed lunch to school, please ensure they have a balanced meal. We do not allow chocolate bars or sweets. Water is provided for pupils.

Fruit and Snacks

Children in Foundation and Year 1 and 2 are provided with free fruit as a morning snack. All children are allowed to bring fruit for a snack at break times. We also offer bagels for every child to have each morning.

Milk and Drinks

Children are required to bring a clearly labelled, sealable water bottle (non-glass) to school each day and will have access to fresh drinking water throughout the day. Water is provided at lunchtime.

Children are eligible for free milk up to the age of 5. All other children can have milk which can be ordered through Paynes diary please contact our school office for additional information.

Family Support

It is hard being a parent and knowing where to go for advice and support. Mrs Sedgwick and Mrs McNamara support families with any pastoral needs or concerns, particularly with attendance, parenting, or safeguarding. They can also put you in touch with other agencies. You can speak to them confidentially, either by appointment or by calling into the office to see if they are available.

Attendance and Punctuality

All schools are required to monitor and report on pupil attendance and reasons for absence. It is very important that children attend school and are on time, being on the premises by **8:45am**. It is also essential that children are collected on time at the end of the day and that parents let us know if there is any unexpected change to the arrangements.

As parents, you are responsible for ensuring your child attends school every day, unless they are too unwell. Nationally, children are expected to have an attendance of at least 95.5% -this is only 10 days absence a year. If your child's attendance falls below 90%, which is 20 days absence, the council can issue you with a fine.

Authorised Absence

Under Government legislation, family holidays must be taken during school holidays. We cannot authorise absence for outings, holidays, or family visits during term time. Where possible, medical, and dental appointments should take place outside of school hours. You must let us know in advance of any such planned absence.

Child too ill to attend

If your child is unwell and unable to attend school, please contact us by 9:00am with the reason for absence. As we are concerned to make sure children are safe, we will ring you if your child is absent and we have had no message.

Illness in School

If a child becomes ill or injured during the day, we will contact you to give you details. Where a child is not well enough to remain in school, parents are asked to make arrangements for them to be collected as soon as possible. Current government health advice is that a child who has vomited or had diarrhoea, must not return to school for at least 48 hours after the last incidence, to ensure that the illness has passed before coming into contact with other children.

Medicines at School

We can only administer medicines that have been prescribed by a doctor and cannot be taken outside of school hours- for example when 4 doses a day are needed. Please notify the office if your child needs such medication or an inhaler so that we can complete the necessary documentation.

Safeguarding

The day to day contact we have with children puts us in a particularly responsible position as far as child protection issues are concerned. Sometimes a member of staff may notice outward signs of neglect or abuse in a child or a child may make a disclosure to them. As a parent, you should be aware that, we are required by law to follow agreed Child Protection procedures and may report our concerns to the Social Services Department. The Designated Safeguarding Officers in school are Mrs J Chapman-Kemp, Mrs H Bodycombe, Mrs G Sedgwick and Mrs McNamara.

Health & Welfare

We are a non-smoking site, including all areas of the grounds.

Dogs are not allowed on the school site for reasons of hygiene and safety.

School/Home Contact

We always welcome parents and carers into the school, but we ask that you make an appointment if you would like a meeting with staff.

If you have any questions or concerns about your child's education, please speak to their class teacher in the first instance.

We ask that you keep us up to date with any changes to your contact details.

Leadership & Management Team	
Headteacher	Mrs J Chapman-Kemp
Deputy Headteacher for Teaching & Learning	Mrs J Lindsay
Deputy Headteacher for Inclusion SENCo & Designated Safeguarding Lead	Mrs H Bodycombe
School Business Manager	Mrs L Gallagher

Teaching Staff	
Nursery	Miss Brannon (EYFS/ Key Stage 1 Lead) & Mrs Marrington
Upper Foundation	Miss A Tonks Miss D Stirling
Year 1	Miss S Ramzan
Year 2	Miss E Arnold (Early Years Foundation Stage Lead) Mrs F Coomber
Year 3/4	Miss L Ambler Mrs S Smithson Mr D Eccles
Year 5/6	Mr D Forsyth Mr A Fingerneissl Miss B King (Upper Key Stage 2 Leader)
Lighthouse	Mrs J Lindsay
Harbor	Mrs C Palmer

Specialist Teaching Assistants	
Higher Level Teaching Assistant	Mrs L Bickerdike
Higher Level Teaching Assistant	Mrs K Walker
Higher Level Teaching Assistant	Miss D Langley
Nursery Nurse	Mrs A Waugh

Teaching Assistants	
Miss A Kerr	
Mrs S Mortimer	
Mrs C McDonald	
Mrs J Moore	

Miss S Dickinson
Mrs D Janowska
Mrs T Wheeler
Mrs T Breslin
Mrs S Keithley
Mrs S Bellwood
Miss L Hubbard
Miss R Watson
Ms J Evans
Miss J Millard
Mrs R Johnson
Miss N Johnson
Mrs B Macdonald

Inclusion Team	
Family Support Worker	Mrs G Sedgwick
Family Support Worker	Mrs S McNamara

School Office Team	
School Business Manager	Mrs L Gallagher
Senior Administrative Officer	Mrs E Swift
Administration Assistant	Miss C Hawes

Lunchtime Supervisors**Mrs L Dwyer****Mrs C Hawkin****Mrs S Egley****Miss C Hennessey****Mrs M Robinson****Miss C Bucknall****Mrs D Till****Miss Z Smith****Mrs K Edwards-Cook****Miss H Burnett****Premises Staff****Site Supervisor****Mr J Harrison****Academy Council****Chair of Governors****Emma Stockton****Governor****Tom McNamara****Trust Governor****Anna Walker****Staff Governor****Emily Arnold****Staff Governor****Carolanne Palmer**

Early Years Foundation Stage Curriculum

Nursery and Reception children are taught using the Early Years Foundation Stage curriculum. The Early Years Foundation Stage (EYFS) is the stage of education for children which begins at birth and lasts until the end of the school year in which a child turns five. This is a very important stage in every child's learning journey, they are developing the skills they need to be successful lifelong learners.

The curriculum is split in to seven areas throughout which children develop the basic skills that they will need in everyday life. They will learn by watching, exploring, doing and asking questions. We will provide children with lots of opportunities to explore the curriculum in fun and exciting ways.

During their time in the Foundation Stage your child will be learning new skills, knowledge and understanding through 7 areas of development. These are divided into 3 'prime areas' and 4 'specific areas'.

The 3 prime areas are of the utmost importance in the beginning and are as follows:

- **Personal, Social and Emotional Development**
- **Communication and Language**
- **Physical Development**

As children continue to make progress, the 3 prime areas will help them to develop skills in the 4 specific areas. These are:

- **Literacy**
- **Mathematical development**
- **Understanding the World**
- **Expressive Arts and Design**

Weekly parent updates will be sent home every term to inform you of your child's learning across the upcoming week and provide ideas to support your child's learning at home.

Our Foundation Stage provides a structured, play based curriculum balanced with direct teaching. Through effective and purposeful interactions staff support all children to make progress in all areas of the curriculum. The more formal work in focused groups enables children to begin to read letter sounds and develop letter and number formation.

Outdoor learning is a very important element of the EYFS curriculum. Our children have access to their own outdoor play areas throughout the year. Outdoor learning is well structured, resourced and organised to support all areas of learning.

The Nursery and Upper Foundation Stage classrooms are divided into areas which provide well organised and challenging activities. These are appropriate to different ages and levels of development and can be adult or child initiated. We will monitor and assess your child's progress and achievements in all areas of learning through observation, discussion, and direct teaching on a daily basis. We document your child's learning electronically through Tapestry.

Learning Journals

At Oyster Park Primary Academy, we use 'Tapestry' a secure online Learning Journal to record photos and observations of what the children do in line with the Early Years Foundation Stage Curriculum, building up a record of your child's experience during their time with us. This online platform allows us to work in partnership with parents and carers to share information and record the children's play and learning both in and outside of the classroom.

When a member of staff has logged an observation with a photo or short video it is sent to their online learning journey. Parents will receive email notification to inform them that content has been uploaded for them to view. We encourage parents to contribute to their child's learning journey by uploading photos and videos from home; this might be moments when you see your child making progress with counting or phonics, it might be them retelling a story or a record of a day trip you have taken.

The learning journal helps to create a whole picture of your child's learning journey from home and school.

What is a learning Journal?

Learning journals refer to a child's time in the Early Years Foundation Stage (EYFS). A learning journal is a record of each child's learning journey and shows snapshots of children's achievements and progress in relation to the EYFS stage.

The term learning journey is something that a child goes through during their reception and early years stage of education. Throughout this time teachers who work within the early years stage are expected to collect a range of different documents that showcase a child's progression and development under the learning areas of EYFS.

These documents will include a child's work such as photos, art, and activity sheets. All should be observed and teachers should make notes on any conversations that the children have and match their observations with the guidelines of the EYFS curriculum.

Not every activity they do will be recorded as a rough guide there should be a new entry on each week. Some times more sometimes less!

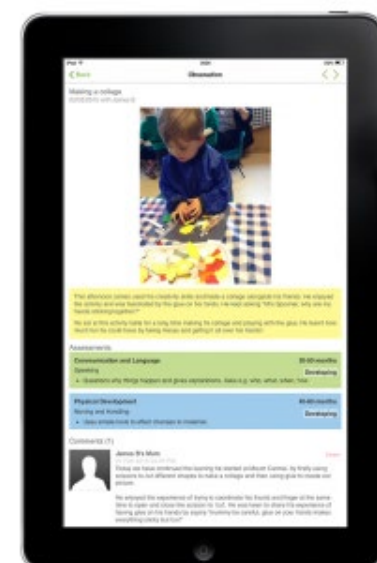
What is the purpose of the learning journey?

Observations that teachers make on EYFS children should be during events that they take part in every day. In order for a child to achieve the EYFS learning guidelines, the actions of the child should be natural. The aim is to gradually build a picture of the child's individual learning styles, their interests, knowledge, and what they can do. These observations and the documentation of them all count as evidence of the child's learning journey.

Usually, there will be a balance of both child-initiated activities and others that are led by an adult. There will also be observations of children reacting to planned actions but also spontaneous ones.

It is also good to talk to the child about what they are learning and what they will be learning next to help involve them in the process.

The learning journey helps to prepare pupils for their first year in Primary education. It will also help teachers to group children in Year 1 classes the following year.



What should I put in my child's learning journal?

You can put in photos of things they have made at home or activities they have done.
You can write a quick comment about something they have said or noticed.
You can reply to observations staff have made

Who can see my child's learning journal?

Only staff at Oyster Park Primary Academy can see all of the children's learning journeys.

You set up a secure password to access your child's account and only you can see your child's journal.

Occasionally there may be children in the background of photos or children may be working together, if you do not wish your child to be on photos that may appear in others learning journals, please let staff know.

What should I put in my child's learning journal?

You can add photos about things they have done with you so we can talk about them in Nursery

You can let us know if they enjoyed an activity and can talk about it at home





Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning. We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

How do I get onto the system?

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log on details.

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into school. You will be provided with access to your child's account and support if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

Castleford Academy Trust Privacy notice for parents and carers:

Use of pupil's personal data

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1. Introduction

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

This privacy notice explains how we collect, store and use personal data about pupils in our trust.

This privacy notice applies while we believe your child is not capable of understanding and exercising their own data protection rights.

Once your child is able to understand their rights over their own data (generally considered to be age 12, but this has to be considered on a case-by-case basis), you should instead refer to our privacy notice for pupils to see what rights they have over their own personal data (see 'Contact us' below for further information).

Our trust:

Castleford Academy Trust
Ferrybridge Road
Castleford
WF10 4JQ

is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Sam Stevens (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about your child 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.
- Exclusion information.
- Attendance information.
- Safeguarding information.
- Details of any support received, including care packages, plans and support providers.

We may also collect, use, store and share (when appropriate) information about your child that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any medical conditions we need to be aware of, including physical and mental health.
- Photographs and CCTV images.
- Characteristics, such as ethnic background or special educational needs.

We may also hold data about your child that we have received from other organisations, including other schools/academies and social services.

3. Why we use this data

We use the data listed above to:

- Support pupil learning.
- Monitor and report on pupil progress.
- Provide appropriate pastoral care.
- Protect pupil welfare.
- Access the quality of our services.
- Carry out research.

- Comply with the law regarding data sharing.

Use of your child's personal data for marketing purposes

Where you have given us consent to do so, we may send you messages by email or text promoting school events, campaigns, charitable causes or services that may be of interest to your child.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

Use of your child's personal data in automated decision making and profiling

We don't currently process any personal data through automated decision making or profiling. This means we don't make decisions about your child using only computers without any human involvement.

If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

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

- We need to comply with a legal obligation (for example to contact you to check your child is safe if they are absent).
- We need it to perform an official task in the public interest (for example to notify you of your child's progress or behaviour).
- We need to fulfil a contract we have entered into with you (for example in relation to your child's participation in an extra-curricular activity, afterschool club or trip).

Less commonly, we may also process your child's personal data in situations where:

- We have obtained consent to use it in a certain way (for example to send text messages to parents/carers about school events or campaigns).
- We are processing the data in line with our 'legitimate interests' (for example by recording CCTV images of your child when they are on the academy premises to protect staff, pupils, visitors and property).
- We need to protect your child's vital interests (or someone else's interests) (for example where a child has a serious medical condition and requires urgent medical assistance).

Where you have provided us with consent to use your child's information, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you will go about withdrawing consent if you want to do so.

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

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your child's personal data in a certain way.
- We need to use your child's information under employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The information has already been made obviously public by you.
- We need to process it to make or defend against legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for public health reasons, and it's used by, or under the direction of, a professional obliged to confidentiality under law.
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your child's life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made obviously public by you.
- We need to process it as part of legal proceedings, to obtain legal advice, or to make or defend

against legal claims.

- We need to process it for reasons of substantial public interest as defined in legislation.

5. Collecting this data

While most of the information we collect about your child is mandatory, there is some information that can be provided voluntarily.

Whenever we want to collect your child's information from you, we make it clear if you have to give us this information (and if so, what the possible consequences are of not doing that), or if you have a choice.

Most of the data we hold about your child will come from you, but we may also hold data about your child from:

- Local councils.
- Government departments or agencies.
- Police forces, courts, tribunals.

6. How we store this data

We keep personal information about your child while they are attending our trust. We may also keep it beyond their attendance at our trust if this is necessary. Our record retention schedule sets out how long we keep information about pupils.

To request a copy of the record retention schedule (see 'Contact us' below).

We have security measures in place to prevent your child's personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your child's personal data securely when we no longer need it.

7. Who we share data with

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

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

- Our local authority, Wakefield Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions.
- Government departments or agencies.
- Our youth support services provider.
- Our regulator, eg Ofsted.
- Suppliers and service providers eg catering.
- Financial organisations.
- 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.

National Pupil Database

We have to provide information about your child 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, such as organisations that promote children's education or wellbeing in England. These organisations must agree to strict terms and conditions about how they will use your child's 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

We may share personal information about your child with the international third parties such as cloud server or school/academy trip providers, where different data protection legislation applies: Where we transfer your child's personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

How to access personal information that we hold about your child

You have a right to make a 'subject access request' to gain access to personal information that we hold about your child.

If you make a subject access request, and if we do hold information about your child, we will (subject to any exemptions that may apply):

- 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.
- 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.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your child's personal data
- Prevent your child's data being used to send direct marketing
- Object to and challenge the use of your child's personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about your child deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your child's personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

9. 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 concerns about our data processing, please let us know first.

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

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

10. Contact us

Our data protection officer is:

Sam Stevens

Data Protection Officer

dpo@castlefordacademytrust.com

However, our data protection leads have day-to-day responsibility for data protection issues in our academies.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Oyster Park Primary Academy, School Business Manager Mrs L Gallagher. opoffice@oppa.castlefordtrust.co.uk.