



May 2020

Dear Parents/Carers,

Reception Admissions 2020-21

We are delighted that you have chosen to join the St. Bede C.E. Primary Academy Family. We hope that your family have managed to stay well during the exceptional circumstances that everyone is currently being faced with.

Unfortunately our admissions procedure will not take its usual course this year, and we are currently unable to offer the more personalised introduction and welcome to our school that we would usually provide. However, please be assured that transition and familiarisation for children is at the forefront of our minds. As and when Government guidance is updated we will review the situation and inform families of any changes that will allow us to put measures in place, prior to your child starting school with us. The safety, wellbeing and happiness of our children and families is our priority; we will make safe and sensible decisions and inform you of developments as soon as we are able.

Attached to this letter is a Prospectus Pack where you will find information about the school, and we do encourage you to read through the information carefully. We also have a 'Nursery and Reception Admissions' section on our website www.stbedeacademy.org. Here you will find updates, useful information, a tour of our wonderful Early Years environments, and frequently asked questions have been addressed through a range of reading materials. Again, please take some time to visit our website.

We do require information about your child prior to starting school and detailed below is guidance on what needs to happen next:

- Enclosed within your Prospectus Pack are a selection of blue forms which need to be **FULLY** completed and returned to school as soon as possible, using the envelope provided. A collection box has been placed in our school reception area for you to drop the forms off. We do ask if someone is already in the reception area, that you wait until they leave to deliver your documents. This will allow you to remain socially distant and comply with current Government guidance.
- We also require evidence of your child's date of birth. If you are happy to do so please take a photo of your child's birth certificate or passport and email it to: EYFSnewstarter@stbedeacademy.org. Alternatively, you can provide a paper copy of the passport/birth certificate and enclose in the above-mentioned envelope. Please make sure that all information can be read clearly. *
- **All paperwork should be returned to school by no later than Monday 15th June.**

PLEASE TURN OVER

Learning, Caring, Growing Together

Head of School: Mrs S. Rostron

St Bede Primary Academy, Morris Green Lane, Bolton, BL3 3LJ

Telephone: 01204 61899 Website: www.stbedeacademy.org Company Registered Number: 07628909

- The 'All About Me' booklet is to be completed over the Summer and brought to school when your child starts in September.

You can follow us on Twitter **@StBedeCEPrimary**. Any new information will be tweeted and you will be directed to our website, as it becomes available. We will be more than happy to answer any questions which you may have. Simply drop us an email at **EYFSnewstarter@stbedeacademy.org** and we will respond to you as soon as possible.

We look forward to welcoming your child to our school and thank you for your understanding during these difficult times.

Sending our best wishes to you and your family and hope that you all manage to stay well and safe.

Yours sincerely,

Mrs M Drake
Early Years Foundation Stage Lead

***GDPR Statement:** All information requested prior to your child starting school is a Government requirement. School administration staff and the senior leadership team have access to the information for the purpose of processing. Once the data has been extracted from emails provided and stored safely, they will be deleted from the system. Paper copies provided will also be recorded and stored securely/destroyed as required. Most pupil data is stored in the cloud on either Bromcom or OTrack. Access to these systems is in accordance with the Access Control Policy. In accordance with the MAT's Data Protection Policy any 3rd party data processors have Data sharing agreements. To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. We keep pupil data for the period identified in our retention policy. If you require any further information, the Privacy Notices are available on the school website.

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