

<u>Purpose</u>		<u>What we hold and why</u>	<u>How it is stored</u>	<u>Is it Shared outside school?</u>
<u>MANAGEMENT TOOLS</u>	RM Integris – Derbyshire County Council’s main management tool	This is our primary Management information system and is used by Derbyshire County Council Schools. It is used to store all personal information held in relation to the children, including parents’ details, emergency contact details, medical information and progress information i.e. the information on the pupil’s registration form. Some of this information is transferred to the Department for Education i.e. assessments	Internet based	RM Integris 140 Eastern Ave. Milton Park Milton Abingdon Oxon OX14 4SB
	Insight	Child’s name, date of birth & year group - used by the Senior Leadership Team and teachers to track a pupil’s progress throughout school	Internet based	Equin Ltd, Unit 7 Plantation Store, Foundry Lane, Hayle, Cornwall, TR27 4HD
	ParentPay	Child’s name, date of birth & year group, parent’s name and email address – used for the payment of monies due for school dinners, trips clubs etc.	Internet based	ParentPay Limited, Ricoh Arena, Phoenix Way, Coventry, CV6 6GE
	CPOMS	Child’s name, date of birth & year group, enrolment details, entitlements, attendance data, ethnicity, gender, parents’ names and contact details – used by the Senior Leadership Team and teachers to monitor safeguarding, wellbeing and pastoral issues.	Internet based	CPOMS Systems Limited, CPOMS House, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE
<u>LEARNING RESOURCES</u>	Scholastic/ Reading Pro	Child’s name & year group - used to develop pupils’ reading skills	Internet based	Scholastic enquiries@scholastic.co.uk
	Mathletics	Child’ first name & initial of surname – to develop understanding of mathematics	Internet based	Mathletics, 4 <sup>th</sup> floor, Bull Wharf, Radcliffe Street, Bristol, BS1 6QR
	Skoolbo	Initials and month of birth – to be used for homework	Internet based	Skoolbo Ltd. Connor Warin, Trinity House, Sewardstone Road, Waltham Abbey, Essex, EB9 1PH

<u>COMMUNICATION</u>	Teachers2 Parents	Parents' name and contact details to enable messages to be sent by text	Internet based	Eduspot, 2 Darker Street, Leicester, LE1 4SL
	Class Dojo	Child's name, parent's name and parent's email address – this enables communication between parents and the class teacher	Internet based	Class Dojo, 735 Tehama Street, San Francisco, California, 94103, USA
<u>OTHER</u>	Paper Documents	Various paper documents are kept in school to assist with day to day management i.e. Initial Registration Docs. Safeguarding information, Medical Reports from outside agencies, Behaviour Records, Individual Risk Assessments, Dinner Registers, Group/Class Lists, Permission Docs.	All these documents are stored securely within school.	No
	Photographs	Photographs are taken to cover your child's time in school. These are displayed around school, used on the school's website and occasionally on school media sites. At times a first name may accompany the photo.	They are in paper format or stored on the school's secure server.	Shared in line with the signed consent document
	Cool Milk	If you have requested that your child has milk at school, their name and date of birth, plus your contact details are held to enable milk to be supplied. Daily lists are produced for monitoring purposes.	Lists are held in paper format and are stored securely within school. Information is also held on the Cool Milk Secure Server	Only with Cool Milk Cool Milk House Kingsley Park Kingsley Road Lincoln LN6 3TA

I understand that if I change my mind at any time, I can rescind my consent by contacting the school in writing or by email at [info@barlborough.derbyshire.sch.uk](mailto:info@barlborough.derbyshire.sch.uk)

If you have any questions, please contact the school office on 01246 810381

Child's name.....

Signed..... Parent/Carer

Date .....