

Highfield Primary School



Highfield Road
 Winchmore Hill
 London N21 3HE
 Tel: 020 8360 2149
 Fax: 020 8360 4875
 Website: www.highfieldprimary.co.uk
 Email: office@highfield-pri.enfield.sch.uk
 Headteacher - *Maria Kemal* B.A. (Hons), NPQH
 Deputy Headteachers–
Helen McGovern B.A. (Hons), NPQH (Secondment Acting Head)
Sarah Shaughnessy B.Ed. (Hons Oxon), M.A.
David Wilson B.A. (Hons) (Acting Deputy Head)

"Together we can achieve more"

Dear Parents/Carers,

I am writing to let you know about Highfield's work with Place2Be, a national charity supporting schools to improve the confidence and wellbeing of children and young people. Place2Be provides emotional and therapeutic support to pupils, families and staff in more than 250 schools nationwide. It gives pupils a space to express themselves through talking and creative work, and think about any worries they might have. Place2Be also provides support for parents and staff too. Some information is enclosed to tell you more about Place2Be and its work.

Place2Talk

One of the most popular aspects of this service is called 'Place2Talk'. It's open to all pupils, and they can make an appointment to spend 15 minutes with the School Project Manager, either by themselves or with a friend. On average, about a third of pupils in Place2Be's schools take advantage of this service every year. Pupils often talk about friendships or any worries they may have.

Parental consent

Unless we hear otherwise from you, the school and Place2Be will assume that your child has parent/carers' permission to come to Place2Talk. We also assume you are happy for the school to tell Place2Be your child's name, date of birth, year group, gender and ethnicity. This information is stored securely and used solely to evaluate Place2Be's service. Please see the separate sheet, at the end of this letter, for more information on this.

If would like to find out more, please contact Becca Bomford (Place2Be School Project Manager) via the School Office. Becca's working days at Highfield are Wednesday and Thursday, and she will be very happy to answer any questions. Alternatively, if you **do not** want your child to participate in Place2Talk, you may complete and return the slip below by Monday 19 February.

Maria Kemal

✂.....

I **do not** want my child to participate in Place2Talk.

Name of child/young person..... Class/form

Name of parent/carer

Signature Date

"The Headteacher's passion for ensuring all pupils receive an outstanding education is tangible in all aspects of the school's work."
Highfield Primary is an Outstanding School - Ofsted 2016



Information for parents/carers/students on what information we collect and why

- Place2Be collects the following information from the school: child's name, date of birth, year group, gender and ethnicity. We then record brief details of children's appointments and the matters discussed.
- Place2Be collects information to learn about how to give the best possible service to children and families. Place2Be is interested in finding out how the support we provide helps children's emotional wellbeing and their learning and academic progress. This in turn helps us to secure more funding, and therefore to help more children, by being able to demonstrate that our services are effective. We collect as little personal data as we reasonably can, and store it securely, so that children's privacy is not unduly affected.
- Place2Be also has a responsibility to keep children safe and follow safeguarding procedures as and when required, but otherwise we will never disclose your child's data to third parties without your permission.
- For your information, the Place2Be employee who is responsible for all data we collect is the Chief Financial Officer, who can be contacted on 020 7923 5500.
- We store this data securely for 6 years, and then it is anonymised.
- Your child has a legal right to access their data, ask us to stop processing it, correct any errors in it or delete all data we hold, at any time. Your child (or, where appropriate, you on their behalf) can exercise these rights by contacting Place2Be's Chief Financial Officer. Please also contact him if you have any questions or concerns about our collection of your child's data. If you are not satisfied you can raise concerns with the office of the UK Information Commissioner (www.ico.org.uk).