



PARENT SURVIVAL GUIDE TO EDGWARE JEWISH PRIMARY SCHOOL **EVERYTHING YOU NEED TO KNOW FOR 2011 - 2012**

Edgware Jewish Primary School

Hammond Close, Off Mays Lane, Barnet, Herts. EN5 2EQ

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admin@ejprimary.org www.ejprimary.org

Headteacher: Sara Keen (contact details as above)

Chair of Governors: Eddy Breuer-Weil (contactable via the school)

ETHOS

We are an Orthodox Jewish school and aim to encourage a strong commitment to Orthodox Jewish practice, Torah values, the love of Israel and educational excellence.

We currently provide education from the Nursery class (3 – 4 year olds) to Year Five (9 - 10 year olds).

Our oldest class (in September 2012) will be Year Six (10 – 11 year olds).

We are committed to:

- Providing high quality care and education for all the children.
- Promoting a lifelong love of learning.
- Helping all pupils to fulfil their potential and to become well rounded individuals.
- Equipping children with the necessary academic and life skills needed to participate confidently in society with pride in their Jewish identity.

We aim to:

- Work in partnership with parents to help children to learn and develop.
- Add to the life and well-being of the school's local community.
- Offer children and their parents a service that promotes equality and values diversity.
- Provide an outstanding and inspiring Kodesh curriculum that is integrated with an excellent secular education.
- Instil love of the land of Israel and teach Ivrit (Modern Hebrew) as a living language.
- Create a warm and friendly community school.
- Foster a safe, supportive and nurturing learning environment.
- Ensure that all children have equal access to a broad and balanced curriculum.
- Encourage children to have respect for themselves and for others.
- Offer care and support to children and their families with Special Educational Needs.

Parents

We believe that all parents of our pupils have a right to be:

- valued and respected;
- kept informed;
- consulted;
- involved; and
- included at all levels.

Some of our parents are involved with the governing body and its committees, the PTA or Parent Council. We welcome parent involvement in the daily life of the school.

We aim to ensure that each child:

- is in a safe and stimulating environment;
- is given generous care and attention, because of our ratio of staff to children, as well as volunteer parent helpers;
- has the chance to join with other children and adults to live, play, work and learn together;
- is helped to take forward her/his learning and development by being helped to build on what she/he already knows and can do;
- is in a school that sees parents as partners in helping each child to learn and develop; and
- is in a school in which parents help to shape the service it offers.

What are the opening times of the school (2011/2012)?

The Dollis Valley Way playground entrance opens from 8:15am. The school bell is at 8:30am. Registration is immediately after that. Children arriving after registration are recorded as LATE.

- Nursery day ends at 3:30pm (with collection available from 3:20pm)
- Nursery half day pick up is at 1:00pm
- Reception ends at 3:30pm
- Y1 currently ends at 3:40pm (this may return to 3:45pm when we return to Edgware)
- Y2 ends at 3:45pm
- Y3, Y4 and Y5 end at the following times:
 - **Monday: All Y3, Y4, Y5 & Y6 children stay for extended day Kodesh until 4:45pm**.**
 - Tuesday, Wednesday and Thursday: 3:45pm
 - Friday: 3:30pm or according to the early Friday schedule

After school clubs currently run Monday and Tuesday from 3:45pm – 4:45pm.

** We currently operate a sibling priority booking system for Monday after school clubs offering priority places for a limited period to siblings of Y3 – Y6 children.

Please note that when the school returns to Hale Lane, Y3 – Y6 will return to ending at 4:00pm. All after school clubs and Y3 – Y6 Monday extended day Kodesh will run from 4:00pm – 5:00pm.

Is there an early morning breakfast club drop off for children of working parents?

We offer a free, pre-booked 8:00am early morning drop off for children of working parents only. We can also provide breakfast for a small charge. Please speak to the school office if you would like to arrange this for your child/ren.

What time does school close on Friday afternoons?

Please consult the Friday afternoon closure times letter which has been emailed to you separately. It is also available via the school website (www.ejprimary.org).

When school closes at 12:00 midday / 12:15pm / 12:30pm, **none** of the children eat lunch in school. Instead they can bring a more substantial mezonos snack for the playground (pitta, sandwich, cake but NOT yogurts or cutlery food) for an extended morning break. Please do not send in a mini packed lunch in a lunch box on a Friday as there will not be an opportunity to eat it.

What time can parents come into the playground and do parents need to wait with their children?

The Dollis Valley Way playground entrance is open from 8:15am. Children will not be admitted before 8:15am and for security reasons, parents should not come to the school gate before that time.

Reception – Y5 children line up & are collected by their teachers from the playground at 8:30am. Parents do not need to wait with their children if they do not wish to. However, we understand that many parents enjoy the social benefit of talking to other parents in the playground. Even though there is a staff member on duty, it is understood and expected, that parents who remain in the playground are responsible for supervising (and where necessary, disciplining) their own children including any rota children.

Nursery parents must accompany their children into school. They will be asked to come in after the Reception class to avoid overcrowding in the Foundation Stage cloakroom. They must help their children to hang up their coats, put away their lunch box, book bag, snack and drink. In the classroom, parents (and rotas) help their child/ren choose and settle to an activity before saying good-bye.

Children arriving late (ie after the children have left the playground) must be taken to the school office to sign in late. Children arriving at school after 9:00am must be brought into school via the Hammond Close entrance by their parents/rotas to be signed in the late book.

The office staff will take late children to their classrooms.

Late Nursery children are taken by their parents to the Nursery after signing in at the office.

What happens at afternoon pick up time?

The school gates will be open from 3:15pm. Parents are asked to wait behind the barrier and not look into the classrooms as this disturbs the children.

Nursery and Reception children are collected directly from the Foundation Stage playground doors at 3:30pm (Nursery collection is available from 3:20pm). (Nursery half day at 1:00pm).

Y1 and Y2 parents collect their children from the KS1 playground doors.

Y3 – Y5 parents collect their children from the football pitch playground.

Please note that only persons aged 16 years or over can collect children from school.

Please note that the play equipment (Jungle Gym) is for school supervised use only and is not supervised during drop-off and pick-up times. Parents allow their children to play on the play equipment at their own risk. Children should always be supervised in the playground by their parents and not allowed to stand on or break the school equipment.

What happens if children arrive late to school or need to leave early?

Should your child arrive late to school or leave early (including situations where you have written to us in advance to inform us), it is imperative for Health and Safety Reasons (for example in the case of a fire or security incident) that you sign your child in the *Late Arrival / Early Collection* book which is kept in the school entrance lobby. Please do not go to your child's classroom. A member of the office will collect your child for you. **All late arrivals / early collections should use the Hammond Close entrance.**

What do parents need to do to alter an end of day collection arrangement?

By now you should have completed and returned the Individual Pupil Registration Form / Update Form which includes details of whom you have authorised to collect your child from school.

- Please inform us immediately if there are any permanent changes to these arrangements.
- Should there be an occasional change in your reported collection arrangements and your child will be going home with someone **not** on your authorised list, you must let us know by telling the teacher who collects your child's class in the morning. S/he will write this down on a clipboard that will be available for the afternoon teacher. (The Nursery class has their own *Alternative Pupil Collection Arrangements* in their classroom for parents to write on themselves).
- Should you have an emergency last minute change of arrangements, please telephone the school office. It is important to speak to a member of staff directly and not just send an email or leave a voicemail message in order to ensure your message has been received.
- **Please do not send an email to inform us of a change in collection arrangements. There are days when office staff may be absent due to sickness or training plus all emails cannot be guaranteed to be read on the day they are sent.**
- **Please note that we cannot release a child to be collected by someone not on their authorised collection list.**

What is the School's Travel and Parking Plan? (This section is relevant for the Hale Lane site)

As previously discussed and communicated to all of you, we wish to consider the needs of our neighbouring residents. We wish to limit as much as possible the number of cars approaching the school site. This means that we have implemented a School Travel and Parking Plan that all families are requested and expected to respect and adhere to. It is also part of the Home School Agreement.

- 1. Local families are expected, wherever possible, to walk their children to and from school. We would ask that local families assist each other so that children that would otherwise have to be driven to school eg by parents who work, can possibly walk instead sometimes with another family.**
- 2. Families from outside Edgware are expected to arrange rotas to reduce the number of cars approaching the area.**
- 3. Families are not allowed to park in Heather Walk. We would also request that you do not park in Penshurst Gardens.**
- 4. Resident Parking Bay restrictions in surrounding roads only operate from 10:00am – 11:00am, allowing you to park in roads other than Heather Walk and Penshurst Gardens in both the morning and afternoon.**

Whilst in Hammond Close, we have a parent operated minibus that prioritises places for parents in difficult situations. Parents are sent email and newsletter communications regarding booking spaces. In addition, parents organise rotas, including non-reciprocal rotas for parents in difficult situations, to help get all the children to school. All parents should park considerately avoiding yellow lines, private garages, bus stops & cones. Please also avoid the area where the Whittings Hill school coach stops in the morning.

Which entrance and exits are used on the school site?

Dollis Valley Way is the main pupil and parent entrance.

Hammond Close is the staff, visitors and delivery entrance.

All pupil late arrivals (after 9:00am) and early collections also use the Hammond Close entrance.

Please note there is no parent parking in the Hammond Close school car park.

For shows and assemblies, parents and visitors need to use the Dollis Valley Way entrance.

What about the parent security rota? (This section is relevant for the Hale Lane site - there is no parent security rota at the Hammond Close site)

There is a school parent security rota. You will have received hard copy details about the security rota separately. We very much appreciate that as a small school, parents currently have a lot of security slots and we are thankful for the time you all give to this important duty.

*It is essential that you keep to the security rota or make appropriate arrangements for another parent to cover you when you cannot. It is **not** the responsibility of the school office to arrange cover or to stand in when there is no parent security. Please note that only school parents can cover the security rota – grandparents, au pairs, child minders etc. are not allowed to do security.*

If you are on morning security, you can leave your school child/ren in the playground to be looked after by another parent or the staff member on duty. Nursery children must be taken directly to the Nursery classroom. For insurance reasons, we cannot look after any siblings who are not enrolled at the school. Parents cannot do their security rota with their children with them - even in buggies. Instead parents are asked to make appropriate arrangements with another family who can look after their younger child/ren in the playground.

Is there a security guard at school?

There are two permanent and full-time security guards at the Hammond Close site. Parents or visitors coming to the site outside of morning and afternoon opening times will all have to be verified at the gate.

What is the school's dress code?

We ask that all families respect the school's dress code both whilst coming to the school site as well as for all off-site school events including PTA events.

We ask that all men cover their heads and that women wear skirts or dresses below the knee, and have appropriate necklines and sleeve lengths for being on the site of an orthodox Jewish school. It can be uncomfortable & difficult for other parents and staff members when parents are dressed inappropriately.

We kindly request that parents ensure that au-pairs, nannies, childminders, grandparents and other family members visiting the site also respect the school's dress code.

What type of staff are employed at the school?

We seek to employ high quality staff, wherever possible with appropriate qualifications.

Wherever possible, our teachers are fully qualified with Qualified Teacher Status (QTS).

Some of our teachers are Newly Qualified Teachers (NQT) completing their first year of post-qualification employment. This involves them having access to additional training, supervision & mentoring.

Some of our teachers are university graduates training with us to become teachers as part of the Graduate Teacher Programme (GTP) scheme.

Some of our staff are trainee teachers via the Registered Teacher Programme scheme (RTP).

Most of our Foundation Stage support staff have appropriate qualifications (eg NVQ 2 or 3 in childcare).

Some of our staff are completing their NVQ studies as part of their school employment.

Sometimes we employ staff without qualifications because we can see that they have good teaching and childcare skills. We encourage our unqualified staff to study for teaching and / or childcare qualifications whilst working with us.

All members of staff as well as supply staff hold an enhanced CRB disclosure certificate.

Some of our staff are additionally qualified to administer First Aid to children and adults.

What happens if a teacher is absent?

If the class teacher is absent, the class may be taught by an alternative member of staff from within school or by a supply teacher.

It is normal practice within any school not to purchase supply staff to cover every absence as on many occasions the absence can be adequately covered by a current member of staff.

Do the staff have access to further training?

We buy into the Barnet schools' training programme. This offers many opportunities for further training and development.

In addition, our staff attend courses and programmes run by other organisations such as the Jewish Curriculum Partnership (JCP), the UJIA and the National College for School Leadership (NCSL).

Will there be learning opportunities for parents?

Veshinantam is our popular parent learning programme.

From time to time we hold learning events for parents covering a wide range of topics.

What is the best way of contacting the school?

All our contact details are printed at the top of this document. Please note that the school mobile is for **emergency purposes only** and should definitely not be called at weekends.

Our Office Administrator (Miss Anat Darvish) works full time. Our Office Receptionist (Mrs Elana Nissim) works nearly full time. The office email is: admin@ejprimary.org

Our Bursar (Mrs Nicole Ozin) works Monday - Thursday. Her email is: bursar@ejprimary.org

All finance and fees enquiries must be directed straight to Mrs Ozin. Please do not hand in cheques to other members of staff.

General enquires and requests for absences should be directed to the school office (admin@ejprimary.org), and never directly to the Headteacher.

Unless already in email communication with the Headteacher about a specific issue, all communication for the Headteacher must be sent to the school office (admin@ejprimary.org).

In the school entrance lobby on the wall are several labelled post boxes (admin, bursar, letters for teachers, school trip permission slips, Headteacher middoh / mitzvoh notes, PTA, shop vouchers, misc). For the sake of confidentiality and efficiency, please ensure that all paperwork for the office, including for the Headteacher is put in a named and sealed envelope. All letters for the Headteacher should be put in the admin box. Nursery and Reception children are not expected to remember to deliver letters to school. This must be done by their parents or letters may stay in their bags for several weeks.

It is school protocol for parents not to address staff by their first names either verbally or in writing (including via email). We ask all parents to respect this even in situations where they are socially acquainted with staff.

Sometimes parents need to speak to the school office staff in the morning or afternoon. If there is a queue, please wait in the seated waiting area in the entrance lobby where parents should wait in order to respect other parents' privacy. Please also remember that the office staff are very busy, especially in the morning and may not be able to speak to you straight away.

What is the best way for parents to communicate with teachers?

We ask parents to follow the protocol detailed below when communicating with their child's / children's teachers. Whilst teachers are always happy to answer parents' valid queries, it is important that the majority of their out of class time is available for them to dedicate to preparing their lessons and resources, marking children's work, liaising with other professionals, supporting other staff and attending school meetings etc. Many queries can be adequately dealt with via a polite note in your child's reading record book or on your child's homework. The teacher's response will sometimes but not always necessitate a phone call. Since many parents work, it is often difficult for a teacher to get hold of a parent and the expectation of a telephone call can sometimes lead to a frustrating series of telephone messages. We very much appreciate your assistance with this.

- Parents must not use the office email traffic for asking questions to teachers. The office email is for administrative use only.
- The normal procedure for a parent to ask their child's teacher a question or give them some information is to speak to the teacher at drop off / pick up times when they are next in school.
- Alternatively, parents can write a polite message in their child's reading record book. The message will be noted or answered but not necessarily that day.
- If it is urgent that they speak to the teacher that day, (for example to tell the teacher about an emergency change of circumstances or about something affecting the wellbeing of their child), parents should call the school office and explain the situation. The teacher will call the parent back as soon as s/he is available.
- Questions about homework are not emergencies and should be written politely on the child's homework or in the reading record diary. The message will be noted or answered but not necessarily that day.
- Parents should not be discussing any school concerns in front of their children or asking their children to communicate a concern to the teacher in the form of "my mummy says....."
- Parents should not send emails (including requests for absence) directly to the Headteacher's email. Any communication for the Headteacher should be sent to the office who will forward it onto the Headteacher.
- Parents should try and avoid becoming involved in discussions with teachers about school policies or procedures that they don't like. All schools have similar and numerous policies and procedures some of which parents will like better than others.
- Parents should try and avoid contacting the school immediately to ask questions about one-off changes for example a different type of homework, a one-off change in procedure etc. A school is a large and complex organisation run by a lot of people and dependent on a lot of variables including weather, technology, staff health etc. Invariably there will be changes in circumstances all the time that the school has to respond to. However, it is not always possible or necessary to communicate these changes to parents each time.
- We ask parents to avoid discussing any concern they may have, with other parents or on Facebook.

Thank you very much for your assistance with this which helps us to maintain a healthy relationship between staff and parents at school.

How does school keep in contact with the families?

We email a weekly school newsletter to all school parents every Thursday or Friday. Children also bring home a hard copy as many parents do not have printing facilities at home.

There are also additional class newsletters that are emailed and sent home on Thursday or Friday.

The class sedra questions are sent home in hard copy on Friday.

Please always check your child's reading bag for school communications.

Most of our communication to families is via email so it is important to check your email regularly – at least twice a week. Email communication significantly reduces costs by saving paper and postage.

We send home important announcements and forms to complete via email. Sometimes we need an original signature and we ask you to print out the form in order to return it to us. Occasionally, we require both parents' signatures on a form.

We send invoices and other financial information in hard copy in the post.

We send important information about school development as a hard copy.

Sometimes we may need to contact you during the school day if your child has had an accident or is feeling unwell. It is important that you (or a nominated emergency contact) are always available. Please keep your mobile telephones switched on whenever you can. Please also ensure that the school office has all your work numbers (your main number as well as your private line).

What do parents need to do if they change their contact details?

It is important to inform the school office **as soon as possible** when you change any of your personal or work contact details (address, work and home telephone numbers, email etc).

The best way to inform us is via email since then we can copy and paste your new details into the school database without any chance of error.

It is also helpful if you always include your child's name since some of our families have the same surname and this helps to avoid confusion.

How does the school contact families in the event of a whole school emergency or unforeseen school closure?

In an emergency (for example if school needs to be closed in the event of extreme weather conditions), we contact all our families and their named emergency contacts via text message. Please ensure to tell the school office as soon as possible if any mobile telephone number changes for yourself or your named emergency contacts. We also use the school website to post updated information regarding unforeseen school closures. Please remember you need to click the 'refresh' button to see the updates. In snowy weather, we strive to keep the school open. We make decisions based on site accessibility, safety for the site users and numbers of staff who can get into school.

What do I do if I wish to make a complaint?

If a parent is unhappy with anything in the school, we always encourage you to first speak directly to your child's kodesh or chol class teacher. In most cases, any cause for concern can be easily resolved at this stage. In a generation of 'easy email', we would ask parents **not** to send an email to school detailing their concerns at this stage and **not** to speak directly to school governors, even if you know them personally. If you are still unhappy after having spoken to your child's teacher, you should then speak to a Deputy Head (for chol or kodesh – whichever is appropriate). If this does not resolve the problem, then it is appropriate for you to write to the Headteacher detailing your concern. Full details of the complaints procedure are in the Complaints Policy in the 'Information for Parents' section of the school website. It is also available in hard copy by request to the school office.

How do parents request absence for medical appointments, therapy sessions etc?

It is not necessary for the school to **authorise** an absence for a medical appointment but parents need to notify the school in advance of all such absences. Notifications sent by email will receive an acknowledgement reply. The school office cannot reply to hard copy notifications.

Please let the school know before the appointment that your child will be absent from school.

Email to admin@ejprimary.org is the preferred method.

Where possible, please email us a few days in advance to give sufficient time for the teacher to be notified.

Please remember to sign in the late arrivals and / or early departures book at the school office.

A member of staff will take your child to their classroom on their return to school.

What do parents have to do if their child is ill and cannot attend school?

If your child is ill and cannot attend school, you must call the school office before 9:15am to let us know.

If your child is away for several days, you do not need to call the office on the subsequent days.

When your child returns to school, you must send in a letter or an email detailing the dates and **specific** reasons for absence (eg 'Moshe was not feeling well' is not specific enough). Without this letter, your child's absence has to be recorded as an unauthorised absence.

Undated messages such as 'Zak had a sore throat yesterday' are very difficult to match up in the register and are not sufficient to authorise an absence. Please remember to state the date(s) of absence(s).

What happens if my child is unwell at school?

If your child is unwell at school, we will contact you to collect him/her as soon as possible. We ask that wherever possible, parents keep their mobile telephones switched on for easy contact.

If we cannot contact you, we will call one of the emergency contacts that you have provided us with.

What should parents do if their child has an infectious illness or threadworm?

If your child is ill with any form of infectious disease or illness, including in the school holidays, it is vitally important that you notify us as soon as possible so that we can anonymously inform the other parents.

This is especially important in our setting where we have many young and growing families with many mothers who may be pregnant.

It is important to inform us if your child has threadworm so that staff can take appropriate precautions - children with threadworm should be treated as advised by their GP / pharmacist and need not be excluded from school.

What should parents do if their child has a tummy upset?

Tummy upsets can spread very quickly amongst the children and staff.

In the case of vomiting and / or diarrhoea, all children need to stay off school. If it happens within school time, parents will be called to collect their children.

Children need to have at least one completely incident free day at home before returning to school.

What should parents do if their child has a temperature?

Children need to have at least one fever free day at home before returning to school.

Can parents take their children on holiday during school time?

*“Under current regulations **The Education (Pupil Registration) (England) Regulations 2006** schools have discretion to grant leave of absence for purposes of family holidays in term time. They can approve up to a maximum of ten days in any one school year and, beyond that, can agree more than ten days if the circumstances are truly exceptional.*

Parents are not entitled to remove children from school for holidays as of right. Leave of absence must be applied for and the decision to authorise absence for holidays rests entirely with the school.”

For the children’s feeling of security, consistency and continuity of learning, families should endeavour to arrange their holidays during school holiday times. The children often take a long time to settle in again after a holiday break. However, we recognise that there are some instances, especially regarding family celebrations, where this is not always possible.

All holiday absence must be requested in writing at least two weeks in advance, preferably via email.

Holiday absences will only be authorised if there is a **specific and valid** reason. **Convenience or availability of cheaper fares etc cannot be considered as a reason to take children out of school.** You will receive a reply back from school indicating whether your request has been authorised.

It is not appropriate to ‘tell’ the school that a family holiday has already been booked – all holiday leave must be requested. Holidays and flights must not be booked prior to receiving school authorisation.

Families who take more than ten days holiday per year in school term time cannot be guaranteed to keep their children’s place at the school.

Children who are taken out of school unauthorised will have their absence(s) recorded in the register as unauthorised. The school register is a legal document that Barnet Local Authority has access to. Barnet Children’s Services have the right to contact parents of children who have unauthorised absences.

What do I need to provide for my child in school?

We provide all the children’s stationery. They should not bring a pencil case to school with pencils, crayons, felt tips etc. However, we do ask parents to provide glue sticks and tissues. We also ask parents to cover all their children’s exercise books in **clear** sticky back plastic at the beginning of the year and suggest that parents purchase a roll of **clear** sticky back plastic in the summer holidays in preparation for this. We provide school produced siddurim for Y1 and Y2 children. At the end of Y2, children are presented with a siddur and chumash as part of their Simchas HaChumash celebration. For children joining school after Y2, parents need to purchase a school siddur (**Chinuch Chayim Shlomo – Ashkenaz**) and chumash (**Chorev Chumash Bereishis – Hachumash Hamenukad**). These are both available from all good seforim shops.

Do the children bring Tzedoko or money to school?

Children must not bring any money to school apart from some change (not more than 30p) for tzedoko. We encourage the children to bring tzedoko every day which they give as part of davening. Last year we raised £386.00 from their morning Tzedoko coins for the Jewish Autism Trust – a small charity supporting Jewish children with Autism and their families. In addition we raised £94.00 for the JNF on Yom Ha’atzmaut, £57.00 for the British Heart Foundation from a sponsored skipathon and £100.00 on Purim to be distributed in Edgware as Matanot Le’evyonim. In previous years, we have raised money for Camp Simcha, Jewish Child’s Day and MaAfrika Tikkun (a South African Jewish charity organising projects to provide opportunities for impoverished black families). Sometimes children bring £1.00 tzedoko to school on a non-school uniform day. Throughout the year, we also hold a variety of events that encourage the children to raise tzedoko for local, national and international Jewish and non-Jewish causes.

What is the Big Birthday Appeal?

On the first Friday of every month, one of our parents sells charity birthday wrapping paper in the playground. All proceeds go to Jewish Child’s Day to purchase wheelchairs for children in Israel.

Does the school give milk to the children?

We provide a cup of milk each day for the Nursery and Reception children. Please tell us if your child cannot drink regular milk. You may bring in an approved alternative for use in school.

Do the children receive free fruit and vegetables?

We are part of the NHS free fruit and vegetable scheme which provides a piece of free fruit or vegetable to the children in Nursery, Reception, Y1 and Y2. Children are welcome to bring in an additional snack but it is not required.

What snacks do the children need to bring into school each day?

Y3 – Y6 children (who eat lunch later than the younger children) should bring a fruit, vegetable or mezonos cracker/breadstick snack (with an approved hechsher) into school each day for their mid-morning snack. Nursery – Y2 children can bring only fruit/vegetable snack (but it is not required as it is provided for free as detailed above). Nursery children should have their fruit/veg cut up in a small Tupperware style container, clearly named on both the box and the lid. In addition, grapes must be cut in half and any fruit stones (plums, dates, cherries, apricots etc.) removed. Nursery and Reception minibus children can bring an additional snack to eat in school at the end of the day whilst waiting for the minibus.

All children require a substantial breakfast, eaten in a non-hurried environment at home in the morning before coming to school. We do not provide opportunities for children to eat their breakfast in school, unless otherwise previously arranged and paid for as part of the early morning drop off breakfast club (for working parents only). Children using the minibus are not allowed to eat their breakfast on the bus but must eat it at home, before leaving the house. It is unfair to both children and staff to send children to school without them first having eaten an adequate breakfast.

Children can bring a small snack to eat if they wish before extended day kodesh and / or after school clubs. This must be a modest snack that can be eaten in 5 minutes.

What about on Rosh Chodesh?

On Rosh Chodesh, children can bring morning break nosh to school – one or two biscuits; a small cake; a fruit roll or a small packet of crisps/bissli, but no nuts or sweets. Bamba is not permitted in school. Please note that all snacks must have a hechsher printed on the packet. Children may not bring in cereal or fruit bars. The Rosh Chodesh snacks are for morning break only – not for lunch as well.

What about drinking water for the day?

Every day, all children must bring in fresh water in a sports cap **see-through** bottle. (We will be providing Reception and Y1 children with cups in school to assist the children to unpack their bags quicker in the morning. Reception and Y1 children should therefore NOT bring a water bottle for the classroom). Children are allowed to drink their water whenever they want. Children are only allowed to drink water during the lessons and must not bring in juice or squash. This water bottle is not used at lunch time. **Children do not eat lunch in their classrooms and must therefore have an additional drink in their lunch bag. This does not need to be water.** They cannot return to their classrooms during lunchtime.

Do the children watch television and videos / DVDs at school?

There are several videos and television programmes that have excellent educational value that we use as part of the kodesh and chol curriculum. Additionally, in cases of prolonged wet play, we sometimes use an educational, kodesh or Disney type video to entertain the children.

What are the arrangements for school lunches?

We offer the Barnet kedassia hot school lunches. These lunches are hot, nutritious, meaty meals and are very popular with the children and staff. They consist of a main meal (including salad bar) and dessert. We provide water to drink. Children do not bring in an additional drink. Families will have been sent details regarding ordering hot lunches for their children earlier in the summer. Please note that we cannot provide lunches to any children unless they have been ordered AND paid for in advance. Nursery children are not offered hot lunches until after the February half-term.

Those children who choose to bring in a packed lunch, should bring in a milky or parev lunch with a drink in a named, insulated lunch bag. We cannot offer refrigeration facilities. Instead we recommend that parents include a small freezer block in the lunch bag as this will keep food cold until lunchtime.

We have a 'healthy eating' policy which means that the children's lunches should be both nutritious and filling so that they do not become hungry later in the day. Children are not allowed to bring in jam or chocolate spread sandwich filling. Rather, they should bring in a nutritious food including vegetables and fruit. They are not allowed to bring crisps (or equivalent e.g. bisseli, pretzels etc.), sweets or chocolates with their lunch. They may have a piece of cake or biscuit with their lunch. More comprehensive information is available in our Food and Drink policy which is on the school website.

All packet food items brought into school must have a recognised hechsher printed on the packet. Please note that we only have *Cholov Yisroel* milk in school. As with morning snacks, Nursery children must have their fruit cut up (plus grapes cut in half) with fruit stones removed.

PLEASE NOTE THAT WE HAVE SOME CHILDREN IN THE SCHOOL WHO ARE SEVERELY ALLERGIC TO NUTS. PACKED LUNCHES AND ROSH CHODESH SNACKS MUST NOT CONTAIN ANY NUTS OR NUT CONTAINING PRODUCTS (PEANUT BUTTER, BAMBA ETC.)

THIS INCLUDES SIBLINGS WHO COME INTO THE PLAYGROUND WHO MAY NOT COME ONTO THE SCHOOL PREMISES EATING ANY NUT CONTAINING PRODUCTS (FOR EXAMPLE BAMBA, CEREAL BARS, CAKES OR BISCUITS WITH NUTS). THANK YOU.

Y3 – Y6 children who have packed lunch must bring a mezonos NOT a hamotzi lunch on Fridays.

What happens on the children's birthdays?

Nursery and Reception children celebrate birthdays with a class party. Nursery families are invited to join in with their child's birthday party – please arrange a date with Morah Laura (Head of Nursery).

Nursery and Reception parents should send in 2 large cartons of apple juice, one chocolate chip/chocolate/marble **ACHAVA** cake, 30 individual small packets of raisins plus **any two** of the nut free items listed below for the class party. Osem cakes are problematic owing to nut contents.

| | |
|--|---|
| Paskes Biscuits – Teeny Bits; Confetti; Striped Cookies; Coat Fingers. | Osem wafers |
| Any Granfettes Biscuits | Boudoir or animal biscuits. |
| A large packet of pretzels | A large packet of plain crisps (ready salted) |

Year One to Year Six children can bring in birthday treats to distribute to their classmates at the end of the day from the following guaranteed nut free list:

- Mini Chocolate logs; Mini Smartie Bags; mini Kif-Kaf; individual pieces of fruit.

In addition, we encourage all parents to donate a birthday book in honour of their child's birthday. Families can donate some money to school (we suggest £5.00 - £10.00) with which we will purchase a book for our kodesh teaching resources, inscribed with your child's name and birthday.

What do parents need to know about the school uniform?

You will already have received a school uniform list in a separate email. The children should come to school **each day in clean school uniform** as this helps them to develop feelings of self-respect and pride in their school and for themselves. The school uniform list is also available on the school website.

We are very strict regarding school uniform. We will speak to parents and children who are wearing non-school uniform items and expect the situation to be corrected as soon as possible.

Please can you make sure that all school uniform items are clearly labelled. Any un-named, unclaimed clothes will become absorbed into school spare stock or disposed of.

Nursery to Year Two children need to have a complete change of named underwear and regular clothing in school. The children keep their spare clothes in their PE bags.

- **All children need to keep their NAMED school cap in school** (purchased from the school uniform shop). The children wear their caps in the playground on sunny days and also on all school trips.
- All children require one school fleece – they are very useful in the playground on cooler days without the children having to change in and out of their coats.
- All school uniform items (including non-logo items such as school shirts, trousers, skirts, PE shorts), need to be clothing specifically designed and sold as school uniform.
- It is preferable for boys' trousers to be without belts.
- Girls must tie their hair back with blue hair accessories. Staff will tie back any untied hair.
- Jewellery cannot be worn to school apart from stud earrings.
- Boys must wear either a **plain** navy or plain royal blue kippah – the kippah can be any style (suede, crocheted, velvet etc). Boys' socks can only be navy.
- Regarding Tzitzis, we request that parents of the younger children unstitch the back pockets so that the Tzitzis can be tucked in. This makes it easier for the boys to go to the toilet. It is better to wear a smaller size of Tzitzis since long Tzitzis can become tangled in the playground equipment.
- PE plimsolls must be self-fastening unless children can independently tie and untie laces.
- Children cannot wear any form of trainers to school (apart from in the Nursery). We encourage the children to come to school in polished, clean shoes. Children cannot wear crocs or open sandals. Children cannot wear shoes with any flashing lights.
- The children can wear any coats to school, but all outerwear (coats, jackets, cardigans, hats, scarves, gloves etc) **MUST** be clearly named and suitable for cold and wet weather.
- Children can wear **PLAIN** black boots to school in the winter. In severe weather which is now expected every year, **warm boots always need to be plain black**. If children travel to and from school in wellington boots, they need to change into their shoes or plimsolls during the day.

What happens at playtime if it is raining?

If it is only spitting or raining mildly, the children go outside to play. Therefore the children must have appropriate coats with hoods. Children in Nursery and Reception need to bring a pair of named Wellington boots to stay in school. All children require warm gloves, hats and scarves or balaclavas.

What bags do the children need to bring to school?

All children require a school reading bag, purchasable from the school office. Nursery children require a modestly sized rucksack type bag. Reception and Y1 children should not bring any additional bags to school apart from their reading bag and lunch bag. Y2 – Y6 require a modestly sized rucksack type bag (no wheels). This will be replaced with a compulsory school bag when we move into the new building.

How does the school celebrate Chagim?

Celebration of Chagim makes up a very important part of the school. These celebrations take different forms. Sometimes we invite families into school for an activity morning. Sometimes the children put on a show. Sometimes they have a party. On most occasions we are happy to include younger siblings in the celebrations (although we cannot take responsibility for their Health and Safety). However, on more formal occasions, (such as the mock Seder), we cannot include younger siblings as well.

Owing to space limitations, sometimes we need to limit the number of adults per child joining us for a celebration. In order to maximise the children's enjoyment, we sometimes ask families to 'sponsor' chagim so that we can purchase special resources and entertainment.

Are there any other whole school celebrations and special events including school trips?

We let the children experience a wide range of whole school special events. These include sports day, Book Fayre week and 'dressing up as a book character' day. Extra special celebrations include the end of Nursery graduation, the Reception Simchas HaSiddur, the Year Two Simchas HaChumash and the summer Poetry Recital Festival.

We also like to take the children out on trips and visits. Some of these are local visits (for example to the library or to investigate local features of historical or geographical interest) whilst others are trips further afield. We avoid certain trips (eg museums) if cohanim are in the class and instead arrange an alternative trip so that all children can be included. We always ask for parent helpers to assist us with school trips. For Safeguarding (Child Protection) purposes, we need to carry out a List 99 check on all parent / grandparent / volunteer trip helpers.

Sometimes we have special 'innings' where an outing comes into the school eg a theatre group, Tzivos Hashem or a special activity day. Outings and Innings are funded via the amenity fund and carry no extra charge. There is no profit for the school.

The amenity fund does not cover overnight school trips or Shabbatonim. Parents are charged separately for these special events as they are in other schools.

Facebook protocol

Please can parents note that in accordance with national guidelines, it is school policy for staff not to accept invitations from parents to be **facebook friends**. We also request, that should parents take photographs at school events that include children who are not their own, they should ask permission from those children's parents before uploading the photographs to their facebook sites.

Staff working for parents

It is school policy that school staff cannot enter into any financial relationship with parents. For example, school staff do not babysit for parents. Nor do they offer private tuition to children in the school.

How does the school keep parents informed about their children's progress?

We invite parents to school for the Autumn Term and Spring Term Parents' Evenings when teachers discuss children's progress with their parents and share their targets for improvement. Parents are given a brief written report at these Parents' Evenings. At any time during the year, should a teacher have a particular concern, they may invite parents in for a meeting. Parents can also call to speak to or request a meeting with their child's teacher(s) if they wish. Parents of children with Special Educational Needs are additionally invited into school once a term to review their child's Individual Education Plan (IEP) or Individual Behaviour Plan (IBP) and to set new targets. At the end of the school year, parents are given a detailed written report with comprehensive information about their child's/children's achievements.

Special Educational Needs

As part of our policy to ensure that our provision meets the needs of each individual child, we take account of any special educational needs or disability a child may have in order to make reasonable adjustments within the school to meet the children's needs.

Our complete Special Educational Needs policy is available to view on the school website.

Our Special Educational Needs Co-ordinators (SENCO) are Gemma Peters and Danielle Petar.

Our named Special Educational Needs Governor is Ruth Kosiner.

We are an inclusive school and strive to meet all the children's needs. We also make special arrangements for Gifted and Talented children. There are occasions when children have additional needs requiring them to receive extra support. This support may be in the form of assistance from a dedicated classroom assistant, a specialist assessment (for example an Educational Psychologist), therapeutic intervention (for example Speech and Language Therapy or Occupational Therapy) or specialist teaching etc. We already work successfully with a variety of external professionals both from Barnet as well as from the private sector, mostly from Binoh (Norwood). Parents who wish their child/ren to receive additional support from a private organisation (eg Binoh, independent private therapists etc), need to pay for this provision. If it is of educational benefit, we are happy for children to receive additional support outside of school (eg at Binoh, The Hope Centre etc). Parents are responsible for transporting their children to and from school.

We meet regularly with families of children who have additional needs in order to liaise with all the staff and professionals concerned, review the children's progress and set new targets for the children to achieve. Where appropriate, we work together with children's parents and their local authority to request funding via a statutory assessment.

Safeguarding (this used to be called Child Protection)

By law we must have a Safeguarding Officer. This ensures that children and their families receive any support they need when necessary.

Our named Safeguarding Officers are Sara Keen (Headteacher) and Gemma Peters.

Our school Principal, Rabbi Zvi H Lieberman, also helps the school to provide families with support and advice where appropriate and often attends family meetings in this capacity. We work closely with Norwood, and where necessary, local authority social services, in all aspects of children and family services and provision. Please do not hesitate to confidentially speak to Sara Keen if there are any concerns you may have or if your family is going through a difficult time and you would appreciate someone to talk to or some extra support. All information regarding family support is treated confidentially on a 'need to know' basis.

Can children bring their 'special toys' into school?

We request that children do not bring their special toys and belongings from home to school as they can get lost or damaged which can cause the children to become very upset.

If your child finds it very difficult to separate from a toy or item, please speak to your child's class teacher and s/he will discuss with you how best to manage the situation.

Can children bring items from home to play with in the playground?

We do provide playground equipment. Children from Y2 are also welcome to bring in non-valuable items from home to play with in the playground. For example a ball, skipping rope, a game, dolls etc.

School Reading Bag and Reading Homework

All families purchase the school reading bag from the school office on the child's first school day.

Nursery children take home library books to share with their parents at home.

From Reception, children bring home library books as well as English and Hebrew reading homework.

It is not possible for the staff to change the children's books every day. Neither is it possible for staff to always accurately plan which day each child will have their books changed as this often depends on how many extra reading helpers have been in school that week as well as other school activities that happen to be going on. For example, fire drills; special visitors; extra Yom Tov lessons etc. We aim to change children's books twice a week.

Therefore it is imperative that your child (including Nursery children) should bring the reading bag to school every day. It is a good habit for the children to get into to bring their work to school every day.

Each child (including the Nursery children) will have a yellow reading record book. Parents should write in the reading record book every time they read with their child. This helps us to know if the children are reading their books with their parents how they are doing. Staff and families develop a written communication relationship with each other over the year. We ask parents to communicate politely to staff in the reading record book, without the use of exclamation marks.

We expect children to do their English and Hebrew reading homework at least four times a week. Staff will contact parents if they feel children are not receiving sufficient reading support at home.

What English reading schemes do the school use?

We start to teach formal English reading and writing skills in the Reception class. We use the Sounds-Write programme throughout the school. We recognise that all children learn to read in different ways. Therefore we have purchased a selection of different reading schemes and reading books for the children. Children bring home a variety of reading homework depending on their reading levels and requirements. Children may bring home letter sound cards; words on flashcards; picture books without words; library story books; reading scheme books; chapter books or information reference books. We choose the right books for each child. We advise parents not to compare the different books their children are given with other parents. We prefer that children should read their books slowly and talk about the stories and characters. We therefore ask that parents do not rush ahead with their child's reading, but instead keep to the pace set by the class teacher. This helps the children to consolidate their skills, especially their reading comprehension.

What type of Hebrew reading homework do the children bring home?

Children start to learn to read Hebrew after the Succos break in the Reception class. When they first start learning the sounds and vowels, the children will bring home sound and vowel cards.

The children then learn to combine (blend) consonants (sounds) and vowels together. Parents purchase a set of 'aleph beis circles' from school for practising blending at home.

Children from Reception – Year Six will receive a variety of reading sheets for Hebrew reading homework that match both their abilities as well as the skills that are currently being taught in class.

In addition, Y3 – Y6 children, receive a Hebrew reading tephillo card each term that outlines short daily siddur reading practice.

The teacher will write in the Hebrew reading record book which sheet/s your child should read for homework. We usually ask the children to read a page more than once in order to develop reading fluency. As with English reading, please do not compare your child's progress with other children.

Children always need to practise their Hebrew reading in the school Ashkenaz pronunciation.

How do the children learn to daven at school?

We have a progressive davening curriculum. That means that the children progressively add to their davening repertoire throughout each year as they graduate through the school. The davening curriculum is closely linked to the children's reading development. The children receive a school siddur at the end of Reception, to use in Y1 & Y2. The children then progress to using a formal siddur. The school's Tephillo curriculum is available for parents to see in the 'Information for Parents' section of the school's website.

What is 1 2 3 Magic?

1 2 3 Magic is a behaviour management programme that helps to address children's misbehaviour. It is particularly helpful when children are learning how to share their space, time and resources within a school community. We use **1 2 3 Magic** throughout the school to help children independently control and reduce any misbehaviour, for example, talking when the teacher is talking, answering back, taking someone else's things, fighting with other children, breaking classroom rules etc. The teacher counts ("that's 1", "that's 2") to give a child a chance to independently stop the misbehaviour. If it doesn't stop and the teacher needs to count to 3, then the child does a short 'time out' period in an agreed space (for example, a designated chair or carpet square in the classroom). This is NOT referred to as the 'naughty chair'. The time out period is approximately 5 minutes (or up to 10 minutes for the older children), after which the child is invited to re-join the lesson and no mention is made of the previous misbehaviour.

All the children understand how **1 2 3 Magic** works – we find that it is a very effective and fair system that sets clear boundaries and avoids staff having to negotiate with children about their behaviour. A good sign of its success is that we hardly ever have to use it. We have **1 2 3 Magic** reading and video material in school that parents can request to borrow if they wish. More information is available at the **1 2 3 Magic** website: <http://www.parentmagic.com/>

How does the school help to develop the children's middos?

Our aim is that the children develop traditional values, identifying middos as positive character traits.

Our Behaviour Management and Discipline policy is linked closely to helping the children develop their understanding and practice of mitzvohs and good middos. Each week through study of the weekly sedra, the children discuss positive values and behaviours to emulate or avoid, that can be learned from the Sedra or characters within it. We link this to the National Curriculum area of PSHCE (Personal, Social, Health and Citizenship Education).

Foundation Stage and Key Stage One children (Nursery – Year Two) are encouraged to bring in mitzvoh notes from home for their teacher to read to the class to reinforce their good behaviour.

Weekly certificates, which include a *Headteacher's Chessed Award*, are awarded each week to the children. The recipient of the *Headteacher's Chessed Award* will have been chosen for helping other people; sharing well; being kind and considerate etc.

Each week in Oneg Shabbos assembly, the Headteacher gives the children a middo/mitzvoh challenge for home. This is also written in the newsletter for parents. Parents send in middo/mitzvoh notes to the Headteacher to say how their children have responded to the challenge. There is a dedicated box for these notes outside the school office. The Headteacher reads out the names of these children in the following Oneg Shabbos assembly.

Can the children hand out birthday party invitations in school?

We are happy for birthday party invitations to be distributed in school if the invitations are either for the whole class, or just for the boys, or just for the girls.

In these circumstances, the class teacher will be happy to distribute the invitations for you.

Otherwise, party invitations cannot be distributed either at school or in the playground.

What is the procedure for children who require medicine in school?

1. If your child requires **permanent** medication or medical equipment to be kept in school (eg, epipen, inhaler), you must detail this information on your child's individual pupil registration form. **In addition, we will require a letter from your GP or consultant detailing your child's medical condition and requirements. Please ensure that you have discussed these requirements with our school receptionist, Mrs Elana Nissim, when your child first starts with us.**
2. If your child requires **occasional** medicine (eg antibiotics following an ear infection), please discuss this with the school office to clarify whether this is possible & whether we can administer it in school.
 - Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
 - Children taking prescribed medication must be well enough to attend school.
 - Children's prescribed drugs must be in their original containers with an appropriate dispenser and be clearly labelled with your child's name.
 - Parents must give prior written permission for the administration of medication. This must state the name of your child; name/s of parent(s); date the medication starts; the name of the medication and prescribing doctor; the dose and times; and how and when the medication is to be administered.
 - The administration is recorded accurately in the school's **Medication Record** each time it is given and is signed by staff. Parents sign the Medication Record book to acknowledge the administration of a medicine when they collect their child.

Does the school have a procedure for preventing Headlice?

Headlice like small children and their teachers! Small children play in close proximity to each other, often with their heads or hair touching, which is why they spread so easily. Please check your children's hair very regularly (at least twice a week) with a special nit comb. If you do find that your child has headlice, please do not send your child into school until the lice have been treated and removed.

Please also be sure to tell us if your child has headlice so that we can ask all our parents to check their children's hair.

If children are found at school to have headlice, we will contact their parents to collect them early and take them home in order to reduce the chance of it spreading. Children can return to school once they have been treated appropriately and there are no live lice left in their hair.

We will notify you if we are aware there is a case of headlice in the school.

We operate the *Living Lice Free* programme which is a school headlice prevention programme. This is a very successful scheme that has been running for many years in other Jewish schools. It involves two professional checks per term and any required school follow up checks. The children's hair is checked using clean combs. Parents can also purchase additional combs to keep at home. The payment for the *Living Lice Free* programme is included in the amenity fund detailed on the school invoice.

What is the GIFT birthday present collection?

We take part in the GIFT birthday present collection scheme. Children are encouraged to donate ONE of their birthday presents (new & wrapped named with your child's name & school) into the box. GIFT empties the box regularly & delivers the presents to children not as fortunate to receive birthday presents.

What is the student council?

The student council is an elected body from year groups Y2 – Y6 that meets regularly with the school leadership to suggest school improvements, initiatives etc. Twice a year, children elect two representatives from their classes to be on the student council.

Who manages the school?

The school Headship team (Headteacher, Chol Deputy Head, Head of Kodesh Deputy Head and Bursar) as well as the Governing Body manages the school. The Governing Body has dedicated positions for elected parent governors. Parent governors are elected every two years.

The governing body is responsible for:

- managing the school's finances;
- employing and managing the staff;
- making sure that the school has - and works to - policies that help it to provide a high quality service; and
- making sure that the school works in partnership with the children's parents.

The Annual General Meeting is open to the parents of all of the children who attend the school. It is our shared forum for looking back over the previous year's activities and shaping the coming year's plan.

Does the school have an Oneg Shabbos Assembly?

We have a Foundation Stage Oneg Shabbos Assembly every week on Friday morning. Parents (and grandparents) of the Nursery and Reception chosen weekly *Shabbos Imma and Abba* as well as parents of older children reciting Kiddush or divrei Torah will be invited to join the assembly. **If you need to drive, please do not park in either Heather Walk or Penshurst Gardens if you are coming to school for the assembly.** The older children have their own separate Friday morning assembly. Sometimes parents are invited to assembly to see class performances. As well as an *Oneg Shabbos*, we also celebrate children's achievements during each assembly including 'Star of the Week' awards, 'Headteacher's Chesed' awards, 'Significant Achievement', 'Terrific Tephillo', 'EJPS medallion' and 'PE' awards.

How does the school recognise and celebrate children's out of school achievements?

We like to celebrate all achievement, both within and outside of school. If your child receives a certificate of achievement award (eg for swimming, music, drama etc or from your shul), please let us know and give us the certificate / award and we will present it to your child in assembly.

Please put the certificate / award in the middo/mitzvoh box outside the school office.

Does the school have a no-smoking policy?

Please note that we operate a no-smoking policy within the whole school site (inside the buildings and in all parts of the playground). This includes no smoking whilst on security duty.

Where can parents read the school policies?

Our school policies are available for viewing on our website: www.ejprimary.org

The policies help us to make sure that the service provided by the school is a high quality one and that being part of our learning community is an enjoyable and beneficial experience for all the children, parents and staff.

We strongly encourage all parents to familiarise themselves with the website and the school policies.

The staff and parents of the school work together to adopt the school policies. In particular we request that all families adhere to the school behaviour policy. In the event of a disagreement, we remind all families that aggressive, intimidating, insulting and threatening language is not tolerated at school.

Families are asked to sign a parent school policy agreement when a new child joins the school.

What is the school's kashrus policy?

The following kashrus policy has been approved by our Principal, Rav Zvi H Lieberman for school events as well as home catering. All cases of halachic uncertainty will be addressed to him.

The minimum kashrus standard of the school is that all families eat according to the KLBD Kashrus Guide. We recognise that there is a broad range of families in the school including those who maintain Cholov Yisroel and Kedassia standards. It has always been our commitment that all families should be comfortable eating in everyone's houses. The purpose of this policy is to ensure everyone can eat comfortably at all school and social events.

For food that children bring into school or on school trips, the following conditions apply:

- All pre-packaged food (eg crisps, cake, biscuits, chocolate etc) must have a recognised hechsher printed on the packet (eg Bedatz, OU, Kedassia or KLBD). Please note that not all the items listed in the KLBD guide have a hechsher on the packet or are under certification (for example, Walkers crisps) and are therefore not suitable to bring into school or on school trips. Items coded with an **S** indicate those food products which are supervised and will therefore have a hechsher printed on the packet.
- Bread, cakes and other bakery products must come from a bakery supervised by the KLBD, Federation or Kedassia.
- All milk or dairy products (cheese, yogurt etc) must be Cholov Yisroel.

For events open to all (including the Rabbi, teachers and other non-parents), such as all school and PTA events, the following conditions apply:

- All meat or meat products must be supervised by Kedassia and marked as such. No other hechsher is acceptable.
- All milk or dairy products must be Cholov Yisroel.
- All pre-packaged food (such as biscuits and snacks) must have a recognised hechsher printed on the packet (eg Bedatz, OU, Kedassia or KLBD). Please note that not all the items listed in the KLBD guide have a hechsher on the packet or are under certification. Items coded with an **S** indicate those food products which are supervised and will therefore have a hechsher printed on the packet.
- Bread, cakes and other baked products must come from a bakery supervised by the KLBD, Federation or Kedassia.

For home events where families are given individual invitations, such as birthday parties, shabbos meals, privately hosted school social events and meals for families in need of help, hosts/providers must be sensitive towards the kashrus requirements of others and cater accordingly. For example, when preparing homemade food, Cholov Yisroel / Kedassia products should be used if food is being prepared for any families who are careful to maintain Cholov Yisroel / Kedassia standards. All pre-packaged food (such as biscuits and snacks) must have a recognised Hechsher (eg Bedatz, OU, Kedassia or KLBD) and be Cholov Yisroel if the food is for any families who are careful to maintain Cholov Yisroel standards.

How does the school help parents to encourage their children's learning at home?

Our Homework Policy is available for parents to see on our website (www.ejprimary.org) in the Information for Parents section. It is also available via the office in hard copy for parents who request it. The Homework policy details the homework children are given in each year group and also explains our philosophy regarding homework & our belief that young children should have time to play at home. In addition to homework we encourage children to extend their learning at home in other ways such as:

- We subscribe to 'Mathletics' which gives each child access to appropriately levelled computer based fun mathematics activities to do at home.
- The weekly class newsletter contains suggestions for extending class learning at home.
- We suggest additional sources (books, websites, TV programmes etc) where children may learn more about current affairs.
- We send home suggested reading lists that have been created jointly between staff and parents.
- Where appropriate, we meet individually with parents & suggest additional strategies / activities.

What is the EJPS Medallion?

Children from Y3 upwards can choose to take part in the EJPS Medallion, our special award scheme that encourages the children to further develop themselves both inside and outside of school. Children follow three sections, encouraging them to help other people (Service and Family); learn new skills (Skills); and enjoy being active (Physical Recreation), choosing to undertake whichever activities they find fun and interesting. As well as gaining a great sense of achievement, children receive certificates when they complete each section and as they work their way through the Bronze, Silver and Gold levels.

Does the school have House Teams?

Children from Y1 upwards are split into four houses whose names span much of Jewish history: Moshe Rabeinu; Rabbi Akiva; Rashi; and Chofeitz Chaim. Siblings are put into the same houses. Children are awarded house points for lots of the lovely things that they do at school, for example completing a very good piece of work, doing beautiful davening or being polite etc. Every week, the house with the most points is announced in the Oneg assembly and a trophy is awarded to the winning house every term. Children in the higher years of the school can apply to be House Captains, with new Captains being selected during the year so that a number of children can have a turn.

What is unique about our curriculum?

We are always trying to develop our curriculum to keep it both relevant and exciting for the children.

- The Geography curriculum in Key Stage Two (Y3 – Y6) includes one unit a year that focuses on an Israel study. These units were written by the JNF education department.
- The History curriculum in Key Stage Two (Y3 – Y6), includes one unit a year dedicated to studying the life and times of a famous Jewish person in history. We write these units ourselves, linking them directly to the National Curriculum History skills requirements.
- From Y1 – Y6, instead of having the traditional one science lesson per week, one humanities (history or geography) lesson per week and one art (art & design or design & technology) per week, the children study topics more successfully through an intensive rotation model of:
 - three science lessons a week for two weeks
 - three humanities lessons a week for two weeks
 - three art lessons a week for two weeks

How many members of staff are in the classrooms?

- The Nursery class has 3 – 4 members of staff.
- Reception & Y1 have a full time teacher and a full time classroom assistant for both kodesh and chol.
- Y2 have a classroom assistant, in addition to the class teacher, for all chol lessons.
- Y3 – Y6 have a classroom assistant, in addition to the class teacher, for Numeracy and Literacy.
- Our Hebrew reading assistants support Hebrew reading in all the classes.
- Where possible, Y3 – Y6 have a kodesh classroom assistant, in addition to the class teacher, in chumash lessons.

How do we involve the children with current affairs?

We consider it essential that the children are knowledgeable about the world around them. We arrange a variety of activities to allow them to learn about current affairs. For example:

- Special current affairs led assemblies – in the past this has included subjects such as the Chilean Miners, the Royal Family, the National Census etc.
- Special assemblies to mark a solemn occasion eg Remembrance Day.
- Special events – in the past this has included a football tournament to coincide with the Football World Cup, a whole school census to mark the National Census, Student Council elections on National Election Day, a whole school learning topic focussed on the General Election, writing a congratulations letter to prince William (and receiving a reply) on the occasion of his wedding.

How can parents keep in contact with each other?

Before children start in the Nursery class, the school office sends all the new Nursery families a contact list with family contact details of the new Nursery class. We always ask for consent from families to distribute their contact details. Parent Council distributes similar class lists to the other classes every year and updates them regularly.

How can parents take part in the school?

We recognise that parents are the first and most important educators of their children. All of the staff see themselves as partners with you in providing care and education for your child/ren. There are many ways in which parents take part in making the school a welcoming and stimulating place for children and parents, such as:

- exchanging knowledge about their children's needs, activities, interests and progress with the staff;
- sharing their own special interests / professional skills with the children;
- helping to provide, make and look after the equipment and materials used in play activities;
- being part of the school's management (governing body);
- being part of the PTA;
- being a Class Rep as part of the Parent Council (see separate section);
- taking part in events and informal discussions about the activities and curriculum;
- joining in community activities in which our school takes part;
- building friendships with other parents in the school community;
- assisting on school outings and
- volunteering in school (see below)

Does the school need parent helpers?

All schools depend on parent helpers. Children need a lot of individual reading practice to develop their reading skills. It is normal for schools to provide this via parent helpers. We appreciate that as a new school, most of our parents have young children at home, which is reducing the number of parent helpers available. We would therefore welcome grandparent helpers as well. We require helpers to assist with both English and Hebrew reading and to escort the children to the library (when we return to Edgware). If you can spare half a day please email Miss Darvish (admin@ejprimary.org) to tell us whether you prefer to support English or Hebrew reading (or both). Please note that school policy is that parents or grandparents do not help in their own child's / grandchild's class. For Safeguarding (Child Protection) purposes, we are required to apply for a CRB certificate for all our regular volunteer helpers as well as to request two references.

Is there a PTA at the school?

We do have a PTA (Parent Teachers' Association) at school. All parents are welcome to join. The PTA is a fundraising committee, which organises vital fundraising and social events throughout the year. We always welcome new parents joining the PTA.

Parent Council

The school Parent Council is made up of two volunteer Class Representatives (Reps) from each year group. It is a formal system of parent representation in the school.

The main activities of the Parent Council are to:

- 1) Gather and collate positive comments and suggestions) from parents and feed these back to the school. Views are gathered by email or anonymously in the Parent Council post box.
- 2) Arrange social events for current parents, and social and information evenings for new parents (i.e. those yet to start in the Nursery class)
- 3) Arrange whole class level activity such as collecting money for staff gifts.
- 4) A route for the Governing Body to consult parents as a group.

We would encourage parents to talk to their class teachers in the first instance before approaching Parent Council. Parent Council's primary function is to deal with whole school issues (not individual issues) and issues from parents who would prefer to remain anonymous.

We hope that you and your child enjoy being part of the Edgware Jewish Primary School community.
Please do not ever hesitate to approach us or offer to become involved.

Signed: *Sara J. Keen* (Headteacher)

Date: August 2011