



# SCHOOL INFORMATION BOOKLET



[www.johngaunt.norfolk.sch.uk](http://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.

### John of Gaunt Infant and Nursery School – Welcome & Information Booklet

#### Contents

1. Welcome
2. Early Years Foundation Stage (EYFS)
3. Key Stage 1 (Years 1 & 2)
4. School Day and Timings
5. Classes and Staff
6. School Dinners, Milk, and Money
7. Uniform and Personal Items
8. Attendance, Sickness, and Absence
9. Medication
10. Transport & Collection Arrangements
11. Communication with Parents
12. Community & Enrichment
13. Home-School Partnership
14. Children's Code of Conduct
15. Attendance Initiatives
16. Friends of John of Gaunt (FoJoG)
17. Safeguarding and Child Protection
18. Operation Encompass
19. Data Protection & Privacy

## Welcome to John of Gaunt Infant and Nursery School

Dear Parents and Carers,

We are delighted that you have chosen John of Gaunt Infant and Nursery School for your child. We look forward to working in partnership with you to give your child the very best start in their education.

Our Headteacher is **Mr Olney**, who is also Headteacher at Bure Valley School. John of Gaunt is part of **The Aylsham Learning Federation**, which also includes Bure Valley School and Aylsham High School. Together, under the leadership of our Executive Headteacher **Mr Duncan Spalding**, we provide a joined-up education journey from 2 Nursery, at 2 years old, right through to Secondary School preparing children with life-long learning skills.

### Our Ethos and Values

At John of Gaunt we aim to:

- Create a happy, safe and caring environment where learning is enjoyable and rewarding.
- Provide a broad, balanced and creative curriculum.
- Nurture children's confidence, curiosity and independence.
- Ensure that every child is supported to achieve their very best.

### The John of Gaunt Way:

We encourage children to develop a **growth mindset** through our 6Rs:

- **Resilient** – keep going when things are tough
- **Resourceful** – find different ways to succeed
- **Responsible** – work well with others
- **Reasoning** – think carefully and plan ahead
- **Reflective** – learn from experiences and mistakes
- **Respectful** – care for yourself, others and the environment

Our work is also underpinned by **co-operative values** (self-help, responsibility, democracy, equality, solidarity) and **ethical values** (openness, honesty, social responsibility, caring for others).

## Early Years Foundation Stage (EYFS):

### Nursery – John Bear’s Nursery

Our Nursery nurtures a love of learning by:

- Supporting independent exploration.
- Valuing children’s ideas and emotional needs.
- Using **‘in the moment’ planning** – observing children’s play, building on their interests, and extending their learning through timely, purposeful support.

### Reception at John of Gaunt Infants

In Reception, children continue their learning journey through a mix of **adult-led activities** and **learning through play**.

- A creative curriculum is planned through half-termly topics, guided by children’s interests.
- Key skills in **Personal, Social & Emotional Development, Physical Development and Communication & Language** are at the heart of all we do.
- Children begin their **Read Write Inc. phonics** programme and **Mathematics Mastery** journey.

## Key Stage 1 (Years 1 & 2):

As children move into KS1, we continue to build on their love of learning.

- Learning remains enquiry-based, with half-termly topics and **enquiry questions** to guide discovery.
- Topics begin (or end) with **enrichment days** to immerse children in their learning.
- A **class timeline** helps children place their learning in a wider historical context.
- Children continue their **Read Write Inc.** and **Mathematics Mastery** programmes to secure strong skills in reading, communication and problem-solving.

### Why We Do What We Do

We want children to:

- Be confident, resilient and independent learners.
- Celebrate their own achievements and those of others.
- Develop physically, mentally and socially.
- Experience learning both inside and outside the classroom.
- Create positive memories filled with awe, wonder and joy.
- Live by our motto: **“Always choose kindness.”**

### Working Together

We believe that *“It takes a whole community to educate a child.”*

By working closely with parents, carers and the wider Aylsham Cluster Trust, we can ensure that every child has the very best start to their education.

We warmly welcome you and your child to John of Gaunt. We are excited to begin this journey with you.

John of Gaunt Infant and Nursery School – where children learn, grow and thrive.

## JOHN OF GAUNT INFANT AND NURSERY SCHOOL

### The School Day

The times of day are as follows:

Morning Session: 8.50 am – 12.15 noon

Lunch Break: 12.15 noon – 1.10 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 have will have their own class for the majority of their learning, but will be grouped ability for Read Write Inc. and by year group for Mathematics Mastery. At present the school is organised into five classes: this is reviewed each year.

Leopards: Reception

Turtles: Year one and Reception

Zebras: Year one

Elephants: Year two

Giraffes: Year two

Learning Lab offers alternative provision based on the needs of children who are accessing at that time.

Each teacher has dedicated time each week for preparation, planning and assessment. During this time, your child will be taught by another trusted member of our school team. These staff work closely with the class teacher to make sure learning continues seamlessly and that every child's needs are well supported.

### Support staff

Throughout John of Gaunt infant and Nursery School, we have a number of Learning Support Assistants who are signposted to different areas of SEN and learning needs. An experienced Pastoral Teaching Assistant supports children with emotional needs.

## School Dinners

Since September 2014, the Government has provided Universal Free School Meals for all infant-age children. This offers families a significant saving and ensures that every child receives a nutritious meal during the school day.

Each day, children can choose from a **Hot Meal, Vegetarian Meal, Jacket Potato, or Packed Lunch** option. Menus are updated termly and shared with parents so you can see what's on offer. At morning registration, children will select their meal choice for the day.

If your child has any specific medical dietary requirements, please complete a Special Diets form (available from the school office). This allows our school cooks to cater safely and appropriately 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](http://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. We also have options for some payments to be made via Parent Pay.

## Uniform

You can purchase Uniform directly from the [Aylsham Learning Federation Uniform Shop](#). 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.

## 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, children are required to have appropriate clothing for P.E. On P.E days, pupils should come to school dressed in their P.E kit. They may wear black, navy, or grey jogging bottoms or leggings, or shorts in the warmer months, along with their usual school t-shirt and jumper/cardigan.

Children may wear either school shoes or trainers, but if trainers are worn, they must have Velcro fastenings (not laces). For most P.E sessions, children will remove their footwear, except when lessons take place outdoors 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 will be absent from school due to illness, medical appointments, or other unavoidable reasons, please **contact the school office by 9:30 am** at the latest or update us via **StudyBugs**. For absences for other reasons, a **'Leave of Absence' form** should be completed in advance; these are available from the school office.

Please **do not contact your child's teacher directly** regarding absences—always notify the school office. If your child becomes unwell during the school day, we will contact you to discuss whether they need to be collected. The school follows the **Guidance on Infection Control in Schools and Other Child Care Settings (Health Protection Agency, 2017)** and seeks advice from **Norfolk County Council** and the **NHS** on individual cases.

For cases of **sickness and/or diarrhoea**, you will be asked to collect your child immediately. Children **must not return to school until 48 hours** after the last episode 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 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 someone other than yourself will be collecting your child, it is essential that you inform the class teacher or the school office, preferably in writing. If your collection arrangements change during the day, please contact the school office immediately. For safety reasons, children will not be released to anyone under the age of 16, even if they are a family member.

If you are collecting your child and are running late, please let the school office know. We can reassure your child that you are on your way and will look after them until you arrive. Similarly, if you have any concerns about your child during the day, please do not hesitate to contact us.

For the safety of all children, parents are not permitted to bring cars into the school grounds at any time unless previously arranged for a specific purpose. This includes for Breakfast and Tea Club collections in the Main School.

We also ask that all cyclists and scooter riders, both adults and children, dismount at the gate and walk their bikes or scooters up the driveway.

### **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 Nursery, and some classes in school, you will be updated regarding your child's learning and progress via Tapestry. Please ensure you log in regularly to share the wonderful learning with your child.

*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

The **School Council** is a group of children elected to represent the views of their peers and help improve school life. This democratic process reflects our commitment to **promoting fundamental British values**, in line with Ofsted guidance on Spiritual, Moral, Social, and Cultural (SMSC) education.

At the start of each term, **two children from each class are elected** as school councillors. Every two to three weeks, the council meets with a teacher to discuss issues that matter to the children and their school experience. Councillors then take ideas back to their classes, holding **class councils** to gather feedback, which is brought to the next school council meeting.

The council also explores everyday topics such as:

- What makes a good learner?
- How can we be a good friend?
- Keeping safe at school
- Enjoying happy and positive playtimes

Through the School Council, children **develop leadership skills, learn to listen to others, and play an active role in shaping their school community.**

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](mailto:office@johngaunt.norfolk.sch.uk)

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.

Mr. J Olney  
Headteacher

**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 clearly 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, LEOPARDS, TURTLES AND LEARNING LAB:**



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:

### **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 the School Office. Alternatively contact the Attendance

Support and Enforcement Officer at NCC on 0344 800 8020.

Date: 18<sup>th</sup> 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 us 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 mufti 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 times that the discos start and finish will be shared with you when organising each event. For Nursery and Reception 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 4<sup>th</sup> day for 2 weeks usually does the trick. Your child does not need to be absent from school because of Head Lice.

We hope this has been helpful.

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

Safeguarding is everyone's responsibility  
We need to work together

**John of Gaunt & Bure Valley School**  
Designated Safeguarding Staff

**Mr J Olney**  
Designated Safeguarding Lead  
Head Teacher



**Alternate Safeguarding Professionals**



Mr D Spalding



Miss M Gough



Miss C Bliss



Mrs V Seal



Mrs S Graveling



Mrs K Garnham



Mrs C Nutt



Miss L Stenning



Mrs C Holmes

---

**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 one of the Designated Safeguarding Leads shown above. If you are concerned about the conduct of the Headteacher 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 Safeguarding Leads (shown above) who are our 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,  
Mr. J Olney



## 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)

- Appicaa Admissions+;
- 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);
- Updata;
- 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](mailto:jtuttle@aylshamhigh.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](mailto:jtuttle@aylshamhigh.norfolk.sch.uk) or