



October 2020

Dear Parent/Guardian

11+ FAMILIARISATION AND STUDY SKILLS CLASSES

Bishop Wordsworth's School runs a programme of classes for children in Year 5 which aims to both boost boys' and girls' confidence and familiarity with Key Stage 2 English and Maths problems and also to get children used to tackling unfamiliar problems. Our classes also give children the opportunity to gain some basic familiarity with the format of the respective 11+ questions. The classes have been very well received by children and their parents in previous years and we have received excellent feedback so I am very pleased to invite applications for this academic year's programme of classes. Please note though, that we have substantially changed the format of the sessions from previous years in order to comply with Covid-19 precautions.

Our aim is to offer an alternative option to private tutoring, with the added bonus that children will work on generic study skills that should benefit their Key Stage 2 core subjects too. Children will be taught in small classes by subject specialists.

Courses run for 6 weeks and are open to both boys and girls in Year 5 as at September 2020 whether they intend to take the 11+ or not. The course runs three times a year with the three courses being identical so your child only needs to attend one course.

Course 1	Course 2	Course 3	Time	Cost
4 November	27 January	12 May	4:30 to 6:00 pm at Bishop Wordsworth's School	non-refundable enrolment fee £10 plus £90 course fee (£15/session) Total cost £100*
11 November	3 February	19 May		
18 November	10 February	26 May		
25 November	Half Term	Half Term		
2 December	24 February	9 June		
9 December	3 March	16 June		
	10 March	23 June		

* subsidised or free places are available for children whose parents are either in receipt of state benefits or who are in reduced circumstances. Please contact Mrs C Saunders at ces@bishopwordsworths.org.uk with evidence to support your application before booking a place.

Further information is available on our website <https://www.bishopwordsworths.org.uk/>, and the school website is, of course, the best source of up to date information about application to Bishop Wordsworth's School and the 11+ process. If you would like to enrol your son or daughter for the familiarisation/study skills classes then please complete the details when making payment via Wisepay:- <https://www.wisepay.co.uk/store/generic/template.asp?ACT=nav&mID=312574>.

If you need to withdraw your child at any stage, please contact the Finance department straight away or no less than 28 days prior to the course commencing. If we are unable to fill your place, I regret that a refund will not be possible. The refundable value will be for the paid sessions only.

I hope that this initiative is of interest to both you and your son/daughter, and I do hope that you take up this opportunity to learn a little about what the Salisbury Grammar Schools have to offer and enhance your child's learning in his/her last couple of years of Junior/Primary School.

Yours faithfully

S D Smallwood
Head Master

PRIVACY NOTICE – 11+ FAMILIARISATION AND STUDY SKILLS CLASSES

1. **The Law.** Bishop Wordsworth's School (the School) is required by the Data Protection Act as clarified by the General Data Protection Regulations to inform parents how information ('data') that they supply on the registration form or by any other means is used and processed.
2. **Definition of Parent.** 'Parent(s)' also refers to guardian(s) or any person who has parental responsibility for the pupil or with whom the pupil lives eg a foster carer.
3. **Submission of Form.** Submission of this form by a parent will be taken agreement that there is a contract regarding these classes between the School and the applicant and that this contract is the legal base (ie the reason) for the storage and processing of the information on the form and collected during their attendance at classes.
4. **Personal Data Held.** The data initially collected includes that on the form or later collected.
5. **Reason for Holding Personal Data.** All data is collected and processed as necessary to support pupil learning, provide appropriate pastoral care, protect pupil welfare, to assess the quality of our services and to comply with the law regarding data sharing.
6. **Legal Basis of & Purpose for Processing.** We only collect and use pupils' personal data when the law allows us to. Some of the reasons listed below for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.
 - a. Most commonly, we process it where we need to:
 - (1) Comply with a legal obligation.
 - (2) Process the data for the legitimate interests of the School or a third party (provided the individual's rights and freedoms are not overridden).
 - (3) Perform an official task in the public interest.
 - b. Less commonly, we may also process pupils' personal data in situations where we:
 - (1) Have obtained consent to use it in a certain way.
 - (2) Need to protect the individual's vital interests (or someone else's interests).
7. **Data Retention.** Information collected will be retained for two years in order that we may correlate class attendance with 11+ results for those that apply for the exam.
8. **Data Sharing - Legitimate Interests.** We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so. Information will not be shared externally to the School.
9. **Right to Access, Rectify or Erase.** Parents have the right to access (by subject access request), have rectified or erased any of the personal data held (but not erased where the Law requires us to retain it) and ask: why we are holding/processing the data, for how long we will keep it, where we obtained it (if not from them or the pupil) and with who it has been or will be shared.
10. **Other Rights.** All individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
 - a. Object to the use of personal data if it would cause, or is causing, damage or distress.
 - b. Prevent it being used to send direct marketing.
 - c. Claim compensation for damages caused by a breach of the data protection regulations
11. **Identities.** The Data Controller is Bishop Wordsworth's School and the Data Protection Officer is the School's Bursar.
12. **Queries.** Any queries about this notice should be made to the Company Secretary by post or to djp@bishopwordsworths.org.uk.
13. **Complaints.** Parents and pupils may complain about the School's use of data to the Data Protection Officer and, if not satisfied, then to the Information Commissioner's Office at: ico.org.uk/concerns.