



NURSERY 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.

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

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1. Welcome to John of Gaunt Infant and Nursery School

Dear Parents and Carers,

We are delighted that you have chosen John Bears Nursery 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 Headteacher at Bure Valley School & John of Gaunt Infant & Nursery school which is part of **The Aylsham Learning Federation**. Aylsham High School is together, under the leadership of our Executive Headteacher **Mr Duncan Spalding**, we provide a joined-up education journey from 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).

2. 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.

We are part of the Early Years Foundation Stage (EYFS) of education for the children aged from birth to five years. We provide an enabling and stimulating environment that encourages children to explore and develop their independence. Our planning is led by the children’s interests and based on the three prime areas of learning:

Communication and Language
Personal, Social, and Emotional Development
Physical Development

And on four further specific areas of learning:

Literacy
Mathematics
Understanding the World
Expressive Arts and Design

In the Moment Planning

At John Bear’s Nursery our aim is to nurture a love of learning, to support independent explorers, and to ensure children achieve excellent progress in all areas of their development. We aim 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. As part of our ‘planning in the moment’, each week we have a number of children whose play and learning we focus on in particular. Your child’s key worker will arrange to talk to you after your child’s focus week to discuss their learning and progress and answer any questions you may have.

Our Aims

We aim to create a safe, secure and happy environment where children enjoy learning. We encourage their independence and development of individual skills through a curriculum based on their interests and play. We hope that the time spent at John Bear's Nursery will be happy and rewarding for you and your child.

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 Bears Nursery. We are excited to begin this journey with you.

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

JOHN BEARS NURSERY

3. The Nursery Day

Monday – Friday, excluding Bank holidays, Four professional development days and 2 weeks at Christmas.

John Bears nursery offers provision Term time (38 weeks) and All year round (50 weeks).

Term Time Only Offer (38 weeks a Year) For the term time only offer your child can attend nursery for a minimum of 15 hours on a funded basis or for 30 hours if you are eligible for the extra hours. If you would like your child to attend for more hours than they are funded, we would be happy to accommodate this. We can then offer (Subject to availability) additional hours, in excess of the 15/30 funded hours, which will be charged accordingly.

All Year-Round Offer (50 weeks a year) For 15-hour nursery places you would like to stretch across the whole year, this is calculated as 11.25 hours funded per week and you may need to pay for the additional 3.75 hours to make up the minimum 15 hours each week. For 30-hour nursery places you would like to stretch across the whole year, this is calculated as 22.3 hours funded per week and you may need to pay for the additional 7.7 hours per week to make up to the minimum 30 hours each week.

The times of day are as follows:

Breakfast Club: 7:30am – 9:00am

Morning Session: 9:00 am – 12:00 noon

Afternoon Session: 12:00 pm – 3:00 pm

Tea Club 1 3:00pm – 4:30pm

Tea Club 2 4:30pm – 6:00pm

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

4. Classes & Staff

Panda Bear Room: Age 2 – 3 years Maximum number of children 20. Ratio 1:5.

Polar Bear Room: Age 3-4 years Maximum number of children 24. Ratio 1:8.

Each class has a Deputy Manager/Room Lead.

Contracted and Bank staff also support the room leads.

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 and an experienced Pastoral Teaching Assistant supports children with emotional needs.

5. Preparing for Nursery

When enrolling your child at Nursery you will initially receive an email that gives you more information regarding your funding options, the email will also include an Admission form to complete and the email will also have a link giving you all the information you need to know before your child starts Nursery, such as, what to bring each day, healthy packed lunches, which entrance to use etc.

Settling in

For our 2-year-olds (Panda room) we offer a series of settling in sessions to ensure that your child feels comfortable with their new environment before it is time for you to leave them for a longer period. The format of these will be explained once their place is allocated.

For our 3-year-olds (Polar room) we offer one stay and play session for an hour with their parent/carer. This gives you the opportunity for you and your child to explore and become familiar with the Nursery together and to ask any questions or speak with the staff.

Registration Fee

A £10 registration fee is required to be paid when Starting at John Bear's Nursery. This fee includes a book bag and a contribution towards their learning journey.

Snack and Activity Fee

There is a charge for each session with a maximum charge of £4.75 per day.

This provides your child with a healthy breakfast, snacks and cooked healthy tea. It also provides, craft, playdough, painting and other activities.

Breakfast Club: £1.00

Morning Session: £0.75

Afternoon Session: £0.75

Tea Club 1 £0.75

Tea Club 2 £1.50

Payment of Fees/Funding

At the start of every term, you will need to complete a Funding claim form for your child's funded hours. It is the parent/carers responsibility to check their eligibility for funding and to check the hours and information are correct before signing the Funding form.

At the start of every term, we will email you an invoice showing how much your child's fees are.

The invoice will show how much your total bill is minus your child's funded hours. Fees ideally are paid by bank transfer but we do except cash or cheque. Please see Nursery website for non-funded session fees.

Ad-hoc invoices can be sent to your during the term if additional sessions are booked.

In order to keep the nursery running we need invoices to be paid on time as per the contract you will be asked to sign when your child first starts the Nursery.

6. Meals

All meals and snacks are planned using guidance from the Eat Better, Start Better guidelines and aligned with the UK Government's School Food Standards.

We provide nutritious food at all snack times, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings.

A variety of fruits, vegetables, whole grains, and protein sources are included in the weekly menu.

Water and milk are the only drinks served during snack and meal times.

Meals are served in a relaxed and sociable environment with staff sitting and eating with the children to model good behaviour and eating habits.

Menus are planned in advance, rotated regularly and reflect cultural diversity and variation. These are displayed for children and parents to view.

Quantities offered take account of the ages of the children being catered for in line with recommended portion sizes for young children.

4. Food provided from home

Parents are encouraged to provide their children with healthy eating lunch boxes.

Parents must refer to the restricted food items list for packed lunches.



Any treats provided by parents in celebration of their child's birthday will be handed out at the end of a session to take home and for parents to make the choice about if and when their child consumes the treat.

5. Special Dietary Requirements

We are committed to meeting the individual dietary needs of children, including those related to:

- Allergies and intolerances
- Cultural or religious beliefs
- Ethical preferences (e.g., vegetarian/vegan)
- Medical conditions

Parents/carers must inform staff of any dietary requirements and provide medical evidence where necessary. A care plan will be developed for children with complex needs.

Staff show sensitivity in providing for children's diets and allergies. They do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of his/her diet or allergy.

Food Hygiene and Safety

All food is prepared in accordance with food hygiene regulations.

Staff receive appropriate training in food hygiene and allergy awareness.

Food is cut into safe sizes to reduce choking risk (e.g., grapes are halved lengthwise, cherry tomatoes are quartered).

We give careful consideration to seating to avoid cross contamination of food from child to child. Where appropriate, an adult will sit with children during meals to ensure safety and minimize risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods.

No child is ever left alone when eating/drinking to minimize the risk of choking.

We are a NUT FREE nursery.

7. Uniform

We encourage all children who come to John Bear's Nursery to wear a Nursery T-shirt. These can be purchased from Aylsham Learning Federation uniform shop, please see link: <https://aylshamlearningfederation.myshopify.com/>

Please choose appropriate clothing to wear with their t-shirt which is comfortable but practical and has easy fastenings. We have lots of fun at Nursery and so sometimes we get a bit messy!

Each child has their own peg with space for welly boots on the welly rack outside. Please make sure that you label all items of clothing clearly, including boots and shoes. To encourage independence, we recommend that preferably no shoes have laces and that Velcro is a great invention for shoes! Please provide a complete set of spare clothes for your child, including socks. These can be kept in a bag on their peg.

For safety reasons no jewellery should be worn. If children have pierced ears, stud earrings are allowed only if parents accept responsibility for them.

8. Absences/Sickness

If your child is absent from Nursery due to illness, medical appointments, or other unavoidable reasons, please **contact the Nursery office by 9:30 am** at the latest or update us via **Study Bugs**.

Please follow the link below for Study Bugs:
<https://studybugs.com/about/parents>

If your child becomes unwell during the Nursery 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.

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.

9. Medication

Should your child require prescribed medication to be administered while at school, this may be given at the discretion of the Operations Manager. 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. We are not able to administer Calpol/Paracetamol other than for pain relief.

First Aid

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

10. Collection arrangements

If someone other than yourself will be collecting your child, it is essential that you inform the Nursery Office. If your collection arrangements change during the day, please contact the Nursery office immediately. For safety reasons, children will not be released to anyone under the age of 16, even if they are a family member. On Admission of Nursery, you will be asked to provide us with at least 2 Emergency contacts other than parent/carer.

If you are collecting your child and are running late, please let the Nursery 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.

Home Time

At the end of the session the door will be opened by a member of staff and you will be invited into the Nursery to collect your child. Please be on time to pick up your child to prevent any upset. Your child will be given a book bag so please choose a book to take home and share. Stories are a valuable and enjoyable way for children to develop, even just looking at and sharing the pictures provides a rich learning experience.

11. 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 or text, 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 Nursery 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.

You will receive regular termly newsletters via email. John Bear's Nursery has its own Facebook page 'John Bear's Nursery – Information for Parents' where official information is posted. Our school website is regularly updated with news, photos and important school dates. If there is anything that you feel that Nursery need to know about your child on a daily basis then please speak to a member of the Nursery team.

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

12. Community Links

We encourage children to see themselves as part of the community. We regularly invite visitors and families to our nursery and encourage intergenerational days. These include representatives of many denominations and care organisations.

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 734028 (Answerphone message service available)

Email: office@johnbearsnursery.org.uk

13. 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.

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 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!**

14. 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.

15. 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



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



16. 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

17. 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

18. 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

19. 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 Online 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 Admisssions+;
- SchoolCloud;
- RM Unify;
- alf.education via Google Workplace: Gmail, Google Classroom etc.;
- Libresoft (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

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

