



Headteacher  
**Mr Sam Thompson**

## **School Prospectus**

### **Information for Parents**

Church Street  
Twyford  
Buckingham  
Buckinghamshire  
MK18 4EU

Telephone: 01296 730305  
[office@twyford.bucks.sch.uk](mailto:office@twyford.bucks.sch.uk)

[www.twyfordschool.org.uk](http://www.twyfordschool.org.uk)





## **WELCOME TO TWYFORD C of E SCHOOL**

This booklet is designed as a guide for parents. The staff and governors hope that it will give an insight into the life and workings of our school. We hope it will help in answering basic queries regarding the organisation of the curriculum, our ethos and our values.

The link between parents and the school is very important for the children, the school and the community. Parental involvement is encouraged and appreciated by staff and governors.

We know you will find a happy, caring and stimulating environment, providing the children with a sound foundation on which to build in preparation for their future role in society.

We warmly welcome your visit when you can meet the pupils and staff of our school and discover for yourself how we aim to achieve the highest possible standards. Please telephone the school to make an appointment to visit.

**Mr Sam Thompson**  
**Headteacher**

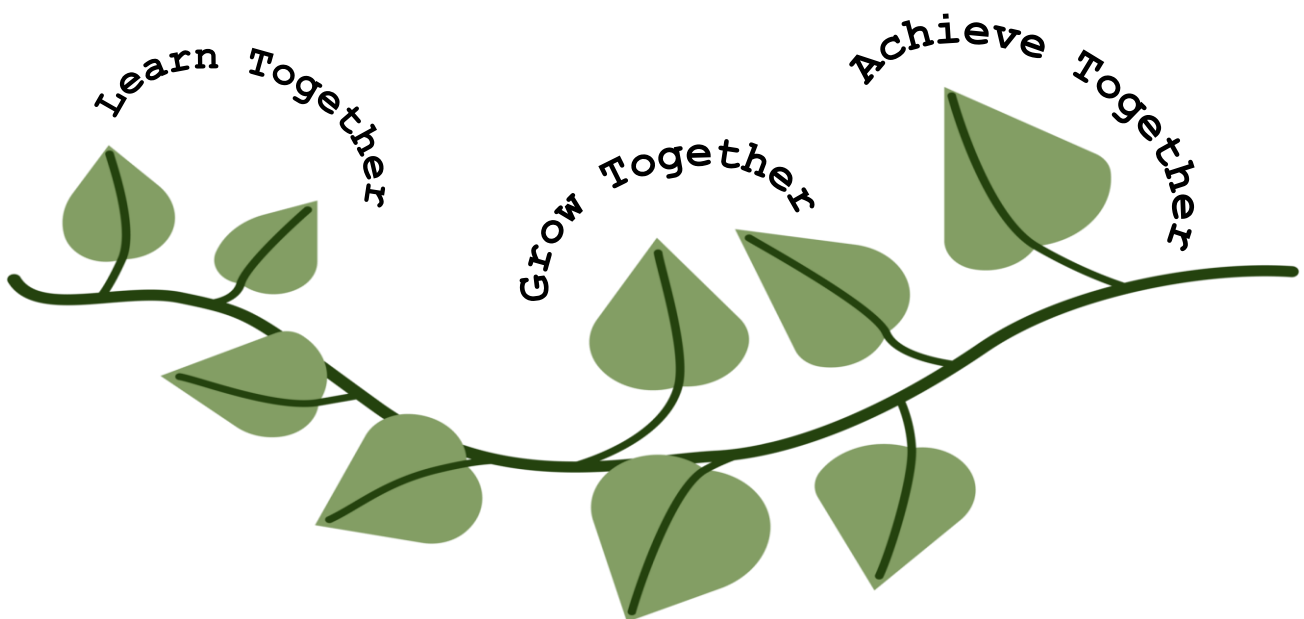


# Our Vision

We are a community where all are encouraged to prosper and grow within a Christian foundation

I am the vine, you are the branches.  
If you remain in me and I in you, you will  
bear much fruit.

*John 15.5*





# Educational Aims and Values

## Our Commitment

At Twyford C of E School we are committed to constantly improving our pupils' overall attainment to ensure that all pupils progress to the highest level possible.

Provide a welcoming, secure, happy and caring environment in which to work, learn and play, where everyone will feel valued.

Encourage excellence in teaching and learning through ensuring a positive attitude in all learners and an engaging curriculum.

Establish a culture where Christian values are central to the ethos of the school and where cultural and religious diversity is celebrated.

Work in partnership with parents, carers, the Church and the local community.

## Our Approach

Ensure each and every child acquires the knowledge and skills needed to achieve their full potential and confidently realise their individual talents and aspirations.

Promote respect for all equipping them to become responsible citizens in a fast-changing and challenging world.

Create equal opportunities and have high expectations of outcomes for every child in all aspects of school life.

Promote resilience in our pupils ensuring that they are equipped and prepared for their future learning and on into their adult lives



# Governing Body

Headteacher

Sam Thompson

Chair of Governors

Andrea Hodges

Vice-Chair of Governors

Carrie Deeley

Parent Governors

Carrie Deeley  
Jenny Hickson  
Kristopher Craven

Local Authority

Amy Joseph

Foundation Governors

Darryl Hood

Co-opted Governors

Andrea Hodges

Staff Governors

Katie Rumble

Associate Governors

Vacancy



# Governing Body

## Membership of Committees

### 2025 - 2026

Curriculum and Standards		Business and Management	
Carrie Deeley Jenny Hickson (Clerk) Sam Thompson Katie Rumble Kristopher Craven		Andrea Hodges Sam Thompson Amy Joseph Darryl Hood	
Employee Grievance/Staff Dismissal/Pay Review Appeals	Performance Management	Staff Dismissal Appeals	Pupil Discipline/Complaints
Andrea Hodges	Andrea Hodges Kristopher Craven	Carrie Deeley Jenny Hickson Kristopher Craven	Andrea Hodges
Adopt a Governor Scheme			
Pre-school and Reception – Jenny Hickson Year 1 and Year 2 – Carrie Deeley Year 3 and Year 4 – Andrea Hodges Year 5 and Year 6 – Kristopher Craven			



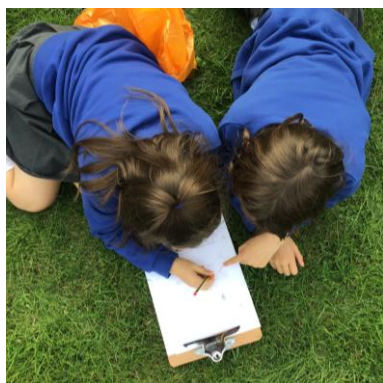


# Staff

## Spring Term 2026

Senior Leadership Team	Sam Thompson Headteacher Designated Safeguarding Lead	Katie Rumble Assistant Headteacher Deputy Designated Safeguarding Lead		
Key Stage Two	Year 5 and 6	Year 3 and 4		
	Catharine Hood Class Teacher Maria Bristow Teaching Assistant	Zoe Waldron Class Teacher Emma Hanson Higher Level Teaching Assistant		
Key Stage One	Year 1 and 2	Year 2		
	Marianna Joseph Class Teacher Charlotte Taylor Teaching Assistant	Louise Clarke Class Teacher Charlotte Taylor Lynn Dalmedo Teaching Assistants		
Early Years	Reception	Pre School		
	Katie Rumble and Sarah Butcher Class Teachers  Grace Blane Teaching Assistant	Hannah Oakes Pre-school Nursery Leader  Grace Blane Teaching Assistant		
Administration	Julie Hall School Business Manager Deputy Designated Safeguarding Lead	Louisa Jenden Administrator		
Specialist Teaching	Gemma Anderson SENDCo	Music Tuition	Sports Coaches	Wrap Around Care
	Lynn Dalmedo Emotional Learning Support Assistant	Max Gedny Sebastian James Casey Fitzsimmons XYZ Music	Haydn Goodwin Kai Dalmedo NXT Level Coaching	Haydn Goodwin Kai Dalmedo Sue Force NXT Level Coaching





# Admissions

Twyford Church of England School is a voluntary controlled school. The school caters for children in the age range of Rising 3 to 11+ years and is situated in pleasant landscaped surroundings that are aesthetically pleasing and provide an excellent resource for environmental studies.

## CATCHMENT AREAS SERVED BY THE SCHOOL

The Parishes of **Twyford, Poundon, Charndon, Calvert and Calvert Green** form the catchment area for our school.

A bus service is provided by Buckinghamshire Council to children within the catchment areas in full time education. This currently serves the villages of Charndon, Calvert and Calvert Green.

The Governing Body of the school has agreed the following Admissions Policy. Please note that the proposed final date for receipt of timely preferences for admission to schools between September 2025 and August 2026 is **9am on 15<sup>th</sup> January 2025**. Applications received after this date will be late preferences and will be considered after timely preferences.

A full guide to Admissions to Buckinghamshire Schools is to be found in the 'Guide for Parents' which is available online.

If there are more preferences for the school than can be met, the available places will be allocated according to these criteria in the following order of priority.

1. Looked after children and previously looked after children.
2. Children who appear to have been in state care outside of England and ceased to be in state care due to a result of being adopted.
3. Children who have exceptional medical, social or educational needs supported by written evidence from an appropriate professional.
4. Children of staff where the member of staff has been employed by the school for two or more years at the time of application or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living within the catchment area for the school.
6. Younger siblings of older children already in the school who will still be in attendance at the school on the date of admission.
7. Any further places will be offered in order of distance from the school. (In a straight line route)



# Lunch Arrangements

School meals are provided under the Government's Universal Infant Free School Meals (UFSM) scheme to those children in Reception and Years 1 and 2. School meals are not provided free to children in Nursery or Key Stage 2 although a school lunch can be ordered for a small charge.

Children not having a school lunch normally bring a packed lunch. The children are supervised by our Teaching Assistants, supported by NXT Level Coaching.

Free school meals are available to any pupil in the school whose parents qualify under the Free School Meals criteria. Applications can be made via our school website or online at <https://apply.cloudforedu.org.uk/oeyp/buckinghamshire>

Our school meals are provided by Fresh Start Catering, [FRESH START CATERING](#)

Meals are ordered via Fresh Start Catering's Meal Manager online system. Meals can be ordered up to midday on a Thursday for the following week, last minute options such as a Jacket Potato or Sandwich, are also available up to 9.00am on the day.



# Ofsted and SIAMS

## OFSTED REPORTS

The latest Ofsted report, March 2023, can be found on the Ofsted website:  
[www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## SIAMS REPORTS

The latest SIAMS report, January 2019, can be found via a link from the home page on our website, [www.twyfordschool.org.uk](http://www.twyfordschool.org.uk)





# Attendance and Absence

## ATTENDANCE

It is important that attendance is both regular and punctual. Registration is at 8.45am, and the school day begins at 8.50am. Children should arrive no earlier than 8.40am, when the classroom doors will open and children can enter.

## ABSENCE

We would appreciate a telephone call in the first instance to inform us of your child's absence, a letter is still requested when the child returns to school, setting out the dates and reason for absence. Children should only be absent from school if they are ill or if there are exceptional circumstances for being absent during school time.

### Holidays:

Parents are expected to take family holidays during school holidays. All holidays are recorded as unauthorised unless it is for exceptional circumstances. An absence request form needs to be completed prior to your child being taken out of school.

Parents should be aware that the National Curriculum is tightly timetabled to cover statutory areas. Permission will not be granted for leave of absence immediately prior to or during assessment or examination periods.

The County Attendance Officers do monitor school absence and investigate any absence causing concern, particularly any child whose absence falls below 95% in any period.

The figures in the table below show pupils' absence and attendance at our school in comparison with National averages.

The Schools Attendance information:

	School 2024-2025	England state-funded schools
<b>% Attendance</b>	97.3%	No comparison data available due to the impact of the COVID-19 pandemic
<b>% Overall absence*</b>	2.70%	
<b>% Authorised absence</b>	2.62%	
<b>% Unauthorised absence</b>	0.08%	

\*% of possible mornings or afternoons recorded as an absence from school for whatever reason, whether authorised or unauthorised across the full academic year.

Where attendance falls below 95% for the school, an analysis of the patterns of absence and their effect on attainment needs to be undertaken. This analysis may show whether poor attendance or punctuality affect particular groups of pupils.



# School Organisation & Daily Routine

The children are organised into 3 phases, Foundation Stage, consisting of Nursery and Reception classes, Key Stage 1 and two classes in Key Stage 2. Within each class, the children are organised into groups so that their particular needs and abilities are catered for. School curriculum guidelines are followed to ensure continuity and progression.

There are opportunities for class teaching and individual teaching, to extend the more able child or give extra help to a child who may need support. The organisation is determined largely by the needs of the children and the resources available.

There are two Parents Evenings each year. All parents are urged to contact the class teacher or Headteacher if they are at all concerned about their child at other times.



Nursery					
Morning Session	9.00	am	to	12.00	pm
Afternoon Session	12.00	pm	to	3.00	pm

Reception, Key Stage 1 and Key Stage 2					
Morning Session	8.45	am	to	12.00	pm
Lunch break	12.00	pm	to	1.00	pm
Afternoon Session	1.00	pm	to	3.15	pm

There is a morning break for all children and an afternoon break for Key Stage 1.

Parents are welcome to discuss their child with the class teacher at any reasonable time but an appointment is appreciated if there is a specific matter to discuss.

## TEACHING HOURS

During a normal school week, the children receive approximately 26.25 hours' teaching.



# Early Years Organisation

The Early Years Curriculum is based upon the Curriculum Guidance for the Foundation Stage. The key experiences for learning are planned by the Early Years Lead Teacher and the Nursery Leader. The planning ensures that both the Prime and the Specific areas of development are covered in a stimulating and exciting way, which enhances every child's development. The Characteristics of Effective Learning (engagement, motivation and thinking) underpin the learning across all the areas of development and help support the child to remain an effective and motivated learner.

Individual assessment informs the planning and is collected in our online learning journal, Tapestry. This normally takes the form of observations of the child at 'play' and aids the assessment of learning abilities, skills, knowledge etc. Our aim is to work with parents very closely, making time to talk to the parents when they drop the children off and pick them up. Parents' observations of their own child at 'play' at home can also be recorded in the same way.

The school is able to offer a nursery place for children from the start of the term in which they become 3 years old.

The fifteen hour Government funded entitlement for 3 and 4 year olds can be in any combination of five sessions, Monday to Friday 9.00am – 12.00pm or 12.00pm – 3.00pm. We are also able to offer up to 30 hours under the Government 30 hour scheme to any eligible child. Details of the scheme and eligibility requirements are available on the Buckinghamshire Council website or via HMRC. Additional sessions and sessions for two year olds are available and we are happy to discuss funding of these with you. Fees for unfunded sessions continue to be payable if your child is absent.

We are registered with the Childcare Voucher Scheme so that parents are able to make payment for chargeable Nursery sessions through the scheme. This will provide tax savings for parents who wish to pay for their child's additional sessions in this way. If your employer operates a scheme and this is of interest to you, please contact the School Business Manager via the school office to discuss further.

The children move into our Reception class in the September of the academic year that they turn 5. The school offers full time education for all these children.



# Wrap-around Care



## NXT LEVEL COACHING WRAP AROUND CARE

Nxt Level Coaching Before School & After School Wraparound Care is thoughtfully designed to support children at both ends of the school day.

Before school, we create a calm and welcoming environment where children can ease into their day with quiet games, drawing, and gentle activities. Breakfast is available with cereal and toast options.

After school, the energy picks up with a variety of exciting activities that help children unwind, explore new interests, and connect with friends. Thanks to our Visual Timetable, children personalise their afternoon by choosing three key activities each hour — building independence, confidence, and enjoyment. Don't forget our specific after school clubs, join in with the fun!

With flexible options to suit busy families, our Breakfast Club and After School Wraparound Care provide high-quality, reliable childcare that fits around your day.

Book Now: <https://enrolmy.com/nxtlevelcoaching>



**HAYDN GOODWIN**  
NXT LEVEL COACHING LTD

☎ 07704187543

✉ [info@nxtlevelcoaching.co.uk](mailto:info@nxtlevelcoaching.co.uk)

🌐 [www.nxtlevelcoaching.co.uk](http://www.nxtlevelcoaching.co.uk)





# School Terms, Half Term Breaks and Holidays

## TERM DATES 2025-26

	Open on the morning of:	Close on the afternoon of:
<b>Autumn term</b>	4 <sup>th</sup> September 2025	24 <sup>th</sup> October 2025
	4 <sup>th</sup> November 2025	19 <sup>th</sup> December 2025
<b>Spring term</b>	6 <sup>th</sup> January 2026	13 <sup>th</sup> February 2026
	23 <sup>rd</sup> February 2026	27 <sup>th</sup> March 2026
<b>Summer term</b>	13 <sup>th</sup> April 2026	22 <sup>nd</sup> May 2026
	2 <sup>nd</sup> June 2026	21 <sup>st</sup> July 2026

## INSET DAYS

- 3<sup>rd</sup> September 2025
- 29<sup>th</sup> September 2025
- 5<sup>th</sup> January 2026
- 13<sup>th</sup> March 2026
- 22<sup>nd</sup> July 2026

## EMERGENCY CLOSURE

In the rare event of the school having to close unexpectedly in an emergency, we will inform parents via ParentMail. This enables the school to contact all parents very quickly. In the event of severe weather, information may also be given out on the Buckinghamshire Council website.



# National Curriculum

Children take a national phonics assessment at the end of Year 1. This informs the teacher of any gaps in the children's phonics knowledge.

In the summer term of Year 4, children take the statutory multiplication check.

In May of Year 6, children all take the statutory SAT's assessments in Numeracy, Reading, Writing and Spelling, Punctuation and Grammar (SPaG)

The results are reported to the parents of the children who have been tested.

If at least twelve children are included in the cohort, our results are published in this prospectus.

## **TRANSFER TEST (11+)**

Children take the 11+ Transfer Test in the September they move into Year 6. Parents may opt out if they feel that it is not suitable for their child to take.

## **CURRICULUM AND ASSESSMENT**

The curriculum offered is balanced, broadly based and in accordance with requirements of the National Curriculum. Through the curriculum it is the intention of the school to promote the spiritual, moral, cultural, mental and physical development of pupils and to prepare the pupils for the opportunities, responsibilities and experiences of adult life. All curriculum statements are available in school for any parent wishing to consult them.

All Reception children are assessed within the first four weeks of entry to school using formal baseline assessment. Teachers will assess what children know, understand and can do. This is known as baseline assessment. This is a statutory national baseline assessment to begin the formative process.

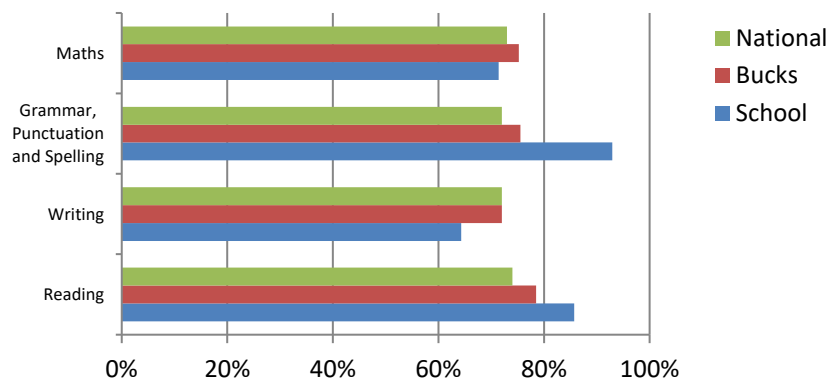
Assessment, always an essential part of teaching, is central to the effective implementation of the National Curriculum, and record keeping provides the mechanism through which teachers can focus the needs and attainments of the individual child. The 1988 Education Reform Act requires pupils to be assessed formally at or near the end of each key stage - age ages 7, 11 and 16. Attainment is determined through moderated teacher assessment of standard assessment tasks (SATS).



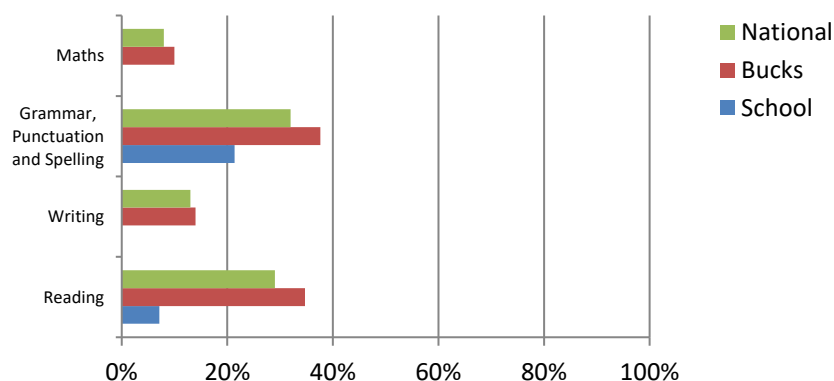
# Key Stage 2 Assessment Analysis 2024

The tables below show the results of the Key Stage 2 SATs from June 2024.

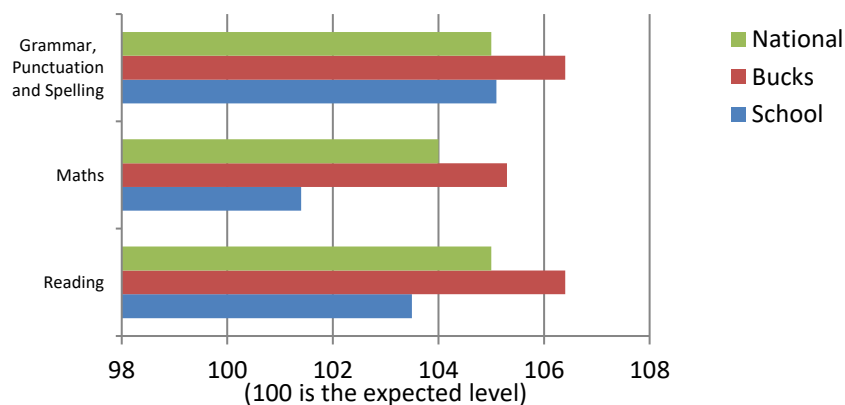
## Percentage of Pupils meeting expected standards



## Percentage of Pupils working at greater depth



## Average scores





# Children with Special Needs

Provision is made for children of varying abilities within our mixed ability classes.

Where a child is experiencing learning difficulties the school will initially keep detailed records and devise individual learning programmes. The progress of the child will be discussed with the parents and, if necessary, help and advice will be sought from the outside agencies provided by the County.

The Schools' Special Needs Policy has been adopted by the Governing Body and this ensures that the New Code of Practice is being implemented. Where other special needs occur, provision will be made after consultation between the Head, Teacher, Parents and Special Education Needs Co-ordinator. Other agencies will be involved as appropriate.

Children who are able to be challenged will be encouraged to work at Greater Depth to develop a deeper learning of any area they excel in.

## **LOOKED AFTER CHILDREN**

All looked after children will have an Individual Education Plan that will be closely monitored by the Headteacher. This will inform all staff of the child's needs and support the child in order that they might achieve their potential.



# Photographs

## **PHOTOGRAPHS**

Your son or daughter may be photographed during their time at our school. We use these images in a variety of ways, for instance to record your child's progress, in publications or to celebrate success.

We ask all parents/carers to complete a consent form for this purpose.

We are very responsible in how we use these photographs. However, if you do not wish your child to be photographed, please let us know. It is also important that you inform your child of your wish so that they are aware of why their photograph will not be taken.



# Pastoral Care

We endeavour to ensure the safety and welfare of all the children in our care. In the caring environment of our school, respect, courtesy, consideration and self-discipline are expected. Should a child's behaviour be deemed unsatisfactory privileges will be withdrawn. Should a child's behaviour continue to cause concern parents will be informed and invited into school to discuss the situation. We ask that children do not bring toys to school as they can get lost or broken.

It is important that we have emergency telephone numbers so that parents can be contacted.

## MEDICINES

We expect that children taking medicine for illness will usually be absent. However, if the doctor has said that they can come back and they have medicine to finish we can only administer it if: -

- a. It has to be taken at least four times daily.
- b. It is handed to the school office.
- c. It has been presented and is clearly labelled with the contents and child's name.
- d. It is in the original bottle or packet, including the original information leaflet.
- e. The parent completes the appropriate form for the medication, asking us to give the stated dose at the desired time.

In the interests of safety, parents are requested **not to drive their cars on to the premises at any time of the school day** unless there are special circumstances.

If your child has had sickness or diarrhoea it is expected that they remain at home for at least **48 hours** after the final bout of illness.

## SCHOOL MEDICAL SERVICE

The school Doctor/Nurse visits the school periodically for medical, hygiene, hearing and vision tests.

### School Nurse

School Nursing Team Office  
Buckingham Hospital  
High Street, Buckingham  
MK18 1NU  
Tel: 01280 826982  
[www.buckshealthcare.nhs.uk/School-nursing](http://www.buckshealthcare.nhs.uk/School-nursing)



# Safeguarding

## **SAFEGUARDING**

At this school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Criminal Records Bureau checks, as recommended by Buckinghamshire County Council in accordance with current legislation.

In accordance with our responsibilities under section 175/157 of the Education Act 2002, and in line with "Keeping Children Safe in Education", we have a Designated Person for Child Protection (Sam Thompson) who is a member of the senior management team, and has received appropriate training for this role. It is their responsibility to ensure that all staff in contact with children receives child protection awareness training on a regular basis. We believe safeguarding and promoting our pupil's welfare is everyone's responsibility, we work together as a team to achieve this.

There are occasions that our concern about a child may mean that we have to consult other agencies. Whilst we would always aim to work in partnership with parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under S47 of the Children Act 1989, may want to speak to a child without parents' knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures, which we follow, have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you want to know more about our procedures, please speak to the Headteacher, Sam Thompson or your child's class teacher: The School's Child Protection Policy is available from the school office.





# School Uniform

Cardigans, sweatshirts, jumpers, T-shirts, P.E. shorts, jogging bottoms, P.E. hoodies, book bags and P.E. bags bearing the school logo can be ordered through our uniform supplier, **PL Schoolwear**, [www.plschoolwear.co.uk](http://www.plschoolwear.co.uk).

**All items of clothing should be clearly named.**

Shorts, T-shirts, Hoodies and trainers are required for P.E. During the winter the children may also need tracksuit bottoms or jogging trousers (not leggings). Children playing football will also need suitable clothing and football boots.

Parents are asked to provide their child with a **named P.E. bag**. Polythene bags or large sports bags **are not suitable** due to a lack of space in the cloakrooms.

The school also has a selection of pre-loved uniform items, these are available at anytime and we also hold regular sales before or after school.

## JEWELLERY

In line with Buckinghamshire Council Safety Guidelines no jewellery should be worn in school. Recently pierced ears, which require studs, should be taped to minimise the possibility of injury during P.E. lessons.



# School Uniform

<b>Nursery WINTER &amp; SUMMER</b>	School Royal Blue T-shirt School Royal Blue Sweatshirt or Cardigan Navy Blue Jogging Bottoms Clothing and shoes should be comfortable and easily manageable for your child
<b>Reception and Years 1-4 WINTER</b>	White Polo Shirt School Royal Blue Sweatshirt/Cardigan Grey Trousers Grey Skirt/Pinafore
<b>Reception and Years 1-4 SUMMER</b>	White Polo Shirt School Royal Blue Sweatshirt/Cardigan Grey Shorts or Blue Gingham Dress
<b>All years PE (Not Nursery)</b>	School Royal Blue T-shirt Navy Blue Shorts School Royal Blue Hoodie Trainers Navy Blue Jogging Bottoms
<b>Year 5 &amp; 6 Only WINTER</b>	White Shirt/Blouse School Royal Blue Jumper/Cardigan Grey Trousers Grey Skirt or Pinafore School Tie
<b>Year 5 &amp; 6 Only SUMMER</b>	White Shirt/Blouse School Royal Blue Jumper/Cardigan Grey Trousers Grey Skirt or Pinafore School Tie or Blue Gingham Dress
<b>All years SHOES (Not Nursery)</b>	Black or dark coloured school shoes (NOT trainers or boots)

Cardigans, sweatshirts, jumpers, T-shirts, P.E. shorts, jogging bottoms, P.E. hoodies, book bags and P.E. bags bearing the school logo can be ordered through our uniform supplier, **PL Schoolwear**, [www.plschoolwear.co.uk](http://www.plschoolwear.co.uk).



# School Policies

## **CHARGING FOR EDUCATIONAL ACTIVITIES**

The Education Reform Act 1988 sets out the circumstances in which educational activities may attract charges from parents:

Optional extras for which charges will be made:

1. Where optional extras take place during school session times, parents will be invited to make voluntary contributions towards the cost of the activity on a pro-rata basis, but no pupil will be debarred from taking part in an activity because his/her parents cannot or will not contribute.
2. Where activities take place outside school session times charges will continue to be levied where appropriate.
3. Appropriate charges will be made for ingredients and materials where parents have indicated in advance that they wish to own their child's finished work.
4. Parents will be required to meet the cost of breakages and damages where this is the result of their child's behaviour. Lost books will also be charged so that a replacement can be made.

## **EQUALITIES AND COHESION POLICY**

Twyford C of E School is an all-inclusive school which believes that all children are entitled to a broad and balanced curriculum regardless of ethnicity or ability. The full Equalities and Cohesion Scheme is available from the school office or on the website.

## **ARRANGEMENTS FOR REMISSION OF CHARGES**

Parents who are unable or unwilling to make voluntary contributions on some or all occasions towards the activities listed above, should contact the Headteacher. The Headteacher will, in consultation with the Chair of Governors, consider full or partial remission of charges.

## **COMPLAINTS PROCEDURE**

In most cases it is expected that any concerns or complaints expressed by parents and others about the school curriculum or religious worship will be considered and dealt with through informal discussions with the Class Teacher and Headteacher. In practically all cases, it will be best, as the first step, to approach the Headteacher, since difficulties can often be resolved in this way. It is recognised however, that there may be circumstances in which parents prefer to approach someone other than the Headteacher of their child's school. In such cases, parents may approach the Chair of Governors.

A full copy of the School's Complaints Procedure can be found.

More details of policies and curriculum areas can be found on our website:  
[www.twyfordschool.org.uk](http://www.twyfordschool.org.uk).



# Privacy Notice

## Data protection Act 1998: How we use your information

Twyford C of E School is a data controller for the purposes of the Data Protection Act. We collect personal information from you about your child and may receive information about your child from their previous school or college, the Local Authority, the Department of Education (DfE) and the Learning Records Service. The school holds this personal data and uses it to:

- Support our pupils' teaching and learning
- Monitor and report on their progress
- Provide appropriate pastoral care
- Assess the quality of our services.

This information that we hold includes children's contact details, national curriculum assessment results, attendance information, any exclusions information, where they go after they leave us and personal characteristics such as ethnic group, any special educational needs they may have as well as relevant medical information.

We will not give information about your child to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about your child to the Local Authority (LA) and the Department for Education (DfE).

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

LA: [www.buckscc.gov.uk/privacynotice](http://www.buckscc.gov.uk/privacynotice)

DfE: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

# F.O.T.S. Friends of Twyford School

Regular fund-raising activities take place throughout the year and have enabled the purchasing of many expensive items of equipment for the school, e.g. computers and printers, interactive whiteboard, blinds for the hall, PE equipment, books, science equipment, musical instruments etc. They also fund visits from outside organisations who are able to share their expertise to enhance the children's learning.

Social events take place throughout the year. In the past this has included a 'Summer Sizzler', Cream Tea and May Ball. One of the highlights of the year is Christmas Lunch for the whole school.

This past year FOTS have funded several activities for the children including music lessons by XYZ Music and a visit to the school by a poet.

FOTS have also contributed to the cost of coaches for school trips to help keep the cost of trips as low as possible.

All parents are automatically members of FOTS and are welcome to help and join in with the activities. Parents are always welcome to take part and suggest new ideas.