



Parent Handbook Clore Shalom School 2023-2024

**Hugo Gryn Way
Shenley
Hertfordshire WD7 9BL**

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**Headteacher: Mrs Gemma Blaker
Chair of Governors: Ms Sara Levan**

Engage, Inspire, Achieve



Our Statement of Values and Ethos

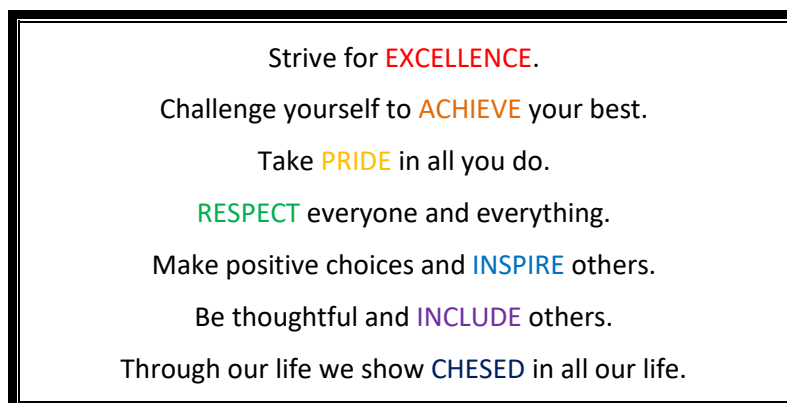
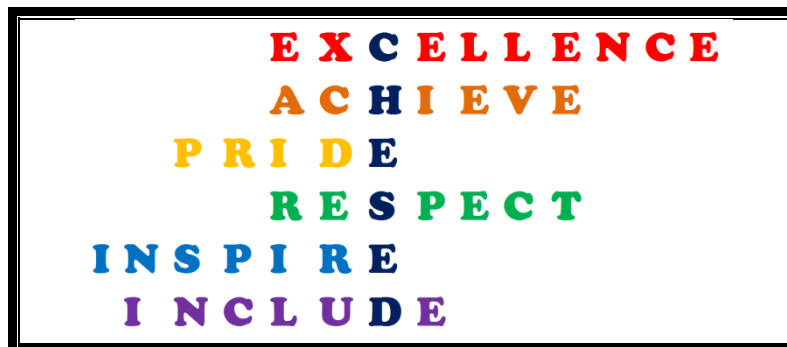
Clore Shalom School is a voluntary aided primary day school that serves the local and wider Jewish community in Greater London. We are a nurturing, community-based, inclusive Jewish school that strives for academic excellence, inspires pupils through a broad, balanced and stimulating curriculum and provides all members of the school community with opportunities to achieve greatness. Our community has a shared pride in its Jewish heritage and its place within a modern world. We support collaborative learning as well as differentiation by ability and value experiential and creative learning.

We want our pupils to become powerful, respectful and confident British citizens, who take pride in all they do and understand that learning is a gateway to achieving their dreams.

The Jewish life of the school is central to all we do. Our approach to Judaism is inclusive. The inclusive ethos of Clore Shalom recognises that there are varieties of equally valid ways in which families and individuals can identify as part of the Jewish community, as well as a variety of ways in which they can observe Jewish practices and traditions. Pupils are encouraged to make informed choices about the kind of Jewish life they will lead in the context of their families. The notions of diversity and mutual respect are at the heart of our pluralist school community.

We celebrate Shabbat and festivals and promote Jewish values and a love of Israel throughout the curriculum and in our activities. Pupils are taught to use Hebrew as a living language and for accessing Jewish texts. We have a vegetarian kitchen.

Our School Rules





Absences

Consistent attendance in school is vital for children to progress academically, socially and emotionally. In accordance with Hertfordshire County Council 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. This form can be found on the school website. All such requests should be received well in advance of the proposed absence. Attendance is monitored by the Local Authority and OFSTED.

Prolonged or frequent absence

Where there is a prolonged or frequent absence we have an obligation to inform the Attendance Officer at Hertfordshire County Council. Should the number of unauthorised absence sessions reach 15 or more in the current and / or previous term, you will be in breach of the regulations and the Local Authority may issue you with a penalty notice. A session is a half day, either morning or afternoon. The absences may have occurred in a block or a series of odd days and/or unauthorised holiday. It is the Headteacher's decision as to whether an absence is authorised or unauthorised based on the information provided by you as the parent.

Penalty Notices

If we decide to apply for a penalty notice we make this application to the Local Authority and it must comply with Hertfordshire Code of Conduct. In cases of unauthorised holidays, we will have made it clear that taking an unauthorised holiday may result in a penalty notice being issued. Once issued, there is no statutory right of appeal. However, the Local Authority may withdraw a notice if it has been issued incorrectly. This does not mean that a notice will be withdrawn because you disagree with it. If the penalty notice remains unpaid after 28 days the Local Authority will prosecute you for the original offence of failing to ensure your child's regular attendance at school. You need to be aware that this is a criminal offence and upon conviction you may receive a fine of up to £2,500 (each parent) and will have a criminal record.

Appointments

We strongly encourage parents to make all appointments outside school hours where possible as constant absences disrupt the learning environment and affect pupil progress. However, we recognise that this is not always possible. If your child needs an urgent medical/dental appointment during school time, or wishes to visit a secondary school, parents must complete a Leave of Absence form. A Leave of Absence Form can be downloaded from the school website and should be emailed to the School Office for any planned absences as far in advance as possible.

Arrival and Departure

Pupils are welcomed into school from 8.15am onwards. Parents are encouraged to drive into the playground and drop children off via the "drive thru" system. Parents should stay in their car and an adult will open the car door and let the pupil out. Drive thru will end at **8:40am** and all pupils will go straight to their class where staff are waiting for them. Registration for pupils in Reception – Year 6 closes at **8.45am**.

Pupils in Reception – Year 3 finish at 3.00pm every day and pupils in Year 4 – Year 6 finish at 3.15pm. At the end of the day, teachers bring their class out to the parents in the playground.

We close early on a Friday for Shabbat in the winter months, on the eve of festivals and the last day of term.

Behaviour

Clare Shalom is a happy and caring school. From the moment pupils arrive, they are encouraged to develop habits of self-discipline and to conform to an acceptable standard of behaviour. The school provides a safe and positive learning environment within which we seek to develop a mutually supportive attitude where pupils can understand and express their feelings and respect those of others. Pupils have the opportunity to earn points in accordance with our school values and will be rewarded when they reach key thresholds. Pupils are given reminders, warnings and consequences for any behaviour that is unwanted or unacceptable.



Online Portals

We have two online portals to make payments to the school – Arbor and SchoolGrid. Reception staff use Tapestry as an online learning journal.

Birthdays

Birthdays are celebrated at school and your child will be called up during Kabbalat Shabbat on the Friday after their birthday, when parents are in attendance. Pupils are permitted to come to school on their birthday in their own clothes. If their birthday falls on a weekend or during a school holiday they may choose to wear their own clothes on the nearest school day to their birthday. Children who wish to celebrate their birthday in school by bringing something in may bring in a book or game for the class to enjoy. In accordance with our policy on promoting a healthy lifestyle, we ask children not to give out sweets, cakes or other food items.

We respectfully request, in line with being a Jewish and inclusive school, that birthday parties are not held on Shabbat or Jewish festivals. Please also ensure that all party food served is vegetarian so that all members of the school community can participate. 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 invitations so that no embarrassment or distress is caused in the classroom to pupils who have not been invited.

Break and Lunch times

Pupils have a break of 15 minutes in the morning and 50 minutes at lunch time. They are supervised during these times by members of staff and have access to a range of play equipment. Pupils in Reception and Key Stage 1 are offered fruit and vegetables to eat at break times. Pupils in Year 3 – Year 6 should bring in a fruit or vegetable snack. There is a rolling snack system in the morning for Reception where pupils independently help themselves to a piece of fruit. A fruit or vegetable snack should be sent in for the afternoon.

Drinking water is freely available in all of the classrooms and every pupil should keep a named, clear, reusable plastic bottle in school. Milk is offered free to those pupils in Reception who have not yet turned 5.

For lunch, pupils may have a school-cooked meal or bring in a packed lunch. Please see the school website for weekly menus. Parents use the School Grid portal to book and pay for lunches in advance. Pupils in Reception – Year 2 are automatically entitled to a free school lunch. If in Year 3 or above please visit <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx> to see if your child is entitled to free school meals. You may be eligible if you are in receipt of any of the following:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

Guidelines for packed lunches

Please send your child with a nut free and meat free lunch each day. This should be a healthy, nutritious, balanced meal which will sustain your child through the afternoon. Clore Shalom promotes healthy eating in school. Please avoid foods which contain an excessive amount of sugar, salt or fat e.g. sweetened yoghurts, fruit winders, standard crisps.



Try to include at least one food from each of the following groups: -

- Bread and starch foods: bread, pitta, bagels, oatcakes, savoury scones, crispbreads, rice, potato or pasta salads.
- Fruit and vegetables: fresh fruit, dried fruit, salad or vegetables.
- Protein: fish (not shellfish), hard-boiled egg or vegetarian alternative.
- Milk and dairy foods: cheese or cheese spread, yoghurt or fromage frais.
- Drink: natural juice or low sugar squash. Water is offered to all pupils

Please provide any cutlery, cups, napkins that your child may need.

Do not send in:

- Nuts or items containing nuts - due to life threatening allergies of some pupils
- Meat, meat products or foods which imply they contain meat in your child's lunch in keeping with the school's kosher ethos.
- Any glass container or tins
- Fizzy drinks, energy drinks or high sugar drinks.
- Chocolates, sweets, chocolate bars, chocolate cakes.

Please supply:

- Cutlery, such as a spoon for yoghurt or a fork for pasta. Do not send in any sharp objects such as knives or scissors to open packaging. Foods should be dispensed into appropriate pots beforehand
- An ice-pack if the weather is warm. Lunch boxes are kept in the classroom during the day and are unable to be refrigerated.

Clubs / Extended School Provision

There are a variety of extra-curricular clubs offered to pupils in Year 1 - 6. Details of clubs are available on our website. An external provider provides an after school club for pupils in Reception – Year 6 on Monday – Thursday from 3.00 – 6.00pm. Full details are available on the school website.

If you are eligible for any of the following, please visit <https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx> as your child may be entitled to attend an after school club at no cost or may be able to receive some free school uniform:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (as long as you're not also entitled to Working Tax Credit and you don't get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)
- Universal Credit (with annual earned income of no more than **£7,400** after tax and not including any benefits you get).

Complaints

At Clore Shalom, we enjoy good relationships with our families and feel that we can usually resolve any issues or problems by talking them through with parents. If you have a concern, please raise it with the class teacher. If discussion with the teacher does not resolve the issue, please talk to a member of the leadership team and lastly the Headteacher. If this process fails to resolve your complaint, you can access the Formal Complaints Procedure, a copy of which is available from the School Office or on the website. Please do not use any forms of social media to voice your complaints.



Data Collection Sheets

A Data Collection Sheet must be completed for every pupil joining Clore Shalom and returned to the School Office by the date given. Please ensure that the emergency contacts you give are people who would be able to collect your child during school hours if necessary. However, parents will always be telephoned in the first instance even if they are not the first point of contact. It is our statutory obligation to send information to all parents regarding their child's education; please ensure that we know the address, telephone contacts and email of both your child's parents. Please advise the School Office if there is any change to the information held. Data collection sheets will be reviewed and updated annually with our Parents/Guardians every September/October.

Emergency School Closure

An email will be sent to every family in the school should it need to close in the case of an emergency.

Equal Opportunities

At Clore Shalom School, we see our task as equipping pupils with an awareness of the diversity of our Jewish society and those of other religions and cultures within the communities in which we live. On such foundations, pupils will be encouraged to develop their own attitudes and appreciation of the diversity of Judaism as well as other beliefs and cultures. We promote equal opportunities for all members of the school community, encouraging all to fulfil their potential and make choices in their lives unhampered by expectations based on stereotyping. We believe in acknowledging and respecting differences and similarities in ability, disability, gender, language, race, religion, gender identification, sexual orientation and culture between people and aim to build up an atmosphere of understanding and tolerance through every part of the curriculum and organisation of the school.

Health and Safety

There is a no smoking/vaping policy in force throughout the school premises. This applies to members of staff, families and visitors and volunteers equally.

Dogs are not allowed on the site as a Health and Safety precaution unless specifically trained for a task or have been invited in with the necessary risk assessment.

Illness

Parents are asked to email the School Office before 9.00am to explain their child's absence. This must be done on the first day of absence and then every subsequent day that they are off. Parents are asked to keep their child away from school for at least 48 hours after vomiting or diarrhoea to reduce the risk of spreading infection. If a pupil has an accident or becomes ill at school, we will try to contact the family using the emergency contact numbers provided. Pupils returning to school after an illness are expected to be able to cope with a normal school day, including outdoor play.

Image Consent

At Clore Shalom, we may take photographs and video recordings of pupils from time to time. In accordance with school policy, and to comply with the Data Protection Act 2018, permission must be obtained before we can photograph or make any recordings of your child taking part in any school activities including, but not limited to, school plays, assemblies, sports days. We may use these images for internal displays, which are only accessible to members of the school community, in our school prospectus or in other printed publications produced by the school and on our website, as well as in a wide variety of other ways. We may also use video or webcam recordings in promotional videos, monitoring or other educational use. In addition, we may send images of pupils to the news media, or our school may be visited by the media who will take their own photographs or film footage eg of a visiting dignitary or other high profile event. News media may use the images in printed publication, including local or national newspapers, on televised news programmes or on their website. They then store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.



Conditions of use of photographs and media:

- Permission granted is valid throughout the period of time in which your child attends this school and after your child leaves. Please email the School Office if you wish to withdraw consent at any time.
- The images we take will be of activities that show the school and pupils in a positive light.
- Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
- We may use group or class photographs or footage with very general labels e.g. 'science lesson'.
- We will only use images of pupils who are suitably dressed.
- We will take reasonable measures to ensure that we do not allow images to be taken of any pupils for whom we do not have permission.
- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

Kabbalat Shabbat

Kabbalat Shabbat takes place every Friday morning for the whole school. Parents are invited to attend every other week. Reception have their own arrangements for Kabbalat Shabbat and these will be communicated to you by the Early Years lead.

Medicines in School

Short Term Medication

Medicines will only be administered at school when it would be detrimental to the child's health not to do so and where it is not clinically possible to arrange doses to be taken solely outside of school hours. Therefore the school will only administer medication in cases where a child has been instructed to take at least 4 doses of the prescribed medicine per day. Medication must be in date and clearly labelled by a dispensing pharmacist stating the child's name, dosage and frequency of administration. It must be handed to the School Office in its original packaging and placed in a clear tupperware labelled with the child's name, class and photo. A temporary Administering Medication form must be completed by a parent stating what the medicine is, how long this is to be administered for and dosage required. Once the child has finished their course of medication, it will be returned to the parent together with a record of administered doses. Antibiotics must be administered at home for the first 24 hours to ensure no adverse reaction and can only be administered in school if 4 does a day is required. 3 does a day must be managed by parents.

Long Term Medication

If your child needs long term medication (Epipen, Asthma pump etc.), a medical form must be completed which can be obtained from either Mrs Woolstone or Mrs Almeida. It is the parent's responsibility to ensure the medication is replaced when the date expires. All medicine required must be kept in a suitably sized see through container clearly labelled with:

- Child's name and up to date photo
- Class
- Contents
- Expiry date of medication
- Dosage requirements
- Emergency contact numbers

Creams and Lotions

We do not encourage any creams in school unless absolutely necessary and should therefore be administered before your child comes to school. If your child needs non-prescription cream or moisturiser due to a skin condition, you must ensure that this is applied before school. Please see the information above regarding leaving medication in school.

If a pupil refuses to take their medication or carry out a necessary procedure, staff will not force them to do so.



Sun Lotion

Whilst we ask parents to provide a small roll on sunscreen during hot weather we do also ask you to carefully review the contents of Sun Lotions as some contain nut derivatives. We have children, and staff, with extremely sensitive allergies where these lotions could prove life threatening for them. As such we will confiscate any lotions brought into school that have any nut element to them and ask parents to collect them at the end of the day.

Milk

School milk is provided free for those pupils in Reception until they turn 5 years old; this is also free for pupils in receipt of free school meals.

Mobile Phones

We respectfully request that mobile phones are either switched off or on silent mode whenever parents are on the school premises. Pupils should not bring mobiles or smart watches to school. If children require a mobile phone we ask that it is handed into the school office upon their arrival at school and collected when they leave.

Parental Donations

As a voluntary aided school, we invite each family to donate monthly towards the school and for school activities. Parental donations enable the school to make extended provision and enhance the curriculum in both secular and Jewish Studies. All pupils are provided with the same opportunities regardless of the level of parental donations received. By also Gift Aiding the donation we are able to collect a further 25% from HMRC allowing us to make better provision for your children. Forms for both are available from the School Office.

Pupil Progress

Curriculum information is sent out to parents in the early part of each academic year, class teachers will explain to parents their aims for that year and outline the curriculum. Parents' Evenings are held twice a year when teachers meet with parents to discuss each pupil individually. Written progress reports are also sent out plus an annual report in the summer term.

Safeguarding

We are committed to keeping pupils healthy and safe, so our staff are vigilant about the safety and welfare of our pupils. They report any concerns to the Designated Safeguarding Lead (DSL) or to one of our Deputy Designated Safeguarding Leads (DDSL) and, should there be concerns about a pupil's safety, health or development, the school will take action in accordance with Hertfordshire Safeguarding Procedures. Clore Shalom has a Child Protection Policy, which is available on our website. Our aim is to work in partnership with parents to ensure that pupils are growing up in circumstances consistent with the provision of safe and effective care.

The designated safeguarding lead for Child Protection is Mrs C Lax and the Deputy DSLs are Mrs S Goldsmith and Mrs A Almeida. They are available to discuss any concerns with parents or carers.

School Trips / Swimming

We ask families to support the school in financing trips and visits. If not enough parents are able to pay, then the outing may not take place.

Swimming is part of the National Curriculum and takes place for pupils in Year 3 during school hours in the Autumn and Summer terms. We are extremely grateful to Shenley Parish Council who have previously subsidised the cost of transporting our pupils to The Venue in Borehamwood for lessons.

Security

Security at Clore Shalom is extremely important. There is a designated Governor, who takes responsibility for monitoring security. The site is surrounded by a security fence and we have 24 hour CCTV cameras recording movement around the premises. In addition, we employ a security company to provide two guards at times when pupils are on the premises.

Senior Leadership Team

From September 2023, the Senior Leadership Team will be as follows:



Headteacher
Deputy Headteacher
Assistant Headteacher for Curriculum
Assistant Headteacher for Behaviour and Pastoral
Phase Leader (Y3-Y6)
Phase Leader (R-Y2)

Mrs Gemma Blaker
Mrs Sophie Goldsmith
Mrs Rebecca Berger
Mrs Carly Lax
Mrs Rachel Surey
Mrs Katie Benson

Tzedaka (Charity)

All our pupils learn about the mitzvah of helping those less fortunate than ourselves and we encourage each child to take part in different activities throughout the school year. The School Council decide on a focus for tzedaka for each term within an academic year and we ask families to support this as much as they can.

Uniform and Equipment

School uniform can be purchased from:
Uniform4kids at Pullens Stanmore
48-50 Church Road
Stanmore
Middlesex HA7 4AH
Tel: 020 8954 3850
Website: www.uniform4kids.com

Uniform

Navy blue trousers or shorts
Navy blue skirt or tunic
Green check summer dress
Navy blue / black cycling shorts may be worn under skirt
Jade green polo top with school logo
Navy blue sweatshirt with school emblem
Navy blue cardigan with school emblem
Navy blue socks / tights
Navy blue or black shoes – no open-toed sandals
Kippah
Water bottle
School bag
Black trainers/school shoes

PE Kit

Navy blue shorts
Navy blue tracksuit bottoms / leggings
Jade green plain round-neck T-shirt
Navy blue PE bag

Reception

Navy blue tracksuit bottoms or leggings
Trainers

- A school book bag. Children in Reception to Year 4 should only use these bags. Only pupils in Year 5 and 6 may use a rucksack of their choice.
- A school kippah. These are compulsory for boys to wear during tefilah, kabbalat Shabbat and Havdallah and optional for girls.

All uniform, coats, school bags and items used in school must be clearly labelled with your child's name and class.

Pupils should come to school in clean uniform. Hair should be tied back if longer than shoulder length with navy or teal accessories. Pupils may wear one pair of metal stud earrings only. Hooped or drop earrings will be removed and given to parents at the end of the day. Nail varnish may not be worn in school.

Pupils do not need to bring in their own pencil case and supplies from home. Pupils in Reception are provided with all stationery items needed. Pupils in Year 1 – Year 6 are provided with a clear pencil case. In September, they are stocked with: 2 black pens, 1 blue pen, 2 HB pencils, 1 highlighter, 1 whiteboard marker, 1 glue stick, 1 15cm clear ruler. Other items such as colouring pencils, rulers, scissors and mathematical equipment are also provided in class. Parents are invited to donate £10 per child towards the cost of stationery via Arbor.



Term Dates and Holidays 2023-2024

Autumn Term 2023 Friday 1 September – Wednesday 20 December (71 days + 2 INSET days)	
Friday 1 September	INSET (no pupils in school)
Monday 4 September	INSET (no pupils in school)
Tuesday 5 September	Start of term
Friday 15 September	Erev Rosh Hashanah (finish at 1.30/1.45pm)
Monday 25 September	Yom Kippur (no pupils in school)
Friday 29 September	Erev Sukkot (finish at 1.30/1.45pm)
Friday 6 October	Erev Shemini Atzeret (finish at 1.30/1.45pm)
Monday 23 October – Friday 27 October	Half term
Wednesday 20 December	Last day of term (finish at 1.30/1.45pm)

Spring Term 2024 Wednesday 3 January – Tuesday 16 April (67 days + 1 INSET day)	
Wednesday 3 January	INSET (no pupils in school)
Thursday 4 January	Start of term
Monday 19 February – Friday 23 February	Half term
Friday 29 March	Easter Friday (no pupils in school)
Monday 1 April	Easter Monday (no pupils in school)
Tuesday 16 April	Last day of term (finish at 1.30/1.45pm)

Summer Term 2024 Wednesday 1 May – Tuesday 23 July (52 days)	
Wednesday 1 May	Start of Term
Monday 6 May	Bank Holiday
Monday 27 May – Friday 31 May	Half term
Wednesday 12 June	Shavuot (no pupils in school)
Thursday 13 June	Shavuot (no pupils in school)
Tuesday 23 July	Last day of term (finish at 1.30/1.45pm)

190 Pupil Days + 3 INSET days + Twilights TBC



School Finishing Times 2023 - 2024

September	Reception – Year 3	Year 4 – Year 6
Friday 8, 22	3.00pm	3.15pm
Friday 15 (Erev Rosh Hashanah)	1.30pm	1.45pm
Friday 29 (Erev Sukkot)	1.30pm	1.45pm
October		
Friday 6 (Erev Shemini Atzeret)	1.30pm	1.45pm
Friday 13, 20	3.00pm	3.15pm
November		
Friday 3, 10, 17, 24	1.30pm	1.45pm
December		
Friday 1, 8, 15	1.30pm	1.45pm
Wednesday 20 - End of term	1.30pm	1.45pm
January		
Friday 5, 12, 19, 26	1.30pm	1.45pm
February		
Friday 2, 9, 16	1.30pm	1.45pm
March		
Friday 1, 8, 15, 22	3.00pm	3.15pm
April		
Friday 5, 12	3.00pm	3.15pm
Tuesday 16 - End of term	1.30pm	1.45pm
May		
Friday 3, 10, 17, 24	3.00pm	3.15pm
June		
Friday 7, 14, 21, 28	3.00pm	3.15pm
July		
Friday 5, 12, 19	3.00pm	3.15pm
Tuesday 23 - End of term	1.30pm	1.45pm