



# NURSERY INFORMATION BOOKLET

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

John Bear's Nursery, Norwich Road, Aylsham, Norfolk, NR11 6JG

# **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 Bears Nursery School, please take the time to read this important information. More information about our Nursery can be found on the school website.

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## Welcome from our Executive Head teacher

I am thrilled to welcome you to John of Gaunt Infant and Nursery School as Executive Headteacher of the Aylsham Learning Federation (ALF). Our Partnership is all about getting the very best for all of our children. It is designed to ensure that school leaders and teachers can focus on what's most important of all: improving teaching and learning in every classroom, and ensuring that our children feel safe, secure and also happy in their learning. It also helps us to be able to prepare children well for key transitions in their education such as starting Reception or moving up to junior school. By working together we are able to create a stronger, richer and more exciting education for our children and for their families. The slogan of The Aylsham Cluster Trust (TACT) is, "It takes a whole community to educate a child". We hope that you will choose to become part of our vibrant, caring and thriving learning community.



Duncan Spalding



## Introduction from the Headteacher

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 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 EYFS core principles of Personal, Social and Emotional Development (PSED), Physical Development (PD) and Communication and Language (C&L) are addressed across the whole school enables the children to learn at their best. We have good teachers who are supported by good support staff, engaged parents and governors, which enables the whole community to change lives. Children and adults learn best when the environment that they are in allows them to do so. Our core values of a happy, safe and secure environment are critical in recognising the part they play in early education. We want our children to have the best start to their education encouraging them to be lifelong learners, and I look forward to working in partnership with you to achieve this.

Clare Toplis

## **Welcome to John Bear's Nursery**

We look forward to getting to know you and your children. Our Nursery is a purpose built building situated in the grounds of the main school. The Nursery has its own separate entrance which can be accessed from the Norwich Road on foot or by car, or on foot from the main school entrance on Hungate Street. There is a path that leads from the main school to the Nursery and also one from the Norwich Road pedestrian gate. The Nursery has its own fenced off, all weather outdoor area, along with access to the main school's woodland area and field space.



## **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.

## **Opening Hours**

Monday – Friday 7.30 am – 6.00 pm. We are open 50 weeks a year

## **Closed**

We are closed all bank holidays, two weeks for Christmas and four professional development days.

## **Session Times**

Children aged 3 and over are entitled to 15 hours funded nursery provision. If you are working you may be entitled to 30 hours funded nursery provision. You will need to access the Childcare Choices website <https://www.childcarechoices.gov.uk> to check your eligibility and to access a code which nursery will need to be given in order to claim funding. If your child is aged between 2 and 3 years, you may be entitled to 15 hours of funding please click on link to find out more on how to apply.

<https://educationhub.blog.gov.uk/2024/01/22/how-to-claim-15-hours-free-childcare-code/>

Session 1	Session 2	Session 3	Session 4	Session 5
7.30 – 9.00	9.00 – 12.00	12.00 – 3.00	3.00 – 4.30	4.30 – 6.00

### **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.

### **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**

Each session is charged at 50p, with a maximum charge of £2.50 per day e.g. 9 am to 3 pm counts as 2 sessions or a long day 7.30 am to 6 pm counts as 5 sessions. This

provides your child with a healthy snack and also craft, playdough, painting and other activities.

## **Payment of Fees**

At the start of every term you will need to complete a claim form for your child's funded hours. At the start of every term we will give 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 can be paid by cash, cheque or bank transfer.

## **EYFS**

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**

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. 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. You will be given a letter the week before and invited to tell us more about your child's interest and learning at home. It is also an opportunity for you to ask us anything you would like to know about their progress and development. Your child's key worker will then arrange to talk to you after your child's focus week to discuss their learning and progress and answer any questions you may have.



## **Story Sack Library**

In Nursery we run a Story Sack Library. You can help your child select a Story Sack at the beginning of the morning session or at the end of an afternoon session to take home and enjoy. These can be signed out and then given to a member of staff to check back in. (Currently unavailable due to COVID)

## **Equipment**

Please ensure that your child has all their shoes, clothes and their book bag at Nursery each day.

In addition, please provide Nursery with any nappies, pull ups and wipes needed for your child in a named bag.

## **Sharing News from Home**

We love to read and see what the children have been doing at home over the weekend and during holidays, so please share these by adding photos or news on Tapestry. If you notice your child has learnt a new skill or has done something for the first time, please also share this with us via Tapestry. E.g. doing their zip up on their coat, recognising a familiar word.

## **Coming In**

All children are assigned to one of our nursery rooms, Polar Bear Room and Panda Bear Room. This is the room where they will have a peg to hang their bag and coat on and a basket to keep their water bottle in. Children are currently staying in their assigned room for all indoor exploration and activities and we are using different entrances for each room. Parents/carers will need to drop off children at the relevant entrance at the start of the session but then come into the classroom to collect at the end of the session.

## **Clothing**

We encourage all children who come to John Bear's Nursery to wear a Nursery T-shirt. These can be purchased from Leopard Boutique in North Walsham and are priced at £6.00. 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.



We use our outdoor area all year so please ensure that your child has an all in one suit or trousers and a waterproof jacket.

## **Meals**

Children who are staying over lunchtime will need to bring a packed lunch. As a healthy eating school we would like to encourage you to send your child in with suitable food in their packed lunch with no fizzy drinks, chocolate or sweets. Please try to include a balanced range of food items that your child enjoys including things such as sandwiches or pasta, fruit, vegetable sticks and yoghurt. We ask that you do not include nuts and please ensure that any grapes are cut in half. We are able to provide breakfast and tea at Nursery and these are covered by our snack and activity charges for each session.

## **Snacks**

During each Nursery session we stop for a snack. A drink of water or milk is offered and a selection of fruit and vegetables. Sometimes we have some toast or cheese and crackers or even something new to try! We are always keen to make and try new foods, often linked to our learning.

We like all children to have their own water bottle so that they can select a drink whenever they need one.

## **Links with Main School**

We are part of the main school, sharing strong links including events such as Christmas events and our Easter Hat Parade and other activities and resources.

## **Friends of John of Gaunt**

As a parent you are automatically a member of FoJoG and we look forward to welcoming you to meetings and events. These are great opportunities to help fundraising for the school, but also to make friends with other parents, so do please come along. Please see more FoJoG information later in this booklet

## **Tapestry Online Journal**

We keep an ongoing 'Learning Journal' for each child over their time in Nursery. This is through an online platform called Tapestry. You will be invited to join Tapestry on joining the Nursery and then you will receive weekly updates through photos, videos and text of your child's journey at Nursery. Tapestry shows evidence of their progress and celebrates each child's achievements. You will also be able to add your child's own achievements at home onto Tapestry. Further information with regards to this platform can be found later in this booklet.

## **Communication**

You will receive regular 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.

## **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.



## **Additional Information**

Please inform us of any medical needs and allergies. Medicine can be given with the parent/carers consent for asthma and other exceptional cases but a form must be completed at the nursery office before we can administer any medication.

If your child has sickness or diarrhoea please keep them at home for at least 48 hours following the last episode.

For safety reasons we ask that no jewellery is worn in Nursery. If ears are pierced then stud earrings are allowed.

Please ring the office to let us know if your child is going to be absent for a session.

Make sure you inform us beforehand if somebody else is picking up your child. We keep a list of responsible adults authorised to collect each child and will not let them go with anyone else unless we know.

For everybody's safety please ensure that you close the main Nursery doors properly when you leave.

### **Settling in**

For our 2 year olds 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.

### **Drop in Sessions**

We offer a drop in session nearing the end of the term before your child is due to start Nursery. This lasts about an hour, providing an opportunity for you and your child to stay together and explore and become familiar with the Nursery environment.

### **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.

## **SIMS Parent**

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

- School Calendar
- Daily Achievements
- Attendance

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

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

## **Electronic Communication**

As a Nursery, we like to do our best to reduce our carbon footprint by using less paper for photocopying and less ink for printing! We will therefore send certain correspondence via email, so please ensure the Nursery 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 accordance with Data Protection Regulations, please refer to our Privacy Notice contained within this booklet***

## **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](mailto:office@johnbearsnursery.org.uk)



# JOHN OF GAUNT INFANT AND NURSERY SCHOOL

## SAFEGUARDING AND CHILD PROTECTION GUIDE

### Safeguarding is everyone's responsibility

#### We need to work together

All educational establishments are required to adhere to the statutory guidance as outlined in working Together to Safeguard Children (2015) and Keeping Children Safe in Education, DFE (2018) and to follow Norfolk safeguarding Children Board procedures in order to safeguard and promote the welfare of children. In doing so, schools are expected to consult the Norfolk County Council Multi agency Safeguarding Hub (MASH) or the Children's Advice and Duty Service (CADS) if they believe there is a possibility that a child may be suffering from abuse or neglect.

At John Bear's Nursery we are committed to safeguarding and promoting the welfare or safety of anyone at John Bear's Nursery please contact one of the Designated Safeguarding Leads below:

### 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>Miss Laura Stenning Deputy Nursery Manager Alternate Safeguarding Lead</p>	
<p>Ms Steff Firth Nursery Manager Alternate Safeguarding Lead</p>			

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

## **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 or nursery you must contact the Head of School, Mrs Toplis immediately or in her absence the Nursery Manager, Ms Firth. 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.

## **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 nursery and 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 nursery and school community and contribute ideas and opinions.
- Encourage children to care for the environment.
- Encourage children to respect nursery and school property and follow our nursery and 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 nursery regularly, on time and ready to learn.
- Inform the nursery of any reason for absence in writing, by telephone or in person.
- Inform the nursery immediately if contact details change (phone numbers, moved house etc.)
- Support the nursery in achieving its targets for good attendance.
- Keep the nursery informed about any worries or problems that might affect my child's work or behaviour.
- Support the nursery'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 nursery 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, all cleared named.
- Support the nursery and its policies.
- **Not use social media to denigrate the nursery, 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



- 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**

## 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 mufli 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 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.

Hope we have been of help!

## **JOHN OF GAUNT INFANT AND NURSERY SCHOOL OPERATION ENCOMPASS INFORMATION LETTER**

Dear Parent/Carer,

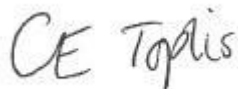
I am writing to inform you that the school will be taking part in a jointly run operation between Norfolk County Council, Norfolk Police and our school, it is called Operation Encompass. Encompass has been set-up to help schools to provide support to children who have been present at incidents of domestic 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 Simson 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,





# 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](mailto:jtuttle@aylshamhigh.norfolk.sch.uk)

or

Fiona Tibbitt, Data Protection Officer

[office@st-michaelsaylsham.norfolk.sch.uk](mailto: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](mailto:jtuttle@aylshamhigh.norfolk.sch.uk) or

or

Fiona Tibbitt, Data Protection Officer

[office@st-michaelsaylsham.norfolk.sch.uk](mailto:office@st-michaelsaylsham.norfolk.sch.uk)