

# Southfields Primary School



Induction Parent Information



Southfields Primary School  
Southfields Estate  
Stanground  
Peterborough  
PE2 8PU

Telephone: 01733 562873  
Email: [office@southfields/peterborough.sch.uk](mailto:office@southfields/peterborough.sch.uk)  
[www.southfieldsprimary.co.uk](http://www.southfieldsprimary.co.uk)



### **New Entrants Pack**

Thank you for selecting Southfields Primary School. We are looking forward to working in partnership on your child's education.

Please find enclosed useful information regarding the following:

- Letter from Headteacher
- Uniform
- Lunches, daily milk and fruit
- Parking
- Lost Property
- Privacy Notice



Headteacher  
Mrs S. Mathlin BA (Hons)  
Deputy Headteachers  
Mrs C. Hilton BA (Hons)  
Mrs J. Urciuoli BA (Hons)

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### **A Welcome Letter from the Headteacher**

It is a pleasure to write to you as Headteacher of Southfields Primary School.

I have worked in education for over 27 years and have been a Headteacher for over 15 years. I have worked in an inner-city school in Tower Hamlets, London; an infant school in Farnborough, Hampshire; and a federated Infant and Junior school in Basingstoke, Hampshire. I have been the Headteacher at Southfields since April 2025.

My goal is to ensure that every child attending Southfields has the opportunity to be the best they can be, personally and academically, and that they enjoy every moment of their time with us.

The needs of the children are paramount to any decisions made in a school. My belief is that we should provide children with an exciting, creative, and meaningful curriculum that gives them experiences that build on their skills and develop a life-long love of learning. In the time I have been here I can already see what a talented staff team we have here and wonderful children. I have been impressed with the children's learning behaviours and attitudes and how the staff go above and beyond to provide the best opportunities for your children.

I firmly believe that partnerships with parents and the local community are vital to the running of a school and I aim to build and promote a whole-community approach that thrives on mutual respect. Working with parents is key and I want you to know that I am approachable and my door will always be open to discuss any worries or concerns. I am very much looking forward to meeting you as we welcome your children into our school.

Best wishes,

Mrs Sarah Mathlin  
Headteacher



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## Southfields Primary School Uniform

Southfields pupils' pride themselves on their uniform.

We have selected a basic uniform that can be purchased from most clothing suppliers. In addition to this, we have bespoke uniform available with logos, especially designed for the school which you can order [here](#).



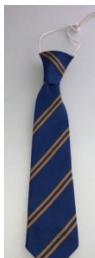
**Blazer with logo**



**Blue cardigan, jumper or tank top with logo**



**Black shoes (no open toes or trainers)**



**Tie – with or without elastic**



**White/blue shirt/polo top – long or short sleeved**



**Blue and white checked summer dress**



**Black/dark grey trousers, shorts, skirt or culottes**



**School coloured skirt/pinafore**



**School satchel/ book bag/ PE bag – large or small**



**School scrunchie**



**School cap**



**Summer hat**



**White/black/grey socks and tights**

**PE and Sports kits**



**White t-shirt with or without logo**



**Black/blue or navy shorts or joggers**



**Trainers or Plimsols**



## School Dinners at Southfields



	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	<b>Sausage Roll</b> (served with beans and sweetcorn)	<b>Beef Tacos</b> (served with rice)	<b>Roast Chicken Dinner</b> (served with vegetables)	<b>Hot Dog</b> (served with corn on the cob and beans)	<b>Chicken Wrap</b> (served with chips and peas)
	<b>Cheese Pasty</b> (served with beans and sweetcorn)	<b>Quorn Tacos</b> (served with rice)	<b>Vegetarian Roast Dinner</b> (served with vegetables)	<b>Quorn Hot Dog</b> (served with corn on the cob and beans)	<b>Veggie Burger</b> (served with chips and peas)
	<b>Cheese sandwich</b> (served with fruit and salad bar)	<b>Ham sandwich</b> (served with fruit and salad bar)	<b>Cheese sandwich</b> (served with fruit and salad bar)	<b>Ham sandwich</b> (served with fruit and salad bar)	<b>Cheese sandwich</b> (served with fruit and salad bar)
	<b>Mac and Cheese</b>	<b>Tuna Pasta</b>	<b>Ham Carbonara</b>	<b>Tomato and Basil Pasta</b>	<b>Sausage Pasta</b>
	<b>Dessert:</b> Fruit Jelly, fruit and yoghurts	<b>Dessert:</b> Cookies, fruit and yoghurts	<b>Dessert:</b> Fruit Jelly, cookies, fruit and yoghurts	<b>Dessert:</b> Shortbread, fruit and yoghurt	<b>Dessert:</b> Cupcakes, fruit and yoghurt
<b>Week 2</b>	<b>Beef burger</b> (served with hash browns and beans)	<b>Late breakfast</b> (served with beans)	<b>Chicken Curry</b> (served with rice)	<b>Ham Pizza</b> (served with sweetcorn and garlic bread)	<b>Fish Fingers</b> (served with chips and peas)
	<b>Veggie burger</b> (served with hash browns and beans)	<b>Vegetarian breakfast</b> (served with hash browns and beans)	<b>Vegetarian curry</b> (served with rice)	<b>Cheese Pizza</b> (served with sweetcorn and garlic bread)	<b>Veggie fingers</b> (served with chips and peas)
	<b>Cheese sandwich</b> (served with fruit and salad bar)	<b>Ham sandwich</b> (served with fruit and salad bar)	<b>Cheese sandwich</b> (served with fruit and salad bar)	<b>Ham sandwich</b> (served with fruit and salad bar)	<b>Cheese sandwich</b> (served with fruit and salad bar)
	<b>Sausage Pasta</b>	<b>Tomato and Basil Pasta</b>	<b>Ham Carbonara</b>	<b>Tuna Pasta</b>	<b>Mac and Cheese</b>
	<b>Dessert:</b> Fruit Jelly, fruit and yoghurts	<b>Dessert:</b> Cookies, fruit and yoghurts	<b>Dessert:</b> Fruit Jelly, cookies, fruit and yoghurts	<b>Dessert:</b> Shortbread, fruit and yoghurt	<b>Dessert:</b> Cupcakes, fruit and yoghurt

**Southfields Salad Bar**  
Children can help themselves to an unlimited selection of freshly prepared healthy salads.  
Our new salad bar features all of the children's favourites, is suitable for vegetarians and is packed full of fibre and nutrients.

**Week 1:** 2<sup>nd</sup> June, 16<sup>th</sup> June, 30<sup>th</sup> June, 14<sup>th</sup> July  
**Week 2:** 9<sup>th</sup> June, 23<sup>rd</sup> June, 7<sup>th</sup> July, 21<sup>st</sup> July

### Milk and Fruit

**Children under 5:** Milk is free through Cool Milk

**Children in receipt of Pupil Premium Funding:** You can sign up to free milk provided by the school

**All other children:** You can pay a small amount for your child to receive milk each day.



The School Fruit and Vegetable Scheme (SFVS) provides free fruit and vegetables for all children in EYFS, Year 1 and Year 2



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## Parking



As we are sure you can appreciate, the safety and welfare of all our children is paramount. This along with the congestion it causes is why we are unable to let parents use the school car park.

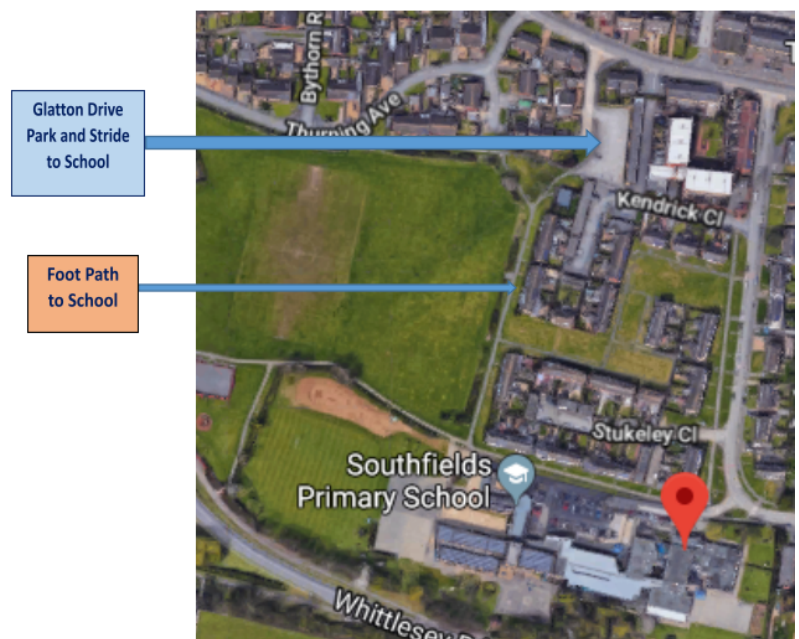
When dropping off your children or collecting them at the end of the day, please use the **Glatton Drive or George Alcock car park**. From this car park you and your children can walk safely, with no roads to cross, straight into the school grounds.

Can we also remind you to use this car park when collecting children from after school clubs – the office staff are not in the office at this time so buzzing for them to raise the barrier will only cause congestion around this area; for the same reason, children need to be collected from the pre-arranged exit where the club leader will wait with them, not from the main entrance. This way we can monitor who is in the building, not only for the safety of the children but also in order to comply with Health and Safety legislation.

Finally, please encourage your child/children to use the footpaths provided to enter or exit the school site, rather than walking or cycling across the car park or driveway.

Our school car park accommodates a large number of staff vehicles and has delivery lorries and taxis in and out all day, which is why we have worked hard with the help of the City Council to make the Glatton Drive car park available for use by our parents.

We hope you will support us with this issue and strive to make the site safe for everyone.





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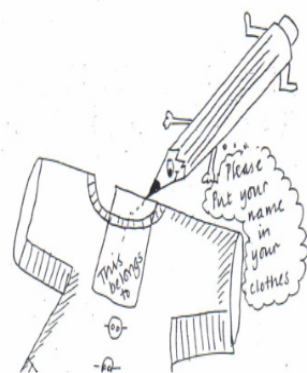
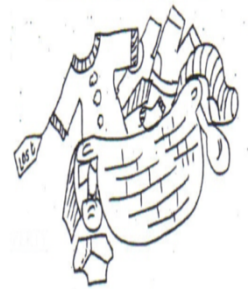
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## LOST PROPERTY

In the past we have found that an increasing amount of staff time and storage space has been taken up in the collection and return of lost property, much of which is neither claimed nor returned because it is unnamed.

Please can we all urge parents to label ALL items of clothing and footwear worn to school, along with book bags, PE bags and lunch boxes.

Lost property is collected weekly, all named items returned and the remaining items kept for one week only. They are then recycled either for sale as second-hand uniform or deposited in one of the charity clothing banks.



We appreciate that many of you do buy and attach name labels, for which we are grateful. Laundry marker pens are available from the school office at £1.00 each.

Please help your child to look after their belongings.

Kind regards,

Class Teachers



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# Southfields Primary School

## Privacy Notice for Parents and Carers (Use of your child's personal data)

**Date agreed: 20<sup>th</sup> May 2025**

**Review Date: May 2025**

This notice, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the notice will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the notice is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **pupils at our school**.

We, Southfields Primary School, Southfields Avenue, Stanground, Peterborough, PE2 8PU, tel: 01733 562873, are the 'data controller' for the purposes of UK data protection law.

Please contact our data protection officer with any queries (see 'Contact us' below).

## 2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, unique pupil number and address) · Characteristics (such as ethnicity, language, nationality, country of birth, free school meal eligibility or special educational needs)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Contact details, contact preferences, date of birth, identification documents · Results of internal assessments and externally set tests
- Pupil and curricular records
- Exclusion and behavioural information
- Details of any medical conditions, including physical and mental health · Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs

We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education

## 3. Why we use this data

We use the data listed above to:

- a) to support pupil learning
- b) to monitor and report on pupil progress
- c) to provide appropriate pastoral care and protect pupil welfare
- d) to assess the quality of our services
- e) to comply with the law regarding data sharing

#### **4. Our lawful basis for using this data**

Under current data protection legislation, the school must identify a valid, lawful basis for any data processing they carry out. We process personal data in relation to governors and volunteers using the following lawful bases:

We only collect and use personal information about you when the law allows us to. Most commonly we process it to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- We have obtained consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use pupils' personal data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Where we keep records and information containing personal data for a longer time, we do this for archiving purposes in the public interest. We keep these records to preserve the school's history, key events and collective memory. We will provide access to these records for research or statistical purposes, taking reasonable measures to protect the personal data they may contain.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify the school's use of this data.

#### **5. Collecting this data**

While the majority of information you provide to us is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

#### **6. How we store this data**

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about pupils.

## 7. Who we share data with

We do not share information about pupils with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about pupils with:

- The school that a pupil attends after leaving us
- Our local authority
- The Department for Education (DfE)
- The pupil's family and representatives
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
  - Financial organisations
  - Central and local government
  - Our auditors
  - Survey and research organisations
  - Health authorities
  - Security organisations
  - Health and social welfare organisations
  - Professional advisers and consultants
  - Charities and voluntary organisations
  - Police forces, courts, tribunals
  - Professional bodies

### 7.1 Why we share pupil information

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### 7.2 Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (e.g. via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### 7.3 National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and 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 information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## 8. Your rights

### 8.1 How to access personal information that we hold about you

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
  - prevent processing for the purpose of direct marketing
  - object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

## 9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office: · Report a concern online at <https://ico.org.uk/make-a-complaint/> · Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- email: [dpo@southfields.peterborough.sch.uk](mailto:dpo@southfields.peterborough.sch.uk)