



SCHOOL INFORMATION BOOKLET

www.johngaunt.norfolk.sch.uk

JOHN OF GAUNT INFANT AND NURSERY SCHOOL

This booklet is for you to keep. It contains various sheets designed to help you and your child during their time at John of Gaunt Infant and Nursery School, please take the time to read this important information. More information about our school can be found on the school website.

Contents List

1. Letter from the Head Teacher
2. General Information
3. Home School Agreement
4. Children's Code of Conduct
5. Traffic Light Attendance Initiative
6. FoJoG Welcome letter
7. Safeguarding Information
8. Aylsham Learning Federation Privacy Notice

Dear Parents/Carers

Welcome to John of Gaunt infant and Nursery School. We are delighted that you have chosen us to educate your child and we look forward to working in partnership with you. John of Gaunt is part of The Aylsham Learning Federation, which encompasses both Bure Valley School and Aylsham High School. Duncan Spalding is our Executive Headteacher and all three schools work very closely together to ensure that your child's education is developed from Nursery to the end of their time at Secondary School. We share the same ethos, visions and values and know that these will secure your child a fabulous education, nurtured in supportive environments, with the very best teachers and support staff.

The John of Gaunt Way

Our John of Gaunt mission statement is that we 'promote a happy, secure and caring environment where learning is enjoyable and rewarding for both children and adults. We provide a broad and balanced curriculum which enables children to develop positive values and attitudes, skills and knowledge, within a co-operative and supportive framework'. We believe that all children are entitled to a creative curriculum, which is knowledge based, but allows them to explore all aspects of their learning and in many different ways.

At John of Gaunt, we have a strong ethos which stems from teamwork across all staff in the school. Everything we do is for the benefit of the children and to ensure that they receive the best start to their education possible. We ensure that teaching and learning is of a high quality and that the children's Personal, Social and Emotional needs are met. We know that ensuring the Early Years Foundation Stage (EYFS) core principles of Personal, Social and Emotional Development, Physical Development and Communication and Language are addressed across the whole school enables the children to learn at their best. We want good teachers to be supported by good support staff, engaged parents and governors, to enable the whole community to change lives. Children and adults learn best when the environment that they are in allows them to do so.

We work hard to develop the children's growth mindset because we know that this has a positive impact on their learning. We know that if children believe in themselves they will achieve. To do this, all of our work in school is based around the 6R's. We want our children to be:

- Resilient – We don't give up when the going gets tough
- Resourceful – We find different ways to get things done
- Responsible – We work well with others and take our role in a group seriously
- Reasoning – We think carefully before jumping in and plan things out
- Reflective – We learn from experience and from our mistakes
- Respectful – Of each other, yourself and the environment

Early Years Foundation Stage

The curriculum in the early years is based around what the children want to learn about, as well as incorporating the fundamentals of Development Matters. Learning is taken from where the children are and then what they want to find out about. In this way, children have ownership of their own learning, are highly motivated and engaged. The curriculum in the early years addresses all of the 17 areas and ensures that children have a broad and balanced curriculum to cater for all children at all different stages and a variety of learning styles.

Nursery

In John Bear's Nursery, our aim is to nurture a love of learning, to support independent explorers, to ensure children achieve excellent progress in all areas of their development and to encourage happy, confident children who feel secure that their ideas and emotional needs will be valued. To ensure that this happens, we use 'In the moment' planning. Planning in the moment involves engaging in the play of the children, observing and assessing their interests, motivations, understanding and skill levels and using this knowledge to support and extend these further through purposeful and thoughtful teaching opportunities. By doing so, we show the children that we support them in exploring what really motivates them, that we shall be there to offer help if needed and that we can support them in accessing resources or suggest possible ideas that stimulate and develop their thinking and exploration during play. In the moment planning is essentially simple; assess what the children are doing, plan how to support and extend their learning, use a teachable moment and observe the impact upon the child's engagement, learning and development. In the moment planning enables our youngest children to learn from where they are at and their interests. As they develop, these interests change and in the moment planning meets all those changing needs.

Reception

In Reception, we aim to continue to develop the children's love of learning and the Reception teachers follow a continuous provision model, where there are some adult led activities everyday, but the children's structured and planned play is not interrupted by continuous stopping. Teachers and support staff interact with the children's play and extend their learning from their interests, which builds on our curriculum from Nursery.

Our creative curriculum always starts from what the children already know about a topic, so that they are able to share their knowledge with us. It moves forwards with what the children want to know and they set their own learning for each topic. Each classroom has a learning line for each topic and the children are constantly moving their learning line along as they gain more knowledge and skills related to their chosen topic and learning. In this way, the curriculum becomes very child focussed and can change depending on the interest of the children. Reception teachers are however very clear on the key skills that need to be gained and these

are woven in to the children's learning and planned play.

At the heart of our EYFS curriculum is always the focus of Personal Social and Emotional, Physical and Communication and Language development.

Key Stage 1

In Key stage 1 (KS1), we aim to continue the children's love of learning that they have developed across the EYFS and to ensure that learning is still fun. We continue to work on the core EYFS principles of Personal, Social and Emotional, Physical and Communication and Language, because we know that these feed into all other learning.

We have developed a fully creative curriculum that is based on enquiry based learning. Children have opportunities throughout every day to practise their learning through chosen activities and play opportunities that build upon skills already learnt. By practising these skills we know that they will become embedded.

The curriculum in KS1 runs on a two year rolling programme, so that the whole key stage can work together on a topic. Topics start with a 'wow' day to immerse the children in their learning right from the start and to launch a new topic. During 'wow' days children work together across the key stage, supporting each other and learning from each other too.

At the start of each topic, an enquiry question is set which sets the scene for their learning for the duration of the topic. The children understand that by the end of the topic they will be able to answer the enquiry question, using all the knowledge that they have gained.

Topics are planned on knowledge organisers, which highlight the key learning that will take place, the way it fits in to the timeline and key vocabulary and skills that will be taught during the topic.

Each class in Key Stage 1 has a timeline, which is continually added to so that the children can visualise and understand where their learning fits in to the history of the world and their place in that history. Something from each topic is plotted on that timeline.

As well as learning new things, time is taken to recap topics that have come before, to ensure that learning is not lost just because a topic has finished.

The curriculum and learning in KS1 is cross-curricular in order that children can make links between their learning, rather than learning everything as a stand alone. Some subjects are taught discretely and do not fit with the overall topic.

All children in KS1 take part in the daily run, challenging themselves to improve and ensuring that they begin to build stamina and fitness. The daily run has a positive impact on our children's ability to learn.

Why do we do what we do?

- To enable children to develop confidence and speaking and listening skills
- To increase children's own self-confidence
- To encourage celebration of and ownership of their own learning
- To keep children fit physically and mentally
- To encourage 30 minutes of activity every day
- To be able to share learning with our community
- To build relationships between home and school to further the children's and the parents learning
- To enable children to experience learning outside of the classroom
- To enable all types of learners to achieve
- To join in and be part of a whole school
- To appreciate and celebrate others achievements
- To ensure that children learn how to co-operate
- To ensure that children can use their imagination without equipment
- For awe and wonder
- To celebrate tradition
- To create positive memories
- To celebrate British Values

We hope that your child will be very happy at John of Gaunt and that we can work in close partnership with you as parents/carers. The Aylsham Cluster Trust recognises that 'It takes a whole community to educate a child' and we very much live by this statement. We also live by our motto 'always choose kindness'.

CE Toplis

JOHN OF GAUNT INFANT AND NURSERY SCHOOL

The School Day

The times of day are as follows:

Morning Session: 8.50 am – 12 noon

Lunch Break: 12.00 noon – 1.00 pm

Afternoon Session: 1.00 pm – 3.10 pm

There is a mid-morning break from 10.30am – 10.50 am

We request that children are not left in the playground unaccompanied before 8.50 am as there are no facilities for their supervision before this time.

We encourage punctuality and ask that you ensure that your child arrives in good time for the start of the school day.

Classes

Children will spend most of each day with their own class teacher, who is responsible for the welfare of the children in their class. At present the school is organised into six classes: this is reviewed each year and usually relates to numbers across the school.

Top Tigers: Reception

Super Snakes: Reception

Clever Crocodiles: Year 1

Busy Bees: Year 1

Fantastic Foxes: Year 2

Lovely Leopards: Year 2

Each teacher is entitled to half a day per week for preparation, planning and assessment. The children are taught by specialist teachers during this time. Often this will include P.E., Music and Computing.

Support staff

An experienced Pastoral Teaching Assistant supports children with emotional needs. Each class has a teaching assistant and a midday supervisor.

School Dinners and Snack Packs

In September 2014, the Government introduced Universal Free Meals to all Infant school age children. This represents a fantastic saving to parents and ensures your child has a meal at school during the day. At John of Gaunt we offer the following choices:

Your child will receive a Hot Meal every day, which will be as advised on the NORSE menu. If your child would like to have a Vegetarian Meal, Snack Pack or Jacket Potato as an alternative to the Hot Meal, you will be responsible for advising the school office of this using the dinner slips provided. This must be put in your child's book bag on **Mondays each week** to enable the correct dinner to be ordered and to ensure enough stock is available.

If your child has specific dietary requirements for health issues, please complete a specific NORSE special diets form, which are available from the school office, so that we can make sure that NORSE and our Cook are able to cater for your child's needs.

Milk

The children can have milk at morning break time. The School has been part of the 'Cool Milk' scheme since January 2011. Guidance on how to register your child to receive milk can be found at www.coolmilk.com. Children under the age of 5 years old are entitled to free milk, after 5 years old, parents order and pay for their child's milk directly with Cool Milk. A registration form needs to be completed to receive both free and paid for milk. If you are unable to access the internet, then registration forms are available from the school office.

Money

It is very important that any money sent into school with your child is in a sealed envelope clearly labelled with their name, class, amount enclosed and what it is for. This will be particularly important when you are paying for school trips.

Uniform

The school uses 'Kayes of Aylsham' to supply our uniform and you can purchase directly from the shop in town located on Red Lion Street. We have sweatshirts, cardigans and PE Kits all embroidered in colour with the school's logo. Please ensure all your child's belongings are clearly named using a permanent/laundry marker. Your child will be given a book bag at the start of their John of Gaunt Journey.

P.E. Clothes

In addition to school uniform, pupils are required to have specific clothing for P.E. These items should be stored in a named draw string bag at school. It is desirable for P.E. clothes to be washed regularly. Please write your child's name on all items of clothing and bags.

- Royal blue or white t-shirt
- Royal blue shorts
- Black Plimsolls for indoor P.E. lessons
- Trainers for summer outdoor P.E. lessons

Jewellery

For safety reasons no jewellery should be worn. If children have pierced ears, stud earrings are allowed only if parents accept responsibility for them. Children should not wear earrings on P.E. days.

Hair

Sensible hair styles are required for all children. No extremes e.g. no shaven heads, dying of hair, tram lines or razor cuts. Please ensure that long hair is tied up, away from the face.

Make up

We do not permit nail varnish and other make up to be worn at school.

Absences/Sickness

If your child is going to be absent for registration because they are unwell, or have an appointment with the doctor or dentist, etc, please ring the school office by 9.30 am at the latest. For all other reasons for absence, please complete a 'Leave of Absence' form in advance. Forms are available from the school office.

If your child becomes unwell while at school, we will contact you and discuss whether you need to collect your child. The school adheres to the 'Guidance on infection control in schools and other child care settings' (Health Protection Agency 2017). The school also seeks advice through Norfolk County Council and the NHS on individual cases.

If your child has sickness or diarrhoea, we will contact you and you must collect your child immediately. Your child will not be able to return until 48 hours after the last bout of sickness or diarrhoea.

If your child has contracted or been in contact with one of the communicable childhood diseases, then please notify the school as soon as possible so that we can make other families aware. Normal school exclusion periods will apply.

Medication

Should your child require medication to be administered while at school, this may be given at the discretion of the Head of School. You must complete a medication consent form and provide the medicine in its original packaging, clearly labelled with your child's name and the dosage required.

Medical/dental appointments

Medical and dental appointments must be arranged out of school hours, where possible. However, if you do require your child to leave school during the school day, you must arrange to collect them from school and sign them in and out. Children will not be allowed to leave the school premises during the school day without a parent/carer.

First Aid

If a child has a bump or injury, they will be treated at school by a qualified first aider. Parents/Carers are contacted if necessary. In the event of a head injury, a letter is sent home, but the school will ring if we are at all concerned. All injuries are recorded on a school accident form.

Emergencies

In the event of a more serious injury, parents/carers will be contacted immediately. It is important that you keep us informed of any change of address or telephone number. If we are unable to contact you, the school will act in loco parentis ('in place of a parent') and will support the child as necessary.

Bus/Taxi Children

If your child travels on the school bus/taxi, please let us know, in writing, which days you wish us to put your child on the bus/taxi at home time. We are not able to let other children travel on the bus/taxi with their friends if they are invited home to tea and you will, therefore, have to collect the children. Only children with a bus/taxi pass are allowed on the school transport.

Smoking and dogs on site

The school operates a no smoking or vaping policy both inside and outside the school and its grounds. Additionally dogs are not permitted on site and where possible not tied up and left at the gates. Only assistance/guide dogs are permitted on the school grounds

Collection arrangements

If your child is to be collected by someone other than yourself, it is essential that you inform their teacher, preferably in writing. If your arrangements change during the day, please contact the school office. Please note we will not allow your child to be collected by anyone under the age of 16 years old, even if they are a family member.

If you are collecting your child and feel you may be delayed for any reason, please ring the school office. We will be able to reassure your child that you are on the way and will look after them until you arrive. Similarly, if you have any worries about your child during the day, please don't hesitate to ring.

In the interests of the children's safety we do not allow parents to bring their cars into the school grounds at any time of day, unless pre-arranged for a special purpose. Please also note that we ask that all cyclists (grown-ups and children) to dismount at the gate and wheel their bikes (or scooters) up the drive.

SIMS Parent

To help with our communication and to share information with families about their child's progress we use a system called SIMS Parent. This system allows the school to provide you with access to key information in a user friendly manner. You will be able to view your child's:

- School Calendar
- Daily Achievements
- Attendance

The sharing of this information is a crucial part of our home school communication and it greatly supports our work together to help your child reach their full potential.

SIMS Parent can be accessed via a website or an app. This means that you can view your child's information via a smartphone, tablet or computer. The website is accessible through a link on the school's website or <https://www.sims-parent.co.uk/>. The SIMS Parent app can be downloaded for free from either the Apple app store or the Google Play store on a smartphone or tablet. Further information for registration to SIMS Parent will be given to you when your child starts school.

Electronic Communication

As a school, we like to do our best to reduce our carbon footprint by using less paper for photocopying and less ink for printing! We will therefore send certain correspondence via email, so please ensure the school office has your up-to-date email address.

We do understand that this may not be a suitable means of communication for all, and so if you require paper copies because you do not have an email address or access to the internet, please contact the school office in writing to request paper copies.

In accordance with Data Protection Regulations, please refer to our Privacy Notice contained within this booklet

Community Links

We encourage children to see themselves as part of the community. We regularly invite visiting speakers to our assemblies. These include representatives of many denominations and care organisations.

Children are also involved in raising money for a variety of charities through a collection of 'Kindness Pennies' each Friday and a range of sponsored events. We are pleased to contribute to many deserving causes. The school has adopted "Gulliver" from Redwings Horse Sanctuary.

The school has close links with Aylsham Rotary Club and each week several 'Rotary readers' come to school to share books and stories with the children. We also have a Reading for Therapy Dog called Barney who visits the school who listens to children reading to him.

School Council

John of Gaunt School Council is a group of children who are elected to represent the views of all children with the aim of improving their school. The School Council and the democratic election process represents our commitment to promoting the fundamental British values in accordance with Ofsted guidelines on Spiritual, Moral, Social and Cultural Education.

At the beginning of every term, two children from each class are elected as school councillors. Every two/three weeks, the school council meets (with a teacher present) to discuss issues relevant to the children and their school life. Councillors return to their classes and hold class councils to obtain views and feedback from proposed ideas. These views are being fed back at the following school council meeting.

The school council also explores everyday issues, for example:

What makes a good learner?
How can we be a good friend?
Keeping safe at school
Happy playtimes

And finally

Please make sure that our telephone number is programmed into your phone in order that you can contact us quickly should you need to.
Remember to tell us if any of your details or emergency contact numbers change, especially mobile phone numbers.

Please don't hesitate to speak to us at any time if you have any concerns. We are here to help and ensure that your child enjoys being a very special part of John of Gaunt.

You can contact us at:
01263 732844 (answerphone available)
Email: office@johngaunt.norfolk.sch.uk

JOHN OF GAUNT INFANT AND NURSERY SCHOOL HOME SCHOOL AGREEMENT

This agreement sets out the partnership between John of Gaunt and its parents, working together to enable the children to feel happy and secure and to reach their full potential.

John of Gaunt Infant and Nursery School:

We will do our best to:-

- Work towards every child achieving their best as a valued member of the school community.
- Care for your child's safety and happiness.
- Provide a caring, nurturing environment that fosters a love of learning.
- Foster positive working relationships; ensuring individuals' rights, but also establishing shared responsibilities.
- Provide a broad and balanced curriculum.
- Recognise and meet the needs of your child as an individual.
- Maintain excellent standards of work and behaviour.
- Keep you informed about your child's progress and provide information to help support your child at home.
- Be open and welcoming at all times.
- Provide opportunities for you to be involved in the school community and contribute ideas and opinions.
- Encourage children to care for the environment.
- Encourage children to respect school property and follow our school vision.

Mrs *C Toplis*
Head of School

JOHN OF GAUNT INFANT AND NURSERY SCHOOL

HOME SCHOOL AGREEMENT

Parents and Guardians:

I/We will do my best to:-

- Ensure that my child attends school regularly, on time and ready to learn.
- Inform the school of any reason for absence in writing, by telephone or in person.
- Inform the school immediately if contact details change (phone numbers, moved house etc.)
- Support the school in achieving its targets for good attendance.
- Keep the school informed about any worries or problems that might affect my child's work or behaviour.
- Support the school's policy and practice for maintaining good behaviour.
- Support my child when completing any 'homework' or special activities, while providing opportunities for other learning at home.
- Attend parent meetings and other opportunities to learn about my child's progress.
- Support the school approach to online safety when my child is using a computer.
- Ensure my child arrives properly equipped and wearing correct clothing, with a book bag and PE kit, all cleared named.
- Support the school and its policies.
- **Not use social media to denigrate the school, staff or pupils. If you ever have concerns, please talk to us!**

JOHN OF GAUNT INFANT AND NURSERY CHILDREN'S CODE OF CONDUCT

I will always try to...

- Remember our 5 golden rules

School Golden Rules

We are kind and helpful

We listen

We are honest

We work hard

We look after our school

- Walk around the school quietly and safely
- Tell a grown up at school if anything goes wrong, or if I am worried about anything
- Push my bike or scooter when on school grounds
- Help my parents by getting ready for school on time
- Remind my parents if I need to take anything special to school and tell them about special activities and homework

I have signed my name to show that I will
always try my best to follow our school rules
and code of conduct



JOHN OF GAUNT INFANT SCHOOL

TRAFFIC LIGHT ATTENDANCE INITIATIVE



School Attendance

At John of Gaunt we are committed to providing all children with the best education possible. In order to do this we need all children to attend regularly and punctually throughout the year.

We are launching the traffic light initiative as a way of improving attendance levels.

The colours of the traffic light will be used to indicate the level of your child's attendance.

At the end of every term you will be given a coloured letter to indicate which zone your child's attendance falls in to.

We are pleased that at John of Gaunt lots of children's attendance is already very good. Our goal is that all children will make it into the 'Green Zone' for the whole year.

At John of Gaunt we are aware that a child's poor attendance could be due to genuine illness or other authorised circumstances. If this is the case, we understand and hope that your child's attendance improves over the next term, so that they can move from red or amber to green.

Traffic Light Zones

Green Zone

All children who are in the 'Green Zone' have an attendance level of above 96%. This zone recognises patterns of good to excellent attendance at school. Children who fall within this band are more likely to do well at school and achieve good results.

Amber Zone

All children who are in the 'Amber Zone' have an attendance level of between 90% and 95.9%. Children in this zone are a cause for concern and are at risk of underachieving at school.

Red Zone

All children who are in the 'Red Zone' have an attendance level of below 90%. Pupils who fall within this zone are classed as persistent absentees and are significantly less likely to achieve their potential. Such pupils will be closely monitored and could be referred to the attendance team.

Attendance

Days of absence add up. REMEMBER – 90% attendance over 5 years represents half a year off school.

Attendance	Number of Days lost per year
98%	4 days lost
96%	8 days lost
90%	20 days lost
85%	29 days lost
80%	38 days lost

Punctuality

It is also really important to attend school each day on time. It is disruptive for not only your child, but also the rest of their class.

10 minutes late each morning and you miss almost an hour of school every week **OR** a whole day each term.

How can parents help?

- Contact the school promptly on the first morning of every absence
- Make every effort to arrange dental and medical appointments outside of school hours
- Help your child to attend school regularly
- Support the school by ensuring that your child arrives promptly for school each day
- Contact the school to discuss any problems or emerging issues with your child
- Ensure your child returns to school as soon as they are able following illness

Holidays

We ask all parents for their full support in ensuring that holidays are not taken during term-time. There are a total of 175 non-school days every year to take holidays and arrange other family visits and activities.

Why regular attendance at school is so important

- To achieve your full potential.
- To learn and make new friends
- To develop a wide range of new skills
- To build confidence and self esteem
- To develop social skills
- To develop an awareness of other cultures and to be part of a wider community

The children are rewarded regularly for their good attendance. Each week the class with the best attendance wins the attendance bear in assembly and each term children are awarded with good attendance certificates.

For Further Information please speak to Mrs Toplis or Mrs Lord. Alternatively contact the Attendance Support and Enforcement Officer at NCC on 0344 800 8020.

'FOJOG'
Friends of
John of Gaunt Infant & Nursery School



Welcome to our new families

Hello we are the Friends of John of Gaunt, better known as FOJOG. We are the parents/guardians and carers of the children at this wonderful school and by making the decision to enrol your child here, you are now new members and we warmly welcome you.

Our role in the school is to organise events for the enjoyment of the children and their families, such as summer, Christmas and Easter fayres, discos, coffee mornings, tea parties and muffin days. Some of these raise money for the school, in order to provide some 'extras' for the benefit of the children in their educational development.

Fundraising is one of our major roles and in past years we have been proud of our achievements. We have raised £5000 to replace reading books and purchase new books for the school library, purchased two large outdoor play features and provided Learn Pads for each classroom. Recently we have bought the school ten laptops and a laptop trolley.

We have also, for over twenty years, produced a pantomime for the enjoyment of the children and staff of this school, St Michaels and Bure Valley starring – yes you have guessed it - us parents. "Oh no you don't" "oh yes we do!!" So if you failed to appear on 'Britain's Got Talent' you will be hugely welcomed to join our panto team.

In June we organise a Strawberry Tea in aid of breast cancer and we are always on the look-out for great bakers! Our Summer Festival is usually held on a Saturday in July and it would be great to see you. There are Games, Tombola, Raffle, Bouncy Castle, a range of Local Performers, BBQ and plenty of refreshments & much more to enjoy!

We have an information board in the hall and send out regular newsletters. We have put a few handy hints together and hope they are helpful.

We sincerely hope that your child's and your family's time at this great school will be very enjoyable and we look forward to meeting you all.

The FoJoG Committee

Helpful Hints

Mufti days

Mufti days take place across the school year and the children can wear 'home' clothes. Dressing up outfits are saved for special themed days e.g. World Book Day. There is a voluntary donation of £1 or donations towards a fayre i.e. gifts/sweets/Easter eggs etc. which either supports FOJOG or a nominated charity.

Discos

Discos occur approximately once a term on a Friday night and the charge is £2 per child, this includes a party bag of sweets to take home. Drinks are included throughout the event.

The current times are Nursery and Reception children 6.00 – 6.45pm and Year 1 and Year 2 children 6.45 – 7.30pm.

We request that an authorised adult stays with your child for the duration of their disco.

Working Parents

We know that as a working parent holiday time is precious, but it is worth bearing in mind that the sports days, family learning sessions, special assemblies etc. all take place during the working day and you may want to keep some holiday hours for these events.

John Bear ...

Is the school's mascot who enjoys receiving letters from the children inviting him for tea, a special day out or to go on holiday. He is a good eater and sleeps through the night and the children love it when he comes home.

Head Lice / Nits






These pesky little things do occur at times and we encourage you to check your children's hair regularly and treat them immediately and the rest of the family as necessary. The wet comb method with lots of conditioner and a nit comb used every 4th day for 2 weeks usually does the trick.

Hope we have been of help!

JOHN OF GAUNT INFANT AND NURSERY SCHOOL SAFEGUARDING AND CHILD PROTECTION GUIDE

**Safeguarding is everyone's responsibility
We need to work together**

Designated staff for Safeguarding

Mrs Clare Toplis Head of School Designated Safeguarding Lead		Mr Duncan Spalding Executive Headteacher Alternate Safeguarding Lead	
Mrs Hannah Simpson Class Teacher Alternate Safeguarding Lead		Mrs Emily Clarke Pastoral lead Alternate Safeguarding Lead	
Ms Steff Firth Nursery Manager Alternate Safeguarding Lead			

Types of Harm

Everybody has a responsibility to keep all children under the age of 18 safe and this applies to both the home and school environment. Harm is identified in 5 ways:

- Physical
- Sexual
- Emotional
- Neglect
- Radicalisation

Abuse is always wrong, causes long term harm and is never the child or young person's fault.

What do I do if I am worried about a child?

If you are concerned about the safety of any child in our school, you must report this to any of the Designated Safeguarding Leads named in this leaflet. Alternatively call Children's Services on: 0344 8008020

Staff Conduct

If you are concerned about the conduct of a member of staff or a volunteer in our school you must contact the Head of School, Mrs Toplis immediately or in her absence the senior teachers Miss Bullock or Mrs Farmer. If you are concerned about the conduct of the Head of School you should pass the information to the chair of governors. Alternatively contact the Local Authority Designated Officer on: 01603 223473

Useful telephone numbers and contacts

School: 01263 732844

Nursery: 01263 734028

Police: 101 (or 999 in an emergency)

NSPCC/Childline: 0800 1111

Children's Services: 0344 8008020

No Secrets

Children and adults who contact school staff regarding safeguarding, should be aware that we are unable to keep secrets. Any information that needs to be passed on to other agencies in order to protect the health and safety of an individual will be shared with any individual or agency who can offer help.

**Child Protection is everyone's responsibility.
Don't think what if I'm wrong...Think what if I'm right**



AYLSHAM LEARNING FEDERATION

Privacy Notice (How we use pupil/student information)

We collect and use pupil/student information under the principle of the General Data Protection Regulations (GDPR), which states that data is used for “specified, explicit and legitimate purposes”.

The categories of pupil/student information that we collect, hold and share include:

- personal information (such as name, unique pupil/student number and address);
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility);
- attendance information (such as sessions attended, number of absences and absence reasons);
- relevant medical information (such as medical conditions and allergies);
- assessment information (such as informal and formal testing);
- special educational needs information (such as learning and physical difficulties);
- exclusions and behavioural information (such as behaviour points, incidents, and credits); and
- safeguarding information.

Why we collect and use this information

We use the pupil/student data:

- to support pupil/student learning;
- to monitor and report on pupil/student progress;
- to provide appropriate pastoral care;
- to assess the quality of our services; and
- to comply with the law regarding data sharing.

The lawful basis on which we use this information

We collect and use pupil/student information under lawful basis from article 6 under one of the following:

Legal obligation: the processing is necessary for us to comply with the law.

Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

Consent: the individual has given clear consent for us to process their personal data for a specific purpose.

We do not share information about our pupils/students with anyone without consent unless the law and our policies allow us to do so. Where we are processing special category data, set out in Article 9 of General Data Protection Regulation:

- *Processing is necessary for reasons of substantial public interest*, on the basis of Union or Member State law, which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting pupil/student information

Whilst the majority of pupil/student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil/student information to us or your consent is required for this or if you have a choice in this.

Storing pupil/student data

We hold pupil/student data for the statutory time period for each specific type of data. More detailed information can be provided on request.

Who we share pupil/student information with

We routinely share pupil/student information with:

- schools that the pupil's/student's attend after leaving us;
- other schools within the Federation or Trust;
- our local authority;
- the Department for Education (DfE);
- external support services, such as counsellors, educational psychologists;
- Ofsted;
- NHS;
- Capita SIMS;
- data systems: : Rising Stars – PIRA, PUMA and GAPs tests, intervention data, maths and spelling age data, Cognitive Ability Tests (CATs) data and Times Tables Rockstars test scores, Teachers to Parents, Parenta, Early Years Funding Portal;
- the police;
- Children and Adolescent Mental Health Services (CAMHS);
- before and after school providers;
- ParentPay;
- Norse Catering;
- Cunninghams (school catering);
- examination boards; and
- work experience providers.

Why we share pupil/student information

We do not share information about our pupils/students with anyone without consent unless the law and our policies allow us to do so.

We share pupils'/students' 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/students with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements

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>.

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or carer can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the pupil/student once he/she reaches the age 16.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils/students 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/students 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/students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis;
- producing statistics; and
- 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/student 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/student 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>

Requesting access to your personal data

Under data protection legislation, parents and pupils/students 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, please contact:

Joanna Tuttle, Director of Business and Community Strategy:

jtuttle@aylshamhigh.norfolk.sch.uk

or

Ane van den Berg, Data Protection Officer

avandenber@aylshamhigh.norfolk.sch.uk

or

Fiona Tibbitt, Data Protection Officer

office@st-michaelsaylsham.norfolk.sch.uk

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.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Joanna Tuttle, Director of Business and Community Strategy:

jtuttle@aylshamhigh.norfolk.sch.uk or

Ane van den Berg, Data Protection Officer

avandenber@aylshamhigh.norfolk.sch.uk or

Fiona Tibbitt, Data Protection Officer

office@st-michaelsaylsham.norfolk.sch.uk