



Founded 1870 – Voluntary Aided

**Head Teacher: Mrs G Woodward B.Ed**

**Assistant Headteachers** Mrs C Clark & Mrs S Marfell- Cadman  
**Chairman of Governors** Mags Wilcock Chartered MICPD

Bolton Road  
Hawkshaw  
BURY  
Lancashire  
BL8 4JL

Telephone/Fax: 01204 886167  
E-mail: [stmaryshawkshaw@bury.gov.uk](mailto:stmaryshawkshaw@bury.gov.uk)  
Website: [www.stmaryshawkshaw.com](http://www.stmaryshawkshaw.com)

Tuesday 8<sup>th</sup> November 2016

Dear Parents

## **NEWSLETTER**

### **Macmillan Cancer Support**

Thank you to everyone who attended the Macmillan Coffee Morning. We raised a fantastic £357 for this very worthy cause. A special thank you to Mrs Boardman for arranging the lovely community event.

### **Family Quiz Night**

Don't forget it's Family Quiz Night this Friday from 7pm in the school hall. We will be holding a pub quiz, bingo and play your cards right. There will be a bar for the adults and tuck shop for the children too. Tickets are still available from Mrs Boardman at £3.50 for adults and £2.50 for children, including supper. We hope to see you there.

### **Parent Governor Election**

As you aware the Parent Governor Election took place this week. Voting finished yesterday and we are pleased to announce that Rachael Wilkinson, Mum to Hector and Oscar in Class 1, was the successful candidate and will now take her place as Parent Governor on the school Governing body.

### **Mrs Clark**

We are over the moon to announce that Mrs Clark gave birth to a healthy baby boy in the early hours of yesterday morning. Edward Joseph came in at a whopping 11lb 8oz!! Both Mum and baby are doing well. Congratulates to the Clark family!!

### **Data Protection Act 1998: How we use pupil information**

We have a duty to make you aware that we collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services



This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact Mrs Boardman

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). DfE may also share pupil level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 1998.

Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you need more information about how our local authority and/or DfE collect and use your information, please visit [Bury Council fair processing](#) or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Your sincerely,

Mrs Woodward  
**Head Teacher**