

Hertfordshire County Council

## **HERTSMERE JEWISH PRIMARY SCHOOL**

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**Headteacher: Mr Steven Isaacs**



# **THE PARENT PACK**

**A Booklet of Information for all HJPS Parents  
for the Academic Year 2015 - 2016**

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## Mission Statement

It is our mission to produce well-rounded individuals who possess the deep moral feelings that lie at the root of our Jewish religion and the intellectual curiosity, which lay the foundation for future learning. We attempt to achieve all this in a happy and caring environment. The children spend seven of their most formative years in our school and it is our aim, above all else, that they should experience, during these years, all the fun, pleasure and joy of childhood.

- HJPS is a school whose very foundation and nature is based on **tradition, respect, excellence and inclusion**.
- HJPS is a school which inspires children with a love of Jewish life, beliefs and values, together with a thirst for learning.
- HJPS is an Orthodox community school that appreciates and treats all of its families as valuable stakeholders.
- HJPS is a school which provides and achieves equal standards of excellent **teaching and learning** across both the National Curriculum and Jewish Studies.
- HJPS is a school where high standards of respect are demanded between and towards families, staff and pupils.
- HJPS is a Learning Community. School leadership sets the standards for self-improvement, accountability, humility, communal responsibility and a commitment to lifelong learning.

## From the Headteacher

Dear Parent

This "Parent Pack" gives parents of HJPS an overview of the school, listing the various procedures and regulations necessary to facilitate the smooth running of the school.

However, as with any fast-growing and evolving organisation, systems change from year to year and we have therefore found that updating and re-issuing this handbook annually helps to keep parents well informed.

I hope you will read this booklet carefully and keep it for reference during the year. If you have any queries or questions relating to its contents, please contact the school and we will be pleased to help. I look forward to a productive working relationship with you and your child.

Yours sincerely



Mr Steven Isaacs NPQH MA BEd (Hons)  
**Headteacher**

## From the Chair of Governors

Dear Parent

The Governing Body exists to support the Headteacher and staff and to provide a strategic framework for the school. The Governors delegate the duty of educating your children to the staff of the school and are extremely proud of the results. We believe the school thrives on co-operation between all stakeholders and we welcome you to our school community in that spirit.

From its earliest beginnings, it was always envisaged that HJPS would be, in all possible ways, a centre of excellence. We want our pupils to achieve the very highest level in both secular and Jewish Studies, to develop a love of Israel, and at the same time we want them to be safe, to be happy and to make you proud of them. We believe that a visit to the school or a review of our last Ofsted report will show that we are succeeding in these ambitions.

To deliver on these ideals we rely on your support to reinforce the education and values acquired by your child from the school and to participate fully in the life of the school community. Additionally, as the school is voluntary aided - as are most state funded faith schools - not all of its budget is funded by the Government. We therefore ask for your financial support to fund Jewish education and to supplement areas of the secular curriculum as we strive to maintain high standards. In particular:

- (a) As a Jewish school, security is always of great concern to us and improvements have been made this year to ensure the highest levels of safety for our children and staff. Although some funding is received from the Government, it is not sufficient to meet the needs of the school.
- (b) We are expected to resource our own IT equipment. This is by far the most expensive area of the curriculum, for which we receive only a minimal amount of help from the Government. We believe it is essential to our pupils' education that they should have access to the latest developments in technology.
- (c) As a voluntary aided school, the governing body is responsible for the maintenance of and improvements to the school premises. The provision of proper facilities is vital and is simply not affordable from Government funding.

For these and other reasons, we ask that you make a voluntary contribution to the Hertsmere Jewish Primary School Trust. The Trust, which owns the school's land and buildings, exists to support the school and its trustees are responsible for making grants to the school which are used to fund these vital, additional resources.

As the name suggests, the contributions we ask you to make are entirely voluntary, but without your continuing financial support, the school cannot continue to meet the high standards that you as parents expect. Your voluntary contributions may be paid by cheque or direct debit, which is the preferred method of payment. If your voluntary contribution is paid by way of Gift Aid, you may be able to claim tax relief as a charitable donation through your Self Assessment tax return. Payment by Gift Aid also enables the Trust to enhance the funds you donate by 25%. We do ask that you make payment of the voluntary contribution a priority. I know your child's development, health and happiness are no less important to you than to the school. Together, we can ensure the very best learning environment for them, which is what we believe they deserve.

On behalf of the governing body, whether you are a new or an existing parent, I would like to welcome you and your child to the school community and wish your child every success during their time at HJPS.

I wish you and your child a happy and healthy year ahead.



Dr Daniel Summerfield  
Chair of Governors

## **Access to School**

### Arrival and Departure

The pedestrian entry gate will be open from 8.15am and pupils can make their way to the front doors. Pupils may not be left unsupervised prior to 8.15am. It is not the responsibility of the security guards to look after pupils at this time and unsupervised pupils can often distract them. Pupils in Reception – Year 6 are able to enter the school from 8.20am and will be supervised in their classes. Pupils in Nursery must be accompanied by an adult into school.

Parents run a “drop & go” rota system to allow pupils in Reception – Year 6 to get out of the car without having to park. Volunteer helpers are always welcome. In wet weather the pupils go through the main entrance and go straight into their classrooms where they will be supervised. Pupils arriving after 8.45am must be accompanied by the adult bringing them to the main entrance and sign in the “late arrivals” book. Parents of persistent late comers will be invited to meet with a member of the Senior Leadership Team to discuss any issues relating to this. At the end of the day parents of pupils in Nursery – Year 2 should make their way towards their child’s classroom via the side of the school. Parents of pupils in KS2 should wait at the main gate.

Parents and carers are **NOT** to walk through the school or enter classrooms unannounced. If you need to come into school for any reason please report to the Front Desk in the foyer where the receptionist will be pleased to help. If any younger children need to use the toilet, they may be taken around the left hand side of the building to the playground toilets. Adults needing to use the toilet must first report to the Front Desk and then proceed to the disabled toilet. Please do not use the staff toilets.

If you are visiting the school for any reason outside the normal “rush hour”, for Health & Safety as well as security reasons, you are also expected to sign in and out of the Visitors Book. A visitors badge must be worn at all times. When arriving for an appointment, please report to the Front Desk from where you will be collected by the relevant member of staff.

Class registration for all classes is taken twice daily, at the beginning of morning and afternoon school. Please sign in if your child arrives late and sign out if you are collecting your child before the official end of school. This **MUST** be done so we are aware at all times of exactly who is on the premises, both from a security and health & safety aspect.

**If there are any changes to your usual collection arrangements, please notify the school immediately by telephone or email. Be sure to include your child’s name and class in all emails to ensure your instructions are forwarded appropriately. Should your arrangements change less than one hour before the end of school, please telephone in only as emails are not constantly monitored.**

### Animals on Site

Please ensure that dogs are kept inside your car at all times; they are not allowed to walk or be carried on school grounds.

### Pedestrians

Please walk on the pavement and not in the road. The pavement is narrow and it is recommended that you walk in single file.

### Car Park

Passes are allocated to the youngest sibling to enable parents to enter the car park at the earliest time required. Each family is allocated two passes. Please contact the School Office if you require passes for other caregivers or if you have a regular rota and require a pass for an earlier time than allocated. Please do not request an earlier pass for ad hoc arrangements such as play dates or appointments; if you require earlier entry on a specific day please alert the School Office by telephone or email.

Please allow extra time for bad weather. Pupils will not be allowed out of the school gates until their parent or carer is at school to collect them. Please do not sit in the car and wave to your child/ren to join you – they will not be allowed out.

- You must display the new 2015-16 coloured car park pass in your windscreen when entering and leaving the car park.
- If no pass is visible you will be turned away.
- Please park courteously within the bay lines to maximise spaces.
- Please be extra vigilant when driving in, out and around the car park.
- Please stay as near to the road markings as possible when turning right onto Watling Street to ensure there is an exit for those turning left. This will increase the flow of traffic exiting the

access road.

- Premises, security staff and parent volunteers should be addressed in a polite and courteous manner. They are enforcing the guidelines set out by the school and governing body to ensure the safety of pupils and all users of the premises and car park.

**You must not:**

- Make a 3 point turn in the access road.
- Overtake on the access road.
- Use the top of the access road as a turning circle; you must go around the car park to exit.
- Leave your child unattended at any time. Pupils will not be allowed to enter the school before 8.15am unless attending the Morning Facility.
- Allow your child to run ahead of you. Keep all children under your care with you at ALL times.
- Under any circumstances, use a mobile phone whilst driving on the access road or in the school car park.

Drop & Go – for pupils in Reception – Year 6

- Drop & Go operates from 8.15am
- The Drop & Go is the area of the car park on the bend closest to the school gates.
- No-one is allowed to stop in this area unless they are using the Drop & Go facility.
- Do not park and leave your car in this area at any time.

Collection at the end of the school day

- Coloured passes are allocated to the youngest sibling to enable you to enter the car park at the earliest time required.
- No pupil will be allowed to leave the premises without adult supervision.
- You **MUST** park in a bay when collecting.
- Please vacate the car park as quickly as possible to allow parking for others.

| <b>Year Group</b>   | <b>Pass Colour</b> | <b>EARLIEST Entry Time to Car Park</b> | <b>Procedure</b>                              |
|---------------------|--------------------|--|---|
| Nursery - Reception | Pink               | 3.20pm                                 | Please make your way to the double back doors |
| Year 1 - 2          | Green              | 3.30pm                                 | Please make your way to your child's class    |
| Year 3 - 6          | Red                | 3.50pm                                 | Please wait at the school gate                |

Appropriate notices will be issued to anyone who is unable to co-operate with these regulations. Should the car park rules be abused:

- The parent/carer will be verbally warned, advising of the issue.
- The parent/carer will receive a written warning that should the rules be abused again, the parent/carer will be banned from using the car park.
- The parent/carer will be asked to return their pass, removing the ability to access the school gates by car. The pass will be returned after one term.

These are measures to ensure that serial offenders do not have the automatic right to use the car park and this will obviously make collecting and dropping off children very difficult.

**Appointments**

If your child needs a medical appointment during school time or wishes to visit a secondary school, parents must fill in an absence form which can be downloaded from the school website. We would urge you to make all appointments outside school hours where possible as constant absences disrupt the learning environment and affect pupil progress.

**Authorised/Unauthorised Absences**

In accordance with official guidelines it is expected that family holidays will be planned to fit in with school holidays; the Headteacher no longer has the discretion to authorise an absence during term time other than in exceptional circumstances. If your child does need a pre-arranged absence, a leave of absence form should be sent to the Headteacher asking for permission, explaining why the absence is absolutely necessary. All such requests should be received well in advance of the proposed absence together with invitations or letters to support the request. Attendance is monitored by OFSTED and where there is a prolonged or frequent absence we have an obligation to inform the Attendance Officer at Hertfordshire County Council.

## **Birthdays**

Birthdays are celebrated at school and you may, if you wish, send in popcorn for the class but this MUST be Parev and have a hechsher (seal of Rabbinical supervision). We would ask that you look carefully at the ingredients to ensure that they do not contain any nut products.

If your child is having a birthday party to which school friends are being invited, or indeed if you are entertaining any pupil of HJPS at any time, please ensure that all food served is strictly kosher.

The latest Kashrut Guide is available to download at <http://www.kosher.org.uk/article/download-kosher-nosh-guide-2014-0>. The Kashrut Division of the London Beth Din can be found at [www.theus.org.uk](http://www.theus.org.uk) or contacted on 020 8343 6255, email [info@kosher.org.uk](mailto:info@kosher.org.uk). Please understand if a child comes to your home with their own snack box. This is not an insult to you, but a way in which parents may feel they are ensuring that their own Kashrut standards are adhered to. If the whole class is being invited, the class teacher will be pleased to distribute invitations. If not, it is up to you to send out invitations so that no embarrassment or distress is caused in the classroom to pupils not invited. Class lists are available from the School Office. Birthday parties should not be held on Shabbat or Jewish Festivals nor at venues where non-kosher food will be served and the school reserves the right to check invitations, from time to time, to ensure that this request is being followed.

## **Code of Behaviour**

Your child is not permitted to bring any dangerous object into school. The school has the right to internally/externally exclude pupils for repeated breaches in acceptable codes of behaviour.

## **Data Collection Sheets**

Every pupil is given a Data Collection Sheet at the beginning of the academic year which MUST be amended if necessary, signed and returned to the School Office by the date given. Please ensure the emergency contacts you give are people who would be able to collect your child during school hours if necessary. However, parents are always telephoned in the first instance even if they are not the first point of contact.

It is our statutory obligation to send information to both parents regarding your child's education. Please ensure that we have contact details of both parents if different from your child.

## **Emergency School Closure**

A text message will be sent to one contact in every family in the school should it need to close in the case of an emergency. Please email the School Office if you change your mobile number so that our records can be updated. It is your responsibility to check your mobile each morning before leaving for school in case of emergency closure. This is, of course, especially important during inclement weather.

## **eSafety Policy**

The school has policies in place to ensure the safety of all pupils whilst using the internet. The eSafety policy on this can be found on our website. You should conduct a level of communication with your child which reflects the ethos of the school and respect the health and well-being of staff and pupils alike. This would be particularly relevant when using social networks.

## **Events and Special Assemblies**

Special assemblies, presentations and events will be held during the year to celebrate Chagim (festivals) and special events. It is regrettably not possible to invite all parents to all events, but our diary has been worked out in order that you will be invited to at least one special occasion during the school year.

## **Extra-Curricular Clubs**

There are a variety of extra-curricular clubs offered to pupils. Clubs are run by different providers. Please contact all providers direct to discuss their provision as the school does not administer any after school clubs. Details of clubs will be emailed to parents and are available on our website. Music tuition is given during lunch and lesson-times; further details are available from the School Office.

## **Food**

### Lunch

Lunch is served daily to pupils in Reception – Year 6 and those children attending Little Herts. Our kitchens serve meat meals. As with any large group, we are unable to please “all of the people all of the time” but we will endeavour to do our best and we would ask you to positively encourage your child to try foods which may be new to them. The act of socialising and eating together is an integral part of the children’s education and every pupil will be expected to have school lunch.

Lunch letters for pupils in KS2 are sent out prior to the end of the academic year and lunch fees are payable termly in advance. Parents are urged to pay for lunches promptly to avoid the build-up of an amount, which may become unmanageable. Credits for lunch will be given for absences of five or more consecutive days and it will be up to the individual parent to “claim” against their next lunch bill.

Free school meals are available to parents in receipt of Income Support. Full details on terms of eligibility can be found at [www.hertsdirect.org.uk/freeschoolmeals](http://www.hertsdirect.org.uk/freeschoolmeals). New free school meals applications can be made online by visiting this website, alternatively you can call 0300 1234048 for further information.

### Snacks

Fresh fruit or washed vegetables only may be brought in for morning break. Pre-prepared fruit or vegetables must be brought to school in a named plastic bag which will be discarded daily. All pupils in Foundation Stage and Key Stage 1 receive one piece of free fruit each day through the “Fruit for Schools Scheme”.

Only Kosher food should be brought into the school car park.

**No nuts, products containing nuts, those which may contain nuts, products containing palm oil, sesame seeds or sesame derivatives are allowed on the school premises at any time.**

## **HJPS Nursery**

The Nursery hours are:

Autumn & Spring terms            Monday – Thursday 12.30pm – 3.30pm  
Friday 8.30am – 11.30am

Summer term                        Monday – Friday 12.30pm – 3.30pm

Please bring your child through the right-hand side of the building to the rear door of the Nursery. At the end of the session, please return to the Nursery door for collection.

By the rear Nursery door, you will find lists where you are requested to note who, if not you, is collecting your child that day. There are also lists where parents may sign up to help – parental help in the Nursery is always welcomed and much appreciated.

All other details regarding late arrival or early collection are as detailed at the beginning of this booklet and are as per the main school.

Nursery children are expected to wear a nursery uniform. All items of clothing should be named and your child should have a complete set of spare clothes (these do not have to be uniform) kept at the Nursery in case of accidents. Boys are required to wear a kippa and tszizit at all times.

## **Illness**

Please telephone or email the school each day that your child is absent due to illness. It is essential that we are informed if the illness is contagious. Public Health guidelines state that pupils should remain absent from school for 48 hours from their last episode of diarrhoea or vomiting. On your child’s return to school a brief letter of explanation should be addressed to your child’s class teacher.

If your child becomes unwell during the school day we will only call you if we consider it necessary for him/her to be collected, eg temperature, lethargy, vomiting or accident requiring further treatment. If we are unable to get hold of your child’s primary carer we will call the alternative contacts as provided by you. It is not in the best interest of your child or any other pupils in the class for an individual who is clearly unwell to remain in school.

We do not administer medicines at school and if your child does need any medication you may come in at pre-arranged times to give this yourself. If your child is prescribed an asthma inhaler, an epipen or Jextpen for severe allergic reactions, this must be kept in a plastic box with a photograph of your child on the lid and a written protocol inside. This should be collected at the end of each term to enable parents to check all items are within the specified “use by date”. Pupils will not be allowed to carry their own inhalers whilst in school. If your child requires Piriton or any other form of medication that has to be kept in school due to the severity of the condition, a

Medical Consent Form must be filled out and only medicines in the boxes prescribed by the GP will be accepted. Your child's class teacher will be pleased to discuss any individual medical needs with you.

Unfortunately, head lice are an everyday part of school life and if your child has live lice, you will be asked to collect him/her to provide treatment with one of the many proprietary brands that can be obtained from your clinic or chemist. The best deterrent for head lice is daily combing with a fine-toothed comb and conditioner used after hair washes. Do not use the head lice treatments as a deterrent as it makes them ineffective when really needed.

### **Milk**

School milk is provided free to pupils in Nursery and to those pupils in Reception who are aged 4 for the whole of the relevant term. Pupils in Key Stage 1 are offered subsidised milk daily; this is free for pupils in receipt of free school meals. A milk order form is sent out termly and we ask all interested parents to respond by the requested date.

### **Morning and Afternoon Facilities at HJPS**

Pupils may be dropped off between 7.45am and 8.00am at the school gate. Pupils are supervised until 8.15am in the playground or, if the weather is inclement, in the hall. They are offered a drink and a piece of fruit. At 8.15am they are joined by the rest of the pupils arriving at school. Pupils in Nursery will be escorted to the Nursery at this time.

The Afternoon Facility is available to pupils in Nursery - Year 2. Pupils are supervised in a classroom and have access to a variety of activities. They are provided with a drink and a piece of fruit. At 4.00pm all pupils are brought out of school to the gate. Parents must sign the register to record that your child has been collected.

### **Newsletter**

A newsletter is emailed every week by Friday lunchtime. We are pleased to include any lost property appeals but are unable to run advertisements for rotas, child-minders etc. The PSA produces its own excellent newsletter on a regular basis and will be pleased to include any insertions of this nature.

### **Outings and Visits from Outside Agencies**

Pupils will, from time to time, go on educational outings for which written parental permission will be required. Your child's data collection sheet shows if this permission has been granted. You will be informed of such outings via email. Letters are also available for download from the website. If parental help is required, this will be requested by the class teacher and chosen by ballot to give every parent who wishes to attend a fair opportunity to do so.

All transport for these events will be booked with a reputable coach company and all pupils will wear lap straps or seatbelts. If the outing spans the whole day, a picnic lunch will be provided by the school. It is usual for a voluntary contribution to be requested to cover the costs of any outings or internal visits. In line with the Governors' Policy on Charging, no pupil will be penalised if their parent is unable to make a contribution, but it must be pointed out that without sufficient parental contributions it may not be possible to proceed with the outing.

Year 3 pupils have swimming lessons at The Venue in Borehamwood; each class having the equivalent of 1½ terms of lessons. Pupils travel by coach accompanied by members of the school staff.

We also arrange ad-hoc visits from travelling theatre groups, musicians, authors etc. If any cost is incurred for these visits you may be asked to contribute towards the cost. In line with the Governors policy, no-one will be excluded if you are unable to contribute. On such an occasion please contact the Bursar to discuss the matter in strict confidence.

### **Parent Staff Association**

The school is fortunate to have a supportive and pro-active Parent Staff Association, which arranges a variety of events throughout the year with the aim to raise much needed funds for extra-curricular provision and provide social interaction for parents. The PSA also assist with events in school. New parents are always welcome and we hope that you will involve yourself in the PSA. Practical help is always appreciated. Classroom Representatives are elected early in the Autumn Term. Each class also has a Class Representative to deal with any local queries or problems that may arise in each individual class on non-educational issues. Please contact the PSA Chair if you

have any concerns, ideas or offers of help. The Annual General Meeting of the PSA is held early in the Autumn Term. The PSA “mail box” is situated in the main school foyer.

### **Pastoral Care and Support**

Your child’s welfare and well-being is of the utmost importance to us. Please do speak to your child’s class teacher in strict confidence if there is any matter which you feel may affect your child, ie bereavement, illness, redundancy or a change in home circumstances.

### **Privacy Notice Data Protection Act 1998**

Hertsmere Jewish Primary School has a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about your child/children from previous schools and the Learning Records Service where applicable. We hold this personal data and use it to:

- Support pupil teaching and learning;
- Monitor and report on pupil progress;
- Provide appropriate pastoral care;
- Assess how well the school is doing.

This information includes your child/children’s contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, special educational needs and any relevant medical information. We will not give information about your child/children to anyone outside the school without your consent unless the law and our rules allow us to. We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information we hold and share about your child, please contact the School Office. If you require more information about how the Local Authority (LA) and/or DfE store and use this information, then please go to the following websites:

- <http://www.hertsdirect.org/services/edlearn/privsch/>
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0064391/who-the-department-passes-pupil-data-to>
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/a0077959/what-the-department-does-with-pupils-and-childrens-data>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Data Protection Team, Information Governance Unit, Room C1 County Hall, Pegs Lane, SG13, [www.education.gov.ukdataprotection@hertsc.gov.uk](mailto:www.education.gov.ukdataprotection@hertsc.gov.uk)
- Department for Education, Sanctuary Buildings, Great Smith Street, SW1P 3BT. <http://www.education.gov.uk/help/contactus>, Telephone: 0370 000 2288

### **School Structure and Hours**

Please check the early finishing times at the back of the booklet for Fridays during the winter months and Erev Chagim (the day before a festival). Normal start and finish times are as follows:

| <b>Key Stage</b> | <b>Year Group</b> | <b>Start Time</b> | <b>Finish Time</b> |
|------------------|-------------------|-------------------|--------------------|
| Foundation       | Nursery           | 12.30pm           | 3.30pm             |
| Foundation       | Reception         | 8.40am            | 3.30pm             |
| Key Stage 1      | 1 - 2             | 8.45am            | 3.40pm             |
| Key Stage 2      | 3 - 6             | 8.45am            | 4.00pm             |

### **Security**

The school employs a security firm who provide CST trained security guards. It is not the function of these guards to act as car park attendants, although they are instructed to ask drivers to move their car if it compromises the health and safety of the pupils and staff. Security staff may change from time to time and may not always recognise you or know where to find your car park pass. We expect all parents to treat the security guards with courtesy and respect – please remember they are carrying out their duties for the well-being and safety of your child. If you have any concerns regarding the security provision, please inform the school in writing. Similarly, any parents or carers who do not treat the security guards with courtesy will be asked to meet with one of the school’s Senior Leadership Team.

## Staff List as at May 2015

### Senior Leadership Team

|   |                 |
|---|-----------------|
| Headteacher/Safeguarding & DSP                    | Mr S Isaacs     |
| Deputy Headteacher/Deputy DSP/Head of Early Years | Mrs K Cohen     |
| Head of Jewish Studies                            | Mr D Lax        |
| Inclusion Manager                                 | Miss C Stephens |
| Finance & Systems Manager                         | Mrs K Thomas    |
| KS1 Leader  | Miss N Rubin    |
| Lower KS2 Leader                                  | Mrs J Kaye      |
| Upper KS2 Leader                                  | Mrs N Rose      |
| Curriculum Development Leader                     | Mrs L Nahum     |

### Teaching Staff:

|                |               |                 |                 |
|----------------|---------------|-----------------|-----------------|
| Mrs E Album    | Mrs B Forman  | Mrs R Milman    | Miss F Shaw     |
| Mrs L Baher    | Mrs H Galpert | Mrs J Myeroff   | Ms S Skolnek    |
| Mrs E Bennett  | Miss G Geffin | Mrs L Nahum     | Mrs J Spencer   |
| Miss J Boyar   | Mrs D Green   | Miss N Polak    | Miss C Stephens |
| Rabbi M Braham | Mr S Isaacs   | Mrs M Pomerance | Miss D Wagner   |
| Mrs M Brown    | Mr Z Jacobson | Mrs C Rabin     | Mrs A Waller    |
| Mrs K Cohen    | Mrs J Kaye    | Mrs N Rose      | Mrs S Warren    |
| Mrs J Curzon   | Mr D Lax      | Mrs L Rubin     | Mrs R Wolman    |
| Mrs E Davies   | Mrs N Lipman  | Miss N Rubin    | Miss J Young    |
| Mr A Denham    | Mrs H Martin  | Mrs N Sager     |                 |

### Support Staff:

|                |                 |                 |                |
|----------------|-----------------|-----------------|----------------|
| Mrs E Baker    | Mrs H Gale      | Mrs S Petar     | Mrs J Shindler |
| Mrs K Berg     | Miss A Heilpern | Mrs M Phillips  | Mrs K Sloam    |
| Mrs C Cant     | Mrs S Isaacs    | Mrs M Rosen     | Mrs V Spalter  |
| Mrs J Coleman  | Mrs A Jankunas  | Mrs C Rosenberg | Mrs D Taylor   |
| Miss E Collins | Miss A Koffman  | Mrs H Salter    | Mrs M White    |
| Ms S Conn      |                 |                 |                |

### Midday Supervisory Assistants:

|                |                |
|----------------|----------------|
| Mrs J Shindler | Mrs M Phillips |
|----------------|----------------|

### Administrative and Finance Team:

|              |               |                |                   |
|--------------|---------------|----------------|-------------------|
| Mrs T Clark  | Mrs L Field   | Mrs K Kingston | Mrs A Rabinovitch |
| Mrs E Cooper | Mrs A Goodman | Mrs J Krendel  | Mrs K Thomas      |

### Premises Team:

|              |                         |
|--------------|-------------------------|
| Mr T Higgins | Mr C Apostol Stefanescu |
|--------------|-------------------------|

### Trainee Teachers

The school is proud to be associated with a variety of universities and colleges which offer teacher training courses. We welcome the opportunity for students to work in our school and teach classes under the strict guidance of the class teacher.

Your child's class could be taught by a trainee teacher for a day, a week, or longer during the course of the year.

### Tzedaka (Charity)

All our pupils learn about the mitzvah of helping those less fortunate than ourselves and we encourage each child to bring a few coins to school on Friday and hopefully one other day in the week, for our Tzedaka collection. On a regular basis the money collected is sent to a charity, recognising our affiliation with children, the wider community and Israel. Mr Lax is always pleased to hear from any child with an interest in a particular charitable organisation.

## Uniform

We have two uniform suppliers who supply the school. If you have any queries regarding school uniform, please contact the School Office. Pupils are expected to wear specific uniform for special occasions such as choir performances etc. Boys are expected to wear a school kippah and tzitzit at all times. Girls' long hair should be tied back at all times and boys' hair should be kept short, neat and tidy. If boys' hair falls below their shirt collar they will be asked to tie it back. Girls' hairbands clips and ribbons must be dark purple or navy. All clothing must be marked with your child's name and it is preferable that you use pre-printed sew-in labels, rather than ink which fades with washing. A lost property box is kept and regularly sorted in order that named items can be returned to their owners. If you wish to look in the school for your child's missing clothing, this is permitted before 8.45am and after 4.15pm when all the pupils have left the premises or on Open Evenings. At the end of each half-term unclaimed items will be disposed of. Your child will be informed of the day their PE lesson is held and should bring their PE kit to school then. We regret we are unable to telephone home if a PE kit has been forgotten. The pupil will, instead, join another class or, if appropriate, participate in bare feet.

Our approved uniform suppliers are:

### Uniform4Kids

Howard Bros, 30 The Broadway, Mill Hill NW7 3LL, Telephone: 0208 959 4987

Website: [www.uniform4kids.com](http://www.uniform4kids.com), Contact: Mr Beresford, Agent: Lisa Sylvester

Click and collect service for online orders from 408 Centennial Park, Elstree WD6 3TN

### Clive Mark School Uniform

Uniform House, Units 1-5 Consort Rd, Kings Norton Business Centre, Birmingham B30 3HD

Telephone: 0121 459 4599, Email: [websales@clivemark.co.uk](mailto:websales@clivemark.co.uk),

Website: [www.clivemark.co.uk](http://www.clivemark.co.uk) - This is an online service only

## Uniform for Reception – Year 6:

### Girls

School sweatshirt or cardigan with embroidered logo

Navy skirt or navy pinafore dress

Purple gingham drop-waist regulation summer dress\*

\*as supplied by our official outfitters only

### Boys

School sweatshirt with embroidered logo

Navy tailored trousers / shorts

School kippah

Tzitzit

### All

White polo shirt with logo

Warm, waterproof coat with hood

SENSIBLE black or navy shoes/sandals with laces, buckle or velcro (no trainers)

Legionnaire's cap or baseball cap, with logo (Summer)

PE kit: navy shorts, plain white t-shirt, navy joggers, black plimsolls

## Uniform for Nursery:

### Girls

Purple school cardigan with embroidered logo

Navy leggings

Dark denim skirt with leggings underneath

Shabbat – any skirt

Purple gingham drop-waist regulation summer dress\*

\* as supplied by our official outfitters only

### Boys

Kippah

Tzitzit

Shorts

### All

Purple school polo shirt with embroidered logo (may be worn in Reception)

Purple school sweatshirt with embroidered logo

Navy jogger bottoms

Closed-in shoes with buckle/velcro or trainers

Wellington boots to be left in school

Waterproof raincoat

No vest tops/sleeveless tops, open-toed sandals or crocs to be worn at any time.

All other items such as hats, scarves, school bags, PE bags etc., may be to your child's individual choice as we value our pupils showing their individuality. Fleece may be worn instead of a coat, but are not to be worn in school.

## Video and Photography

Class assemblies, presentations and performances: A photo call will be held at the event either before, after (or both), when parents will have the opportunity to take still photographs of their child/ren. For the duration of the event, any parent wishing to make a video recording will be placed in a specific area at the back of the venue. Video recording from the seating area is not permitted. No flash photography is allowed.

Demonstration Sedarim and other religious occasions: A photo call is held either before or after the event. No video recording may take place.

Sports Day and outdoor activities: Parents may take non-flash photography during these events. Video recording may take place from a specifically designated area.

Chagigat HaSiddur, Chagigat HaChumash and Year 6 Leavers' Presentations:

A photo call will be held either before or after the event. A professional video company will be employed to take a video recording, which will then be copied and sold at a nominal charge. The operative is DBS checked and copyright of the event will remain the property of the school.

**All photographic images and video recordings taken by parents are for personal and family viewing only and may not be copied or shared with a third party without the permission of the school. Under no circumstances are images of children other than your own or images of staff members to be shared over the internet or social media.**

## Visiting the School

### Dress Code

When volunteering in school or visiting for a school event you are asked to conform to the religious ethos of the school regarding dress code. Men must have their heads covered and ladies must wear modest dress at all times. We therefore request no sleeveless or incomplete tops and skirts must be on or below the knee. In line with government legislation the school is a non-smoking site. Parents are also requested not to chew gum when visiting the school.

### Mobile Phones

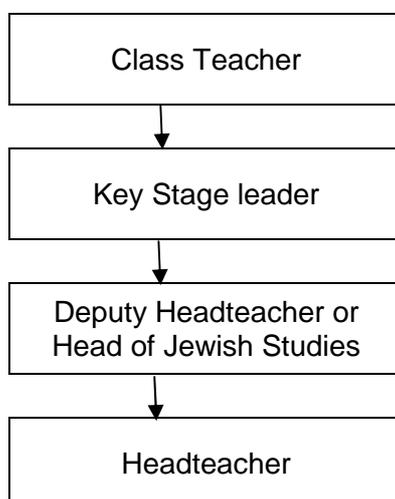
We respectfully request that mobile phones are either switched off or on silent mode whenever parents are on the school premises.

## Your Child's Progress

A Curriculum Evening is held for parents of children in Reception - Year 6 in the early part of each academic year which explains the teachers' aims for that year.

Parents' Evenings are held twice a year when teachers meet with parents to discuss each child individually. Written reports are sent out annually. Every year group have a week dedicated to Lesson Drop Ins. Parents are invited into school to participate in their children's education. Please send in a note or email if you wish to meet with your child's class teacher. If emailing, please ensure that you include your child's name and class for ease of onwards transmission. Teachers in Year 1 – Year 6 are unable to meet briefly before or after school. Foundation stage teachers may be more readily available at the start or end of the sessions.

If, having spoken with your child's class teacher, you wish to speak to someone else, the 'line management' process is:



# Term Dates 2015 - 2016

| <b>Autumn Term 2015</b>   |  |
|---|--|
| <b>Wednesday 2<sup>nd</sup> September - Friday 18<sup>th</sup> December (66 Days + 1 Staff Day)</b> |  |
| Tuesday 1 <sup>st</sup> September   | <b>INSET day</b> (no pupils in school)                   |
| Wednesday 2 <sup>nd</sup> September   | <b>Start of term</b>                                     |
| Monday 14 <sup>th</sup> and Tuesday 15 <sup>th</sup> September                                      | <b>School closed</b> (Rosh Hashanah)                     |
| Wednesday 23 <sup>rd</sup> September  | <b>School closed</b> (Yom Kippur)                        |
| Monday 28 <sup>th</sup> and Tuesday 29 <sup>th</sup> September                                      | <b>School closed</b> (Sukkot)                            |
| Monday 5 <sup>th</sup> and Tuesday 6 <sup>th</sup> October  | <b>School closed</b> (Shemini Atzeret and Simchat Torah) |
| Monday 26 <sup>th</sup> October - Friday 30 <sup>th</sup> October                                   | <b>Half term</b>   |
| Friday 18 <sup>th</sup> December  | <b>Last day of term</b>                                  |

| <b>Spring Term 2016</b>  |                         |
|--|-------------------------|
| <b>Monday 4<sup>th</sup> January - Wednesday 20<sup>th</sup> April (71 Days)</b> |                         |
| Monday 4 <sup>th</sup> January   | <b>Start of Term</b>    |
| Monday 15 <sup>th</sup> February - Friday 19 <sup>th</sup> February              | <b>Half term</b>        |
| Friday 25 <sup>th</sup> March  | <b>Bank Holiday</b>     |
| Monday 28 <sup>th</sup> March  | <b>Bank Holiday</b>     |
| Wednesday 20 <sup>th</sup> April   | <b>Last day of term</b> |

| <b>Summer Term 2016</b>   |                         |
|---|-------------------------|
| <b>Tuesday 3<sup>rd</sup> May - Friday 22<sup>nd</sup> July (53 Days)</b> |                         |
| Tuesday 3 <sup>rd</sup> May   | <b>Start of term</b>    |
| Monday 30 <sup>th</sup> May   | <b>Bank Holiday</b>     |
| Tuesday 31 <sup>st</sup> May - Friday 3 <sup>rd</sup> June                | <b>Half term</b>        |
| Monday 13 <sup>th</sup> June  | <b>Shavuot</b>          |
| Friday 22 <sup>nd</sup> July  | <b>Last day of term</b> |

190 Pupil Days + 1 Staff Day + 4 Twilights

## Early Finishing Times for the Academic Year 2015 – 2016

| <b>SEPTEMBER</b>                               | <b>HJPS Nursery</b> | <b>Reception</b> | <b>Years 1 - 2</b> | <b>Years 3 - 6</b> |
|--|---------------------|------------------|--------------------|--------------------|
| Friday 18 <sup>th</sup> , 25 <sup>th</sup>     | 8.30-11.30          | 3.00             | 3.10               | 3.30               |
| Wednesday 9 <sup>th</sup> (Curriculum Evening) | Normal Time         | 3.00             | 3.10               | 3.30               |
| Tuesday 22 <sup>nd</sup>                       | 8.30-11.30          | 12.30            | 12.40              | 1.00               |

### OCTOBER

|   |            |      |      |      |
|---|------------|------|------|------|
| Friday 2 <sup>nd</sup> , 9 <sup>th</sup> , 16, 23 <sup>rd</sup> | 8.30-11.30 | 2.00 | 2.10 | 2.30 |
|---|------------|------|------|------|

### NOVEMBER

|   |            |       |       |       |
|---|------------|-------|-------|-------|
| Friday 6 <sup>th</sup> , 13 <sup>th</sup> , 20 <sup>th</sup> , 27 <sup>th</sup> | 8.30-11.30 | 12.00 | 12.10 | 12.30 |
|---|------------|-------|-------|-------|

### DECEMBER

|  |             |       |       |       |
|--|-------------|-------|-------|-------|
| Friday 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> | 8.30-11.30  | 12.00 | 12.10 | 12.30 |
| Thursday 3 <sup>rd</sup> (Open Evening)                      | Normal Time | 3.00  | 3.10  | 3.30  |
| Tuesday 15 <sup>th</sup> (Open Evening)                      | Normal Time | 3.00  | 3.10  | 3.30  |

### JANUARY

|   |            |       |       |      |
|---|------------|-------|-------|------|
| Friday 8, 15, 22 <sup>nd</sup> , 29 <sup>th</sup> | 8.30-11.30 | 12.30 | 12.40 | 1.00 |
|---|------------|-------|-------|------|

### FEBRUARY

|   |            |       |       |      |
|---|------------|-------|-------|------|
| Friday 5 <sup>th</sup> , 12 <sup>th</sup> | 8.30-11.30 | 12.30 | 12.40 | 1.00 |
| Friday 26 <sup>th</sup>                   | 8.30-11.30 | 2.00  | 2.10  | 2.30 |

### MARCH

|  |            |      |      |      |
|--|------------|------|------|------|
| Friday 4 <sup>th</sup> , 11 <sup>th</sup> , 18 <sup>th</sup> | 8.30-11.30 | 2.00 | 2.10 | 2.30 |
| Thursday 24 <sup>th</sup> (Purim)                            | 8.30-11.30 | 1.00 | 1.10 | 1.30 |

### APRIL

|   |             |       |       |      |
|---|-------------|-------|-------|------|
| Tuesday 5 <sup>th</sup> (Open Evening)        | Normal Time | 3.00  | 3.10  | 3.30 |
| Thursday 14 <sup>th</sup> (Open Evening)      | Normal Time | 3.00  | 3.10  | 3.30 |
| Wednesday 20 <sup>th</sup> (Last Day of Term) | 8.30-11.30  | 12.30 | 12.40 | 1.00 |

### JUNE

|  |            |       |       |      |
|--|------------|-------|-------|------|
| Friday 10 <sup>th</sup> (Eve of Shavuot weekend) | 8.30-11.30 | 12.30 | 12.40 | 1.00 |
|--|------------|-------|-------|------|

### JULY

|  |            |       |       |      |
|--|------------|-------|-------|------|
| Friday 22 <sup>nd</sup> (Last Day of Term) | 8.30-11.30 | 12.30 | 12.40 | 1.00 |
|--|------------|-------|-------|------|

### Regular Finishing Times

|              |                |   |                |
|--------------|----------------|---|----------------|
| Little Herts | <b>8.30am</b>  | - | <b>12.30pm</b> |
| HJPS Nursery | <b>12.30pm</b> | - | <b>3.30pm</b>  |
| Reception    | <b>8.40am</b>  | - | <b>3.30pm</b>  |
| Years 1 - 2  | <b>8.45am</b>  | - | <b>3.40pm</b>  |
| Years 3 - 6  | <b>8.45am</b>  | - | <b>4.00pm</b>  |

Please note that when HJPS Nursery sessions are in the morning, there will be no Little Herts Nursery