



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.

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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 also 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 high quality 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

Our work is underpinned by the Co-operative values:

- Self-help - we help people to help themselves
- Self-responsibility - we take responsibility for, and answer to our actions
- Democracy - we give our members a say in the way we run our organisation
- Equality - we are genuinely inclusive and pursue success for everyone
- Solidarity - we share interests and common purposes with our members and other co-operatives

Our ethical values are:

- Openness - nobody's perfect, and we will not hide it when we are not
- Honesty - we are honest about what we do and the way we do it
- Social responsibility - we encourage people to take responsibility for their own community and work together to improve it
- Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups

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 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 opportunity to learn through play forms the large part of their day. Teachers and support staff go into the children's play and extend their learning from their interests, which builds on our curriculum from Nursery.

Our creative curriculum is planned through half termly topics. Each topic is child centred and planning comes from the children's interests and what they want to learn about within a topic. Reception teachers are 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.

The children also start on the Read Write Inc. (RWI) and Mathematics Mastery Journey where we strive for excellence and mastery.

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 PSED, PD and CL 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 is organised into half termly topics. Topics often start with an enrichment day to immerse the children in their learning right from the start and to launch a new topic or they may end with an enrichment day to pull all the learning together before moving on.

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 children continue their Read Write Inc. and Mathematics Mastery Journey in Key Stage 1 and we aim for every child to be a reader and for children to have a secure understanding of the dimensions of depth for Mathematics Mastery. These are conceptual understanding, language and Communication and Mathematical thinking, all underpinned by problem solving.

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 parent's 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 10.45am – 11.05am

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.

Leopards: Reception

Turtles: Reception

Zebras: Year 1

Otters: Year 1

Giraffes: Year 2

Elephants: 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

Each class has a Teaching Assistant and a Midday Supervisor. An experienced Pastoral Teaching Assistant supports children with emotional needs. We also have a Teacher to provide cover for PPA and teacher release time.

School Dinners

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.

Your child will be offered the choice of a Hot Meal, Vegetarian Meal or Packed Lunch every day. The meal options available will be as advised on the termly menus. Each

day in class at morning registration the children will then choose which option they would like.

If your child has specific dietary requirements for medical reasons, please complete a specific special diets form, which are available from the school office, so that we can make sure that our Cooks 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. Online registration 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.

Additionally, if your child is entitled to Government Funded Free School Meals then they are also entitled to free milk if they so wish. A form will be sent home separately to complete for this.

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 'Leopard Boutique to supply our uniform and you can purchase directly from the shop in Wroxham or online. 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. Unfortunately, Leopard Boutique does not stock replacement bags and they are not sold at school, and so if you need to replace your child's book bag during their time with us then a plain blue book bag is acceptable

Winter Uniform

- Black or Grey Skirt, Dress or Trousers
- White or Pale Blue polo shirt, shirt or blouse
- Royal blue sweatshirt, jumper or cardigan (logo uniform available)
- White, black or grey socks or tights
- Black Shoes

Optional Summer Uniform

- Blue and white checked or striped dress
- Black or grey shorts

Wellington Boots will be needed for outdoor learning sessions and for playing outside in winter weather.

P.E. Clothes

In addition to school uniform, pupils are required to have specific clothing for P.E. On P.E days the children come to school in their P.E clothes. They can wear either black, navy or grey jogging bottoms or leggings or shorts during the warmer months and then their normal t shirt and jumper/cardigan on top. They can wear their normal school shoes or trainers if you wish but trainers must be Velcro and not laces. They remove their footwear for PE unless we are outside during the Summer months.

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 contact 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. Please do not message your child's teacher directly if your child is going to be absent, please notify 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 and/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 and/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 Headteacher. 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. Please speak to the school office staff to arrange this. If we do not have a completed consent form we are unable to administer medication.

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 we ask you

not to leave them tied up at the gates either. 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 or the school office, 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 contact 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 contact us.

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) 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
- Annual Report (summer term only)

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 and increasing costs by using less paper for photocopying and less ink for printing! We will therefore send most 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 close links with Aylsham Rotary, who often volunteer to help in class with reading or at Sports Days and Celebrations; Easter and Christmas. We also have a Reading for Therapy Dog called Barney who visits the school and 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 message service 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 Topliss

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 SCHOOL
TAPESTRY INFORMATION - FOR PUPILS IN NURSERY AND RECEPTION
CLASSES ONLY**



At John of Gaunt we have chosen to use an online system to record your child's learning in Nursery and Reception. Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device; such as a tablet or smartphone. We have chosen this company because they are secure and also an exciting way of keeping track of your child's development and their time with us.

Instead of using the old paper book style way of recording, we will be able to instantly upload photos, videos and observations of your children. You are then emailed to alert you that something new has been added to your child's Learning Journal and can log on and view what your child has been up to. A massive advantage of this system is that you can instantly add your own comments to entries, and can show your child's online book to members of the family.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by school staff that use the system, and also yourself, using your own log on. You will only have access to your child's own book and this cannot be seen by other parents. Also, it is crucial that you do not share photos or videos from your child's book on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

We are very excited about using this system in our school and would like you to find out more about it, we have added some Frequently Asked Questions about the system. We would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

Contained within the School Admission Booklet is a permission section to allow us to set up a Tapestry account for your child. You will then be sent your account details via an activation email.

JOHN OF GAUNT INFANT AND NURSERY SCHOOL

TAPESTRY FAQ'S - FOR PUPILS IN NURSERY AND RECEPTION CLASSES ONLY

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded this increases the time that staff can spend with your children, supporting their learning.

We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

How do I get onto the system?

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log on details.

Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction>

It is available as a free app from the Apple Store and also on Android devices.

We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's teacher / key person to come into school. You will be provided with access to your child's account and support if needed.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will be happy to support you.

Why do you need my email address?

Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

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.

Date: 18th September 2020

JOHN OF GAUNT INFANT AND NURSERY ATTENDANCE AT SCHOOL SAMPLE LETTER

Dear Parent/Carer,

Attendance at school and legal intervention

Research commissioned by the Department for Education shows missing school for even a day can mean a child is less likely to achieve good grades, which can have a damaging effect on their life chances. At John of Gaunt Infant and Nursery School our aim is to work with parents to ensure that all our pupils receive the most from their education and reach their full potential.

This letter is to remind all parents/carers regarding the law that requires them to ensure that their child attends school regularly. The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment.

In the DfE policy document entitled, 'School Attendance: Guidance for maintained schools, academies, independent schools and local authorities' it states, '*Head teachers should not grant leave of absence unless there are exceptional circumstances. **The application must be made in advance** and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. **A leave of absence is granted entirely at the head teacher's discretion**'.*

If the school does not receive a request for leave, the head teacher will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. There will be no obligation on the head teacher to reconsider authorising the leave if an application has not been made in advance.

The Local Authority operates a system where any pupil will meet the criteria for legal intervention where they have:

- at least 9 sessions (4.5 school days) lost to unauthorised absence by the pupil during the last 6 school weeks

The intervention could be in the form of a fixed penalty notice. Any pupil at John of Gaunt Infant and Nursery School who meets the criteria, will be referred to the Local Authority for action to be considered.

If a fixed penalty notice is issued the arrangement for the payment will be detailed on the penalty notice. The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days of the receipt of the notice. The fixed penalty notice is per parent per child. You should be aware that failure to pay the total amount within the timescale will result in legal action being taken.

I hope we can count on your support in this matter, please do not hesitate to contact me if you have any questions.

'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 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 help 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.

We have a Facebook page, a link to this can be found on the school website and we 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. Please do get in touch if you can spare some time to help with anything; either on a regular or one off basis.

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.

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. Your child does not need to be absent from school because of Head Lice.

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

<p>Mrs Clare Toplis Head of School Designated Safeguarding Lead</p>		<p>Mr Duncan Spalding Executive Headteacher Alternate Safeguarding Lead</p>	
<p>Mrs Hannah Simpson Class Teacher Alternate Safeguarding Lead</p>		<p>Mrs Vicky Seal Pastoral Lead Designated Safeguarding Lead</p>	
<p>Ms Steff Firth Nursery Manager Alternate Safeguarding Lead</p>			

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 Assistant Headteacher 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**

JOHN OF GAUNT INFANT AND NURSERY SCHOOL OPERATION ENCOMPASS INFORMATION LETTER

Dear Parent/Carer,

I am writing to inform you that the school will be taking part in a jointly run operation between Norfolk County Council, Norfolk Police and our school, it is called Operation Encompass. Encompass has been set-up to help schools to provide support to children who have been present at incidents of domestic abuse & violence. We know that children can be significantly physically or emotionally harmed when they are involved in, present or witness to domestic violence.

The school will receive a confidential phone call from Norfolk Children's Advice and Duty Service before 9am or as soon as possible thereafter on the morning after any domestic incident which Norfolk Police have recorded where a child at their school has been involved in, present or witness to domestic violence.

The school has designated **Mrs Toplis, Mrs Simspon and Mrs Seal** as Key Adults. Our Key Adults have received training from Norfolk County Council to allow them to use the information that has been shared to make sure that the right support is available for children and their families who have been involved in or witnessed a domestic violence incident.

We are keen to offer the best support possible to our pupils and we believe this is going to be extremely beneficial for all those involved.

If you have any concerns or questions, then please contact one of the above Key Adults or myself and we will be happy to discuss this further. Further information about the project can be found on our school's website and is available from the school office on request

Yours sincerely,

CE Toplis



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 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 achievements); and
- safeguarding information.

Why we collect and use this information

We use the pupil/student data:

- to support pupil learning;
- to monitor and report on pupil 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 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 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 information

Whilst the majority of pupil 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 information to us or your consent is required for this or if you have a choice in this.

Storing pupil data

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

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us;
- schools to which pupils apply whilst still attending a Federation school;
- other schools within the Federation or Trust;
- our local authority including EVOLVE, Oshens
- the Department for Education (DfE);
- external support services, such as counsellors, educational psychologists;
- Ofsted;
- NHS;
- ESS SIMS including SIMS Onlins systems;
- Data and testing 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, Early Years Funding Portal, Parenta, Tapestry, Purple mash, STAR reading, Accelerated Reading, TES Class Charts, TES Provision Mapping, FFT Aspire
- the police;
- Children and Adolescent Mental Health Services (CAMHS);
- before and after school providers;
- E-Learning service;
- Communications systems: IRIS ParentMail, Eduspot – Teachers2Parents, IRIS absence call (truancy call);
- ParentPay;
- Website providers: e4education, Creative Corner
- Cunninghams (school cashless catering)

- Applicaa Admissions+;
- SchoolCloud;
- RM Unify;
- alf.education via Google Workplace: Gmail, Google Classroom etc.;
- Librosoft (library database);
- Unifrog (careers platform);
- Help You Choose (post 16 application online system);
- Tempest photography and Tempest all year books;
- CPOMS;
- MediaBase Direct Ltd – e-Reception book (system for students to sign in/out at reception);
- RDM Gregg (leavers hoodies company);
- Udata;
- Groupcall;
- Wonde;
- Trip providers;
- 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' 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 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 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 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

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

or

Fiona Tibbitt, Data Protection Officer

office@st-michaelsaylsham.norfolk.sch.uk