



WELCOME TO WOHL ILFORD JEWISH PRIMARY SCHOOL  
2017 - 2018

Forest Road  
Ilford  
Essex  
IG6 3HB

Phone: 020-8498 1350/1351  
Website: [www.ijpsonline.co.uk](http://www.ijpsonline.co.uk)  
Email: [office@ijpsonline.co.uk](mailto:office@ijpsonline.co.uk)



HEADTEACHER  
Mrs Andrea Elliker

DEPUTY HEADTEACHER  
Mrs Lisa West





## THE SCHOOL DAY

7.40 - 8.40 am	Breakfast Club	Nursery, Reception - Year 6
8.20 am	School gates opened	
8.30	Pupils can enter school	
8.40 am	Start of School day	Reception, KS1 and KS2
8.40 am	Morning sessions start	Nursery
8.45 am	School gates closed	
10.10 - 10.25 am	Morning break	KS1
10.25 - 10.40 am	Morning break	KS2
11.40 am	Morning sessions finish	Nursery
11.40 - 1.00 pm	Nursery Lunch Club	Nursery
11.45 - 1.35 pm	Staggered Lunches	Reception, KS1 and KS2
3.20 pm	School gates opened	
3.30 pm	End of school day	Reception and KS1
3.45 pm	End of school day	KS2
4.00 pm	School gates closed	

The times will vary when the school closes early on Fridays/festivals/end of term - parents will receive reminders through weekly newsletters.

## SCHOOL ETHOS

WIJPS is a modern, orthodox Jewish school. We ask all parents to uphold the values that we are teaching to our pupils whenever they are on the premises. In particular, we would ask you to ensure that:

- (a) Girls wear skirts of at least knee-length.
- (b) All boys wear their kippot at all times. Jewish boys should preferably wear tzitzit.
- (c) Parents respect the orthodox ethos of the school - Jewish men must wear kippot and women should dress appropriately (no trousers, no sleeveless tops etc).
- (d) Baseball caps be worn by male pupils and helpers on all trips (not kippot); female helpers adhere to dress code as in point (c).
- (e) The school is not used by pupils for distributing invitations to parties which are held in non-kosher establishments or which desecrate the Sabbath or festivals - please bear in mind, when considering the catering for a party, that if you are unsure of the Kashrut (ie kosher status) of any item that you wish to serve, you can seek advice from WIJPS staff, consult our Kashrut Guide which is available in the office or visit [www.isitkosher.org.uk](http://www.isitkosher.org.uk)



## SCHOOL ADMINISTRATION

Please ensure that you inform the school office immediately should you have any change in your personal details eg address, phone number, marital status etc by letter or email. All information will be treated in the strictest confidence. Any correspondence/school monies should be placed in individual envelopes. Each envelope should be clearly labelled with your child's name, class number and nature of contents. Please encourage your child to deliver any school correspondence via their class teacher.



## RAISING CONCERNS

If there is a concern or an issue has arisen, please speak to your child's class teacher in the first instance - even if the concern or issue relates directly to an adult in the class. If the problem is not satisfactorily resolved, please contact Mrs Martin in Reception, Mr Mallach in Key Stage 1 and Mrs Flashman in Key Stage 2. Again, if you have any further concerns - or your query relates to behaviour or additional needs of any kind, contact Mrs Hart. To further escalate your concern, please contact Mrs West and, should these meetings be unable to resolve your concern, please contact Mrs Elliker. Each member of staff will endeavour to respond within 24 working hours but no later than 48 working hours.

Please use the following school email addresses so that your emails reach the correct member of staff and we can, therefore, respond as quickly as possible:

General enquiries and teaching staff:

Headteacher, Mrs Andrea Elliker

Absences and dinner money:

Admissions:

Finance and parental contributions  
to the school

[office@ijpsonline.co.uk](mailto:office@ijpsonline.co.uk)

[susan.senett@ijpsonline.co.uk](mailto:susan.senett@ijpsonline.co.uk)

[melanie.frankel@ijpsonline.co.uk](mailto:melanie.frankel@ijpsonline.co.uk)

[gill.allen@ijpsonline.co.uk](mailto:gill.allen@ijpsonline.co.uk)

[angela.mallach@ijpsonline.co.uk](mailto:angela.mallach@ijpsonline.co.uk)

## MOBILE PHONES

Please note that pupils are not allowed confiscated. However, if your child bring a mobile phone but it must be



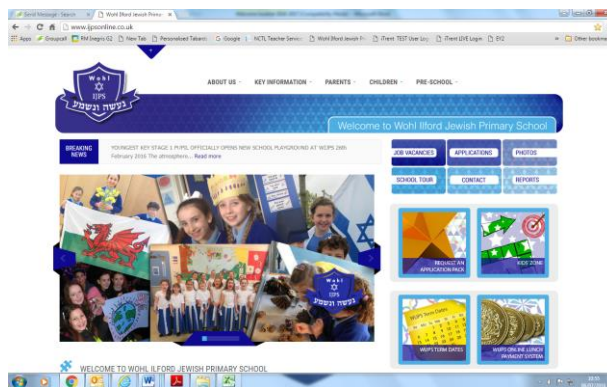
to bring mobile phones into school and phones will be goes home unaccompanied by an adult, he/she can left with the office until home time.

## "GROUPCALL"

This is a messaging system used by the school to communicate with parents via their mobile phones or by email. Please, therefore, ensure that we always have your up-to-date mobile number and email address.

## SCHOOL WEBSITE

[www.ijpsonline.co.uk](http://www.ijpsonline.co.uk)



## INTERNET/FACEBOOK/TWITTER

We ask parents **not** to put photographs of any pupils on the Internet/social media nor discuss school issues. However, we do have private Facebook Parent Forum groups where parents may ask questions concerning the school.

## "DROP-INS"

"Drop-In" sessions are held by each class teacher on the first Monday of every month at the end of the school day - parents can call in to their child's classroom without an appointment to discuss their child's work. The staff in Reception are available to speak to parents at the end of each day when pupils are dismissed.

## BREAKFAST CLUB

There is a breakfast club for pupils (Nursery to Year 6). This is located in the Learning Room on the ground floor and runs from 7.40 - 8.40 am. Access is obtained via the Forest Road entrance - please ask a member of staff to escort you on your first visit. The cost is £4 per day to include breakfast; £3 without breakfast. There is no need to book ahead - just turn up!



## BRINGING PUPILS TO SCHOOL IN THE MORNING AND COLLECTING IN THE AFTERNOON

Parents should use the Starch House Lane entrance when bringing their children to school in the morning. The gate will be opened at 8.20 am. If pupils arrive late, it is important that they sign in at the office before going to class and inform Mrs Frankel or Mrs Marke of their choice of lunch.

In the afternoon, parents should again use the Starch House Lane entrance when collecting their children. The gate will be opened at 3.20 pm.

Please ensure that whoever is collecting your child is aware of these arrangements.

We regret that there is no covered area for parents to congregate during inclement weather.

When you are waiting to collect your child, would you kindly not come up to the classroom doors - it is very distracting for staff and pupils.



A number of our younger pupils are upset by dogs which other families are walking to school. No dogs are allowed into the playground and we would request that, if you are bringing your dog, please stand well away from the entrance to the school.

## HOME TIMES

- Any pupils who are not collected at home time should remain in school and wait in the foyer with the member of staff on duty. A telephone call to ascertain the situation will be made - please make your child aware of this. A charge of £5 per 15 minutes will be made after 2 late collections - payment will be expected when collecting the children. See also "Procedures for uncollected pupils at the end of the day" below.
- Parents should not take other pupils home, unless this has been arranged in advance with the other parents.
- Pupils should be made aware each morning as to who is taking them home that day.

Other than in emergencies (eg sudden illness, car accidents/breakdowns etc), parents should not telephone the school office to rearrange hometime arrangements - these must be made before your child comes to school.

## PROCEDURES FOR UNCOLLECTED PUPILS AT THE END OF THE SCHOOL DAY

We are obliged by the Local Authority to make parents aware that, if a child is left at school for an unreasonable amount of time after the school day has ended, Social Services will be contacted. In these circumstances, Social Services can treat the matter under Child Protection Procedures as an issue of abandonment/neglect. Please be assured, however, that we would always make every effort to contact parents or other family members before taking such a step. It is, therefore, important that we always have up-to-date contact numbers for all parents.

## WIJPS SECURITY PROCEDURES



Parents of the school are asked to take part in a security rota in the morning and afternoon. If you would like further details of this please contact [security@ijpsonline.co.uk](mailto:security@ijpsonline.co.uk)

## PARKING

For the safety of all our pupils and goodwill with our neighbours, please adhere to the following:

- ✚ Use the pupil entrance in Starch House Lane.
- ✚ Please avoid driving down Starch House Lane as pupils are crossing the road.



There is parking available in Fullwell Cross car park. You may purchase a yearly parking permit from the local authority which allows you to park at set times - application forms for the permit can be obtained from the school office. If you choose to park in Forest Road, please be aware that you must not park on the kerb and there are restricted parking times.

## SCHOOL ATTENDANCE

Please see the attached "Attendance Policy".

## SHORT TERM ILLNESSES/LATE ARRIVAL



If your child is unwell and is going to be absent from school, you must inform the school by 8.15 am on the first day of absence, either by email to [melanie.frankel@ijpsonline.co.uk](mailto:melanie.frankel@ijpsonline.co.uk) or by leaving an a message on voicemail: 020 8498 1350/1351 giving your child's name, class and reason for absence. An update should be made by phone or email if the child does not return to school within 3 days. Parents must also ensure that a letter is sent to the class teacher on the pupil's return to school. If your child is going to be late, you will also need to phone and leave a



message explaining the reason for lateness. If your child is going to be back in time for lunch, please confirm whether he/she will require a hot or cold lunch. Pupils must arrive in school on time ie 8.40 am at the latest. The school gates are opened at 8.20 am. Please allow extra time for your journey to school on days when the weather is inclement.

## STAYING IN AT PLAYTIME

Usually, pupils who are well enough to come to school are well enough to go out to play. If, for any reason, parents feel that their children should stay indoors, a letter must be sent requesting permission.





## MEDICINES/SAFETY

We have been advised by our School Health Advisor that, if a child requires short term medication/antibiotics to be administered during the school day and you (the parent) are unable to come into school to administer this medication, you will need to complete a "medication form" to advise us of your nominated person. Obviously, if children are unwell, they should stay at home to recover.



However, if your child has a long-term medical condition, you will need to make an appointment to discuss this issue with Mrs Hart. In all cases, we will do our very best to assist you and your child.

Pupils are not allowed to bring any form of medication (eg cough sweets, eye drops etc) or lip salve to school.

If the weather is hot, please put sunscreen on your child before coming to school and impress on him/her the importance of wearing a baseball cap/sun hat during playtime.

Parents of pupils who use inhalers must fill in a special form - please contact Mrs Frankel. All inhalers are stored in the classrooms.

We would be grateful if you would contact Mrs Frankel if your child has any contagious disease eg chickenpox, measles, shingles etc. Children suffering from vomiting or diarrhoea should be kept at home for 48 hours from the last occurrence.

Would you please regularly check your child's hair for head lice so that we can try to keep these unwanted "visitors" out of our school.

For reasons of safety, we do not allow any pupils to bring nuts as we are strictly a "nut-free" school. Through the Government funded Fruit Scheme and school funds, all Reception, Years 1 and 2 pupils are supplied with a free piece of fruit each day.

## FREE SCHOOL MEALS

Since September 2014, all children in Reception, Years 1 and Year 2 have been receiving a free, healthy school lunch, paid for by Government funding. This is called **Universal Free School Meals** or UFSM. You are entitled to this regardless of your income.



### Free School Meals - are you entitled?

This entitlement is separate to Universal Free School Meals.

Children in all year groups from Reception to Year 6 may be entitled to receive a free school lunch if their parents are receiving (or have ever received) any of the benefits listed below. **In the current financial climate, it is even more important to sign up for Free School Meals, especially if your child is in Reception, Years 1 or 2.**

WIJPS will be given extra Government funding for every child whose parent is receiving one of the benefits below so that the school maximises their funding entitlement.

### **The benefits are:**

- Income Support
- Income Based Jobseekers Allowance
- Guarantee element of State Pension Credit
- An income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of 6 April 2010 does not exceed £16,190)
- Working Tax Credit -during the 4-week period immediately after your employment ceases, or after you start to work less than 16 hours per week
- Universal Credit

### **REGISTERING FOR FREE SCHOOL MEAL ENTITLEMENT WILL RAISE MONEY FOR OUR SCHOOL AND BENEFIT YOUR CHILD**

Each child registered for Free School Meals will raise an extra £1,320 for school funds to provide valuable support such as extra tuition, additional teaching staff or after school activities.

Parents who are residents of Redbridge and any other borough can apply via the following link:  
<https://www.redbridge.gov.uk/schools/free-school-meals/>

Thank you for making sure that our school is as well funded as possible.

### **DINNER MONEY PROCEDURES - YEARS NURSERY, 3, 4, 5 AND 6**

All pupils have a choice of either school dinners or a home packed lunch. Dinner money is £2.40 per day. If your child decides to have a packed lunch, you will need to read the school's "Packed Lunch Guide". You will need to make a decision at the start of each half-term as to which facility your child will have.

Ideally, parents (in Years 3 - 6) should use the online payment system - details will be sent to parents once a child is enrolled.

However, if you are paying in cash/cheque, payment must be submitted every week/month (on the first day of the school week) to your child's class teacher. The payment must be placed in an envelope marked with your child's name, class and the amount enclosed stating "cash or cheque".

Please note that no change can be given - any overpayments will be credited to the next week.

Dinner money cheques must be made payable to "Caterlink".

If your child is going to be late for school but will arrive by lunchtime, please telephone before 9.00 am to let us know which lunch option your child will require. If you do not phone by this time, we cannot guarantee a choice of lunch.

The Headteacher regularly reviews the catering services used in school.

### **NURSERY LUNCH CLUB**

Pupils in the Nursery can stay on at 11.40 am to 1.00 pm to join the Lunch Club. The cost for the session is £8 plus £2.30 for lunch. Please see Nursery staff if you would like your child to stay for this facility.



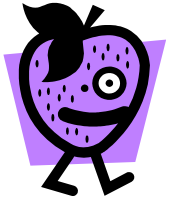
## DAILY MILK

Pupils under the age of 5 are entitled to a free carton of milk each day. Children over 5 are entitled to subsidised milk and parents can register for this with Cool Milk at [www.coolmilk.com](http://www.coolmilk.com). If your child is entitled to Free School Meals (not Universal Free School Meals) - see previous page - you can request milk for your child who is over 5 years old by contacting the school office.

## BREAKTIME SNACKS AND DRINKS



Pupils are encouraged to bring fresh fruit/vegetables (**no** nuts) at morning break time. Water is available from the drinking fountains in the playgrounds but pupils may bring named, plastic water bottles with a sports top.



## WEEKLY SCHOOL AND JEWISH STUDIES NEWSLETTERS

The weekly school Newsletter is distributed every Friday (or the last day of the week) to parents via email. The Newsletter contains essential information eg day-to-day news, forthcoming events, school procedures, website features etc. Please ensure that you have read your copy each week and taken note of its contents.

The Jewish Studies Newsletter is distributed every Rosh Chodesh (new Jewish month). Parents are invited to sponsor an issue to celebrate a birthday or simcha (family celebration) or in memory of a loved one.

## SPARE CLOTHING AND TISSUES

It is suggested that Reception pupils are given a spare pair of knickers/pants and socks in a plastic bag to keep in their school locker.

All pupils should bring in a named box of tissues to school which the class teacher will store.



## PURCHASE OF SIDDIRIM AND CHUMASHIM



At the end of Year 1, we hold a Chaggigat Siddur (Siddur presentation ceremony) when pupils are ready to use the Chief Rabbi's Siddur for Children and Families. It has large print and is beautifully illustrated. We ask parents not to purchase these Siddurim until they receive a letter in the summer term of Year 1. By doing so, the Siddurim will still be brand new for the presentation ceremony.

Pupils in Year 3 begin to learn Chumash and we hold a Chaggigat Chumash (Chumash presentation ceremony) at the end of Year 3 when we ask parents to purchase the school Chumash.

## ITEMS AVAILABLE FROM THE SCHOOL OFFICE

Kippot  
Tzitzit (preferred)  
Chumash  
Siddurim

## SCHOOL UNIFORM - GENERAL INFORMATION

A complete list of boys' and girls' uniform is detailed overleaf.

WIJPS sweatshirts, polo shirts, PE shirts and baseball caps, as well as book bags, PE bags and rucksacks, must be purchased from the WIJPS Friends and PTA Committee. Order forms are available from the school office or on the website. Other items of uniform can be purchased from any retail outlet.

- The only items of jewellery permitted in school are stud earrings for girls only (one per ear only). Boys should not wear earrings. However, please ensure that you remove your child's earrings before they come to school on the day of PE to comply with health and safety regulations. Please try to have piercing done during the school holidays and avoid the term in which pupils attend swimming lessons.
- For health and safety reasons, coloured braid in hair is not permitted.
- Girls/boys with long hair must have this tied back for reasons of safety and hygiene.
- Only soft, small "scrunchies" in blue, black or white may be worn.
- Hair gel and nail varnish are also not permitted.
- Coloured shoes, peeped-toe shoes, boots and trainers are not acceptable as school uniform and suitable school shoes, eg with rubber, non-slip soles, are safer and longer lasting.
- High heels are dangerous and are not permitted in school - only flat, black shoes should be worn.
- Sports socks are not allowed and socks must be worn at all times with school shoes.



## LOST PROPERTY/SECOND HAND UNIFORM

Monitors will return all items which are clearly marked. Pupils must take home all personal belongings, PE kit etc, on the last day of each term. At the end of the summer term, all personal belongings not taken home will be given to charity.

## WIJPS SCHOOL UNIFORM

PLEASE ENSURE THAT ALL ITEMS ARE CLEARLY MARKED WITH YOUR CHILD'S NAME	
<b>BOYS</b>	<b>GIRLS</b>
<b>DAILY CLOTHING</b>	
Grey trousers only (long or short) Blue school polo shirt** Royal blue school sweatshirt** Tzitzit (preferred)* Kippot (compulsory)*	Grey skirt or tunic Blue school polo shirt** Royal blue school sweatshirt** or Royal blue cardigan** Royal blue and white checked dress (optional) Skirts and dresses should be no shorter than knee length (including items worn for non- uniform day)
<b>FOOTWEAR</b>	
Suitable plain black shoes Plain grey or black socks	Suitable plain black shoes Plain grey or white socks Plain grey, white, black or navy tights
<b>PE</b>	
House T-shirt** and navy shorts Girls - skirts over PE shorts optional Black elastic-fronted/velcro fastening plimsolls Footwear - one of the following options: EITHER: Two pairs of plimsolls - clearly marked "indoor" and "outdoor" OR: One pair of plimsolls for indoor PE and a pair of trainers for outdoor PE WIJPS drawstring plimsoll bag** Tracksuit (navy or black) for outdoor PE Spare pair of socks in PE bag (girls)	
<b>OTHER ITEMS</b>	
Plain winter coat (preferably without logos and waterproof) Scarves and gloves (royal blue or navy preferred) WIJPS book bag (Nursery and Reception)** WIJPS rucksack (Years 1 - 6)** Painting overall (old shirt) from Year 1 Reception Year - school provides plastic overall Baseball cap**	

\*Available from the school office

\*\*Available from WIJPS Friends/PTA Committee

**WOHL ILFORD JEWISH PRIMARY SCHOOL  
SCHOOL TERM AND HOLIDAY DATES 2017 - 2018**



<b>AUTUMN TERM 2017</b> <b>Monday 4 September to Thursday 21 December</b>	
<b>INSET DAY</b>	Friday 1 September
<b>FIRST DAY OF TERM</b> YEARS 1 - 6 RECEPTION and CURRENT NURSERY	Monday 4 September Tuesday 5 September
Early closure for Rosh Hashanah (1.30/1.45 pm)	Wednesday 20 September
<b>ROSH HASHANAH</b>	Thursday 21 and Friday 22 September
Early closure for Yom Kippur (1.30 pm/1.45 pm)	Friday 29 September
Early closure for Succot (1.30/1.45 pm)	Wednesday 4 October
<b>SUCCOT</b>	Thursday 5 and Friday 6 October
Early closure for Shemini Atzeret (1.30/1.45 pm)	Wednesday 11 October
<b>SHEMINI ATZERET AND SIMCHAT TORAH</b>	Thursday 12 and Friday 13 October
<b>HALF-TERM</b>	Monday 23 - Friday 27 October
<b>LAST DAY OF TERM</b> Early closure (1.30 pm/1.45 pm)	Thursday 21 December



<b>SPRING TERM 2018</b> <b>Wednesday 3 January - Wednesday 28 March</b>	
<b>INSET DAY</b>	Tuesday 2 January
<b>FIRST DAY OF TERM</b>	Wednesday 3 January
<b>HALF-TERM</b>	Monday 12 - Friday 16 February
<b>LAST DAY OF TERM</b> Early closure (1.30 pm/1.45 pm)	Wednesday 28 March



<b>SUMMER TERM 2018</b> <b>Wednesday 11 April - Friday 20 July</b>	
<b>FIRST DAY OF TERM</b>	Wednesday 11 April
<b>BANK HOLIDAY</b>	Monday 7 May
<b>SHAVUOT</b>	Monday 21 May
<b>SPRING BANK HOLIDAY AND HALF-TERM</b>	Monday 28 May - Friday 1 June
<b>LAST DAY OF TERM</b> Early closure (1.30 pm/1.45 pm)	Friday 20 July

## DATA PROTECTION ACT

Schools, Local Authorities (LAs), the Department for Children, Schools and Families (DCSF), the government department which deals with education, the Qualifications and Curriculum Authority (QCA), Ofsted and the Learning and Skills Council (LSC) all process information on pupils in order to run the education system and Department of Health (DH) and Primary Care Trusts (PCTs) process information on pupils in order to tackle the year on year rise in obesity among children, and in doing so have to comply with the Data Protection Act 1998. This means, among other things, that the data held about pupils must only be used for specific purposes allowed by law. We are, therefore, writing to tell you about the types of data held, why that data is held, and to whom it may be passed on.

The **school** holds information on pupils in order to support their teaching and learning, to monitor and report on their progress, to provide appropriate pastoral care, and to assess how well the school as a whole is doing. This information includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time, schools are required to pass on some of this data to LAs, the DCSF and to agencies that are prescribed by law, such as QCA, Ofsted, LSC, DH and PCTs.

The **Local Authority** uses information about children for whom it provides services to carry out specific functions for which it is responsible, such as the assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them. LAs have a duty under the Children Act 2004 to co-operate with their partners in health and youth justice to improve the well-being of children in their areas. As part of this duty, they will be required to maintain the accuracy of the information held on the Information Sharing (IS) Index about children and young people in their area (see IS Index under Department for Children, Schools and Families).

The **Qualifications and Curriculum Authority** uses information about pupils to administer national curriculum assessments throughout Key Stages 1 to 3. This includes both assessments required by statute and those that are optional. The results of these are passed on to the DCSF to compile statistics on trends and patterns in levels of achievement. The QCA uses the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

**Ofsted** uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual pupils.

The **Learning and Skills Council** uses information about pupils for statistical purposes, to evaluate and develop education policy and to monitor the performance of the education service as a whole. The statistics (including those based on information provided by the QCA) are used in such a way that individual pupils cannot be identified from them. On occasion, information may be shared with other Government departments or agencies strictly for statistical or research purposes only. The LSC or its partners may wish to contact learners from time to time about courses, or learning opportunities relevant to them.

The **Department of Health** uses aggregate information (at school year group level) about pupils' height and weight for research and statistical purposes, to inform, influence and improve health policy and to monitor the performance of the health service as a whole. The DH will base performance management discussions with Strategic Health Authorities on aggregate information about pupils

attending schools in the PCT areas to help focus local resources and deliver the Public Service Agreement target to halt the year on year rise in obesity among children under 11 by 2010, in the context of a broader strategy to tackle obesity in the population as a whole. The Department of Health will also provide aggregate PCT level data to the Healthcare Commission for performance assessment of the health service.

**Primary Care Trusts** use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them. The statistics are used in such a way that individual pupils cannot be identified from them. Information on the height and weight of individual pupils may, however, be provided to the child and its parents and this will require the PCTs to maintain details of pupils' names for this purpose. PCTs may also provide individual schools and LAs with aggregate information on pupils' height and weight.

The **Department for Children, Schools and Families** uses information about pupils for research and statistical purposes, to inform, influence and improve education policy and to monitor the performance of the education service as a whole. The DCSF will feed back to LAs and schools information about their pupils for a variety of purposes that will include data checking exercises, use in self-evaluation analyses and where information is missing because it was not passed on by a former school.

The Children Act 2004 provides for the Secretary of State to issue Regulations requiring the "governing body of a maintained school in England" to disclose information for inclusion on the Information Sharing (IS) Index. The purposes of the index are to:

- Help practitioners working with children quickly identify a child with whom they have contact;
- Determine whether that child is getting the universal services (education, primary health care) to which he or she is entitled; and
- Enable earlier identification of needs and earlier, more effective action to address these needs by providing a tool to help practitioners identify which other practitioners are involved with a particular child; and
- Encourage better communication and closer working between practitioners.

The index will hold for each child or young person in England:

- Basic identifying information: name, address, gender, date of birth and a unique identifying number based on the existing Unique Identifying Number/National Insurance Number;
- Basic identifying information about the child's parent or carer;
- Contact details for services involved with the child: as a minimum school and GP Practice but also other services where appropriate; and
- The facility for practitioners to indicate to others that they have information to share, are taking action or have undertaken a common assessment in relation to a child.

The index will NOT record statements of a child's needs, academic performance, attendance or clinical observations about a child.

All practitioners and system support staff (in LAs who will be responsible for maintaining the data) will have to have relevant training and to have undergone rigorous checks and appropriate security clearance procedures. To ensure high standards of accuracy, information on the IS Index will be drawn from a number of sources including the termly School Census from which, from January 2007, pupils' home address will be collected.



The DCSF will also provide Ofsted with pupil data for use in school inspection. Where relevant, pupil information may also be shared with post 16 learning institutions to minimise the administrative burden on application for a course and to aid the preparation of learning plans.

Pupil information may be matched with other data sources that the Department holds in order to model and monitor pupils' educational progression; and to provide comprehensive information back to LAs and learning institutions to support their day to day business. The DCSF may also use contact details from these sources to obtain samples for statistical surveys: these surveys may be carried out by research agencies working under contract to the Department and participation in such surveys is usually voluntary. The Department may also match data from these sources to data obtained from statistical surveys.

Pupil data may also be shared with other Government Departments and Agencies (including the Office for National Statistics) for statistical or research purposes only. In all these cases the matching will require that individualised data is used in the processing operation, but that data will not be processed in such a way that it supports measures or decisions relating to particular individuals or identifies individuals in any results. This data sharing will be approved and controlled by the Department's Chief Statistician.

The DCSF may also disclose individual pupil information to independent researchers into the educational achievements of pupils who have a legitimate need for it for their research, but each case will be determined on its merits and subject to the approval of the Department's Chief Statistician.

Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child, then please contact the relevant organisation in writing:

- The Headteacher, Ilford Jewish Primary School at Forest Road, Ilford, Essex IG6 3HB
- The LA's Data Protection Officer at London Borough of Redbridge, Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NN
- The QCA's Data Protection Officer at QCA, 83 Piccadilly, London, W1J 8QA
- Ofsted's Data Protection Officer at Alexandra House, 33 Kingsway, London WC2B 6SE
- LSC's Data Protection Officer at Cheylesmore House, Quinton Road, Coventry, Warwickshire CV1 2WT
- The DCSF's Data Protection Officer at DCSF, Caxton House, Tothill Street, London, SW1H 9NA
- The DH's Data Protection Officer at Skipton House 80 London Road London SE1 6LH
- Your local PCT

In order to fulfil their responsibilities under the Act, the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Separately from the Data Protection Act, regulations provide a pupil's parent (regardless of the age of the pupil) with the right to view, or to have a copy of, their child's educational record at the school. If you wish to exercise this right you should write to the school.

## PRIVACY NOTICE

### Privacy Notice - Data Protection Act 1998

We, Wohl Ilford Jewish Primary School, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Susan Senett, School Administrator.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

[http://www.redbridge.gov.uk/cms/education\\_and\\_young\\_people/school\\_support\\_information/strategies\\_plans\\_and\\_policy.aspx](http://www.redbridge.gov.uk/cms/education_and_young_people/school_support_information/strategies_plans_and_policy.aspx)

Or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Research & Data Team  
Lynton House  
255-259 High Road  
Ilford  
Essex  
IG1 1NN

- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

## **FREEDOM OF INFORMATION ACT**

The Freedom of Information Act requires publicly funded bodies, including schools, to be clear about the information they publish. We have produced a publication scheme setting out all the information we publish on a regular basis and where to find it. You can obtain this document from the school office.

## **AVAILABILITY OF INFORMATION**

In accordance with the current Education (School Governing Bodies) Regulations, one copy of the agenda and set of minutes of the meeting of Governors of Wohl Ilford Jewish Primary School are retained in the school office for inspection by parents on request to the Headteacher. Similarly, any other relevant documents will be made available on request.

Parents can see copies of the following documents in school by prior arrangement:

- OFSTED reports on the school
- The school's schemes of work and syllabuses
- The school's policies

For further information, parents may like to visit the DfE website.

## **CHARGES FOR SCHOOL ACTIVITIES - POLICY STATEMENT BY GOVERNORS**

The Governors wish to see the curriculum enriched as far as possible for the benefit of all pupils. They recognise that whatever public funds are made available they will never be sufficient to fund all desirable activities at the required level. They, therefore, reserve the right to:

- Charge parents for activities offered as an optional extra, wholly or mainly outside school hours.
- Seek voluntary contributions from parents to fund activities either within or outside school hours, and provide incidentals, when the activity would only run if there is sufficient funding.
- Charge parents at cost, or in kind, for materials if parents have agreed in advance to own a finished product.
- Charge parents at cost for additional childcare beyond the school day provision and out of hours learning time at a cost of £5 per 15 minutes.
- Request parents to voluntarily provide incidental equipment eg football boots.
- Reclaim from parents a contribution towards the cost of wilful breakages and damage.

- Charge parents for the cost of providing, on written request, copies of pupils' educational records.

Remissions: Governors will consider remitting charges in respect of board and lodging, materials, and activities outside school hours if the pupil qualifies for "Pupil Premium".

No child will be left out of a curriculum based activity carried out during school hours because his or her parent cannot or will not make a contribution to the cost of the activity.

It is not always possible to make an exact costing for each trip but it is the school's policy not to make a profit on outings. However, if any excess is made, either a refund will be given to parents or the excess will be used to subsidise future trips.

It was agreed that the Headteacher had the authority to deal with cases of need individually as and when they arise.