



New Cangle Community Primary School

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Headteacher: Ms Jacqueline Brading

2nd February 2022,

Dear parents and carers,

Covid Update

We are still experiencing a few covid cases in school. This week we have had the following positive tests:

Sunbeams = 1; Year 1 = 2; Year 3 = 6

We continue to implement routine control measures e.g. hand washing, ventilation, CO2 monitoring, cleaning, lateral flow testing for staff and excluding symptomatic individuals from the setting.

As we are no longer in Level 3 (of Suffolk Schools Contingency Outbreak Management Framework) we are able to have visitors into school again and hold events. Parents are no longer required to wear masks on the premises.

Parents Evening

This will be taking place from Wednesday 9th to Thursday 17th February and we will be offering a mix of face to face and virtual appointment as follows:

Sunbeams – 9th February 3.30pm – 6pm Face to Face session

Years 1 – 5: 15th February 3.30pm – 6pm Virtual Session

All Classes: 16th February 3.30pm – 7pm Face to Face session

Year 6: 17th February 4pm – 6.30pm Virtual Session



All appointment times will be 10 minutes long and will be booked using the School Cloud system that we used in October. Bookings will open on Thursday 3rd February at 5pm at the following link:

<https://newcangle.schoolcloud.co.uk/>

A parent guide to the system can be found at the end of this newsletter.

Tuition

We are pleased to announce that after half term, we will be commencing some extra School Led Tutoring for certain children in school. This will be taking place either before school or after school, depending on the age of the children. We will be getting in contact with parents of the relevant children soon to let them know that their child is being offered extra tutoring through school.

LSA Vacancy

We are currently recruiting for a full time Learning Support Assistant to work at New Cangle. If you know anyone who would be interested, please direct them to: <https://www.newcangle.co.uk/about-us/job-vacancies>

Department for Education Attendance Data Gathering

We are writing to update you on a new data collection process we will be assisting the Government with. The Department for Education are focussing on improving attendance in Schools. They wish to collate detailed attendance data from all Schools and Academies. Access to better data is one thing that will allow

the Department for Education to achieve their goal to improve attendance. Access to data at a national, regional and local level will both help highlight particular challenges and identify solutions that are working well and can be shared.

The Department for Education will be accessing personal pupil data such as name, date of birth, etc. To enable this process to work effectively, the Department for Education have procured the services of Wonde, a data processor. Wonde will provide the software that essentially pulls the data from our School's databases and places it in to the databases of the Department for Education. Wonde act as a data processor meaning they are prevented legally from using or sharing any personal data. Wonde can only process personal data for the reason this task is intended and as advised by the data controller (The Department for Education).

Our School and the Department for Education act as data controllers. This means we each require a lawful basis to process the attendance data. There are six available lawful bases for processing data. No single basis is 'better' or more important than any other. Which basis is most appropriate will depend on the purpose for processing the data.

Consent is one lawful basis for processing, but there are alternatives. Consent is not inherently better or more important than these alternatives. Consent is not always required when processing data and other lawful bases should always be considered. For this task, consent is not required due to the nature of the task as the Department for Education are processing on the basis of 'Public Task'. The school have a legal duty to provide the Department for Education with the data they request. The Information Commissioner's Office explain that to rely on the basis of Public Task you must meet one of the following criteria:

Process personal data 'in the exercise of official authority'. This covers public functions and powers that are set out in law; or

Process personal data to perform a specific task in the public interest that is set out in law.

This particular task for the Department for Education meets the above criteria and therefore no consent from parents to share their children's data is required.

Dogs

We understand that some dogs are being brought onto the school premises. The reasons for not having dogs on the school premises are that they may frighten some children or that they may make a mess on the property. Where dogs are being carried all of the time by their owners and not causing any risk to children or property, they are allowed to be on the premises. However, if any dog, no matter what its size, is allowed to act in a way that is upsetting for children, or causing a mess, they will not be allowed.



If you have any questions about any of the contents of this newsletter, or in general, please do not hesitate to contact me, either in person before school, or by Class Dojo, email or a phone call.

Yours faithfully,

J. Brading

Headteacher

Parents' Guide for Booking Appointments

Browse to <https://newcangle.schoolcloud.co.uk/>

Welcome to the Newcangle primary online booking system. Appointments can be booked once you have received your email confirmation - please ensure your email address is correct.

Your Details

Title	First Name	Surname
Mrs	Rachael	Abbot

Email	Confirm Email
rabbot4@gmail.com	rabbot4@gmail.com

Student's Details

First Name	Surname	Date Of Birth
Ben	Abbot	29 July 2000

Step 1: Login

Fill out the details on the page then click the *Log In* button.

A confirmation of your appointments will be sent to the email address you provide.

September Parents Evening

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September.
Note that on the 13th there will be sessions available both in-person and via video call.

Click a date to continue

Monday, 13th September
In-person & video call
[Open for bookings](#)

Tuesday, 14th September
In-person
[Open for bookings](#)

[I'm unable to attend](#)

Step 2: Select Parents' Evening

Click on the date you wish to book.

Unable to make all of the dates listed? Click *I'm unable to attend*.

Choose Booking Method

What date would you like to book?
Monday, 13th September

What type of appointment would you like?

☒ In-Person

☐ Video Call

[Next](#) [Back](#)

Step 3: Select in-person or video

When you choose a date that has both in-person and video appointment sessions available you can choose which one you want to book.

Then press Next.

Choose Booking Mode

Select how you'd like to book your appointments using the option below, and then hit Next.

☒ Automatic
Automatically book the best possible times based on your availability

☐ Manual
Choose the time you would like to see each teacher

[Next](#)

Step 4: Select Booking Mode

Choose *Automatic* if you'd like the system to suggest the shortest possible appointment schedule based on the times you're available to attend. To pick the times to book with each teacher, choose *Manual*. Then press *Next*.

We recommend choosing the automatic booking mode when browsing on a mobile device.

Choose Teachers

Set the earliest and latest times you can attend, select which teachers you'd like to see, and then press the button to continue.

Choose earliest and latest times

14:00 14:36 15:24 16:12 17:00

Your availability: 14:00 - 17:00

Step 5: Select Availability

Drag the sliders at the top of the screen to indicate the earliest and latest you can attend.

Choose Teachers

If there is a teacher you do not wish to see, please untick them before you continue.

Ben Abbot

☒ Mr J Brown
SENCO

☒ Mrs A Wheeler
Class 11A

Continue to Book Appointments

Step 6: Choose Teachers

Select the teachers you’d like to book appointments with. A green tick indicates they’re selected. To de-select, click on their name.

U 9:20 - Please confirm your appointments before 9 minutes

Confirm Appointment Times

The following appointments have been reserved for two minutes. If you're happy with them, please choose the Accept button at the bottom.

Teacher	Student	Subject	Room	
17:10	Mr J Sinclair	Ben	English	E8
17:25	Mrs D Mumford	Ben	Mathematics	M2
17:45	Dr R Monamara	Andrew	French	L4

Accept Appointments

Cancel Appointments

Step 7: Book Appointments (Automatic)

If you chose the automatic booking mode, you'll see provisional appointments which are held for 2 minutes. To keep them, choose Accept at the bottom left.

If it wasn’t possible to book every selected teacher during the times you are able to attend, you can either adjust the teachers you wish to meet with and try again, or switch to manual booking mode.

	Mr J Brown SENCO (A2) Ben	Miss B Patel Class 10E (H3) Andrew	Mrs A Wheeler Class 11A (L1) Ben
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
16:30		<input checked="" type="checkbox"/>	
16:40			
16:50	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
17:00			<input checked="" type="checkbox"/>

Step 8: Book Appointments

Click any of the green cells to make an appointment. Blue cells signify where you already have an appointment. Grey cells are unavailable.

To change an appointment, delete the original by hovering over the blue box and clicking *Delete*. Then choose an alternate time.

You can optionally leave a message for the teacher to say what you’d like to discuss, or raise anything beforehand.

Once you’re finished booking all appointments, at the top of the page in the alert box, press *click here* to finish the booking process.

September Parents Evening

2 appointments from 16:15 to 16:45

Tuesday, 14th September

in person

Print

Amend Bookings

Subscribe to Calendar

This is to allow parents and teachers to discuss progress and will take place on 13th and 14th September. Note that on the 13th there will be sessions available both in-person and via video call.

Teacher	Student	Subject	
16:15	Mr Mark Lubbock	Jason Aaron	English
16:30	Miss Bina Patel	Jason Aaron	Religious Education

September Parents Evening

2 appointments from 16:00 to 16:45

Monday, 13th September

Video call

September Parents Evening

2 appointments from 15:00 to 15:45

Monday, 13th September

in person

Step 9: Finished

All your bookings now appear on the My Bookings page. An email confirmation has been sent and you can also print appointments by pressing *Print*. Click *Subscribe to Calendar* to add these and any future bookings to your calendar.

To change your appointments, click on *Amend Bookings*.