



School Information Pack



Welcome to our School!

Happy - United - Inspired

Thank you choosing Shenley Primary School; we are very proud of the community feel in our village school. Threaded throughout our school, you will find a strong sense of mutual respect and tolerance for the differences we have.

Shenley Primary School is a friendly village school with approximately 200 children on roll, between the ages of 3 and 11 years. Every class has its own fully qualified teacher, supported by a trained teaching assistant.

Our Vision for Shenley Primary School

- Children are eager to succeed.
- Characters are built and children collect lasting experiences.
- Children are valued, feel safe, are nurtured and happy.
- Everyone strives to be a productive citizen of the school and wider community.
- Children are encouraged to be active and healthy.

Our Aim for Shenley Primary School

- Be resilient, independent, confident and willing to take educated risks.
- Celebrate diversity and acceptance of others.
- Aim for outstanding achievements.
- Apply positive community values.
- Develop a knowledge rich, challenging and inspiring curriculum.
- Promote a positive climate where good friendships and supportive relationships grow.
- Be a highly dedicated and committed professional team.

You will feel you are held at the heart of a strong school community when you come to Shenley Primary School. Our children are Happy, United and Inspired, and you will hopefully feel the same way too.

Our Leadership Team at Shenley

Georgie Wheeler – Head Teacher

Adrienne Azzopardi – Deputy Head

Claire Gallagher - Special Educational Needs Co-ordinator (SENCo)

What will my child be learning at Shenley?

At Shenley Primary School, our aim is to provide children with a rich and varied curriculum that is both engaging and inclusive. Our curriculum has been designed to make links between discretely taught subjects, in order for children to develop deeper connections and to make more meaningful progress across the broader curriculum. It will create **independent, creative, curious, resilient, and reflective** learners.

We do this through a wide range of curricular activities, which create **'awe and wonder'**, develop children's love of learning, and encourage them investigate the world around them.

To look at our full curriculum documents please visit our website. Please check under the curriculum tab or use this web address: <https://www.shenleyprimary.co.uk/curriculum/>

How can I find out about what my child had been learning?

At Shenley Primary School there are many different ways in which we like to communicate with parents about what their child has been learning whilst at school.

[Class Webpage](#)

Every class at Shenley Primary School has an individual class page. Each week class teachers will add information about what the children have been learning, including photographs of pieces of work or learning activities that have taken place. There will also be information about what learning is due to happen the following week.

[ClassDojo](#)

ClassDojo is a digital reward system which we use to send rewards and messages directly to an app on your phone. You will receive details on how to join this service when you join the school.

[Focus Children and Learning Journals](#)

In **Nursery and Reception**, we record children's learning through observations and photographs. Children are observed throughout the term and 'wow' learning moments recorded. In addition to this, once a term your child will have a 'Focus Week' this means that during that week your child will have lots of observations recorded about their learning. After each 'Focus Week' you will have an opportunity to meet with your child's class teacher to discuss the learning they did and what their next steps are. These meetings are instead of traditional parents evening.

[Parents Evening and Reports](#)

Parents of children in **Years 1 to 6** will either be invited to attend a parents evening meeting or receive a written report from your child's class teacher each term. During parents evening you will have an opportunity to discuss your child's learning and progress and receive a written summary of their current attainment.

[Head Teacher's Newsletter](#)

Each week Miss Wheeler selects some of the amazing learning which has been taking place at Shenley Primary School and shares it on her Newsletter which is sent out to all parents and added to the website.

In addition to the ways listed about there are also additional planned opportunities throughout the year for you to share in and find out more about your child's learning. These include stay and learn, class assemblies, open morning/evening and many more. Information about each of these events will be sent out as they arise in the school calendar. Information about school events and letters home will be sent via parent mail so please ensure you email address is correct on you application form.

[Can I come and look around?](#)

If you have not already had an opportunity to look around our school, please contact the school office who will be more than happy to arrange this with you. During the tour you will have the opportunity to speak with members of the leadership team who will guide you around the setting and be more than happy to answer any questions you may have.

[School Office Contact Details](#)

Telephone: 01923 855864

Email: admin@shenley.herts.sch.uk

School Lunches

At Shenley Primary School our school lunches are provided by HCL. (<https://hcl.co.uk>) Each morning children wanting a school lunch will choose from one of four options. These options always include at least one vegetarian option, one sandwich option and one jacket potato with filling option. Please ensure you let class teachers know if your child intends to have a school lunch.

Children in Reception, Year 1 and Year 2 are entitled to free school lunches. Your child may be entitled to free school meals after Year 2 depending on your individual circumstances, so please ensure you complete the pupil premium/free school meals section of the application form.

The cost of a school lunch is **£2.65 (for a Nursery child)** and **£3.60 (for Years 3 to 6)**. School lunches need to be paid for in advance via the **online payment system Arbor**. If your child has any special dietary needs, allergies or intolerances please speak to the office team as HCL are usual able to accommodate. (e.g. gluten intolerance)

To have a look at the current school lunch menu please check our school website. <https://shenley.secure-primariesite.net/pupils-choice-menu/>

Alternatively, your child can bring a **healthy packed lunch from home**. Packed lunches should not include nuts, chocolate bars, sweets or fizzy drinks. They can include a biscuit bar (e.g. KitKat) or small cake. We are a **nut free school**; no nuts or nut products are allowed in packed lunches. If you have any further questions about school lunches, please contact the school office.

Monday	Tuesday	Wednesday	Thursday	Friday
Macaroni Cheese with Tomato Bread (V) Vegan Chilli (Ve) topped Potato Wedges Jacket Potato with various toppings Chilled Option: Cheese Sandwich	Chicken Pie with Roasted New Potatoes Mild Vegetable Curry (Ve) with Rice Jacket Potato with various toppings Chilled Option: Chicken Mayo Wrap	Roast Pork Loin with Stuffing Vegan Sausages (Ve) with Gravy with Roast Potatoes or Wholemeal Pasta Jacket Potato with various toppings Chilled Option: Tuna Baguette	Beef Burger in a Bun with Diced Potatoes BBQ Quorn Fillet (V) with Savoury Rice Jacket Potato with various toppings Chilled Option: Ham Roll	Battered Fish Cheese and Tomato Pizza (V) with Low Fat Chips or Wholemeal Pasta Jacket Potato with various toppings Chilled Option: Egg Roll

A Typical Day

The school day starts at **8:45am**. Children will enter the school through their classroom door or an adjoining door where they will be greeted by their class teacher or teaching assistant.

The children will put their things away, choose their lunch option and settle down to their morning work. At **8.55am** the doors will be closed, and the front gate will be locked shortly after. Any children arriving after **8.55am** must report to the school office via the back door in the car park.

During the school day children will take part in a wide range of lessons including English and Maths and a selection of wider curriculum subjects. Each day we have a whole school assembly, these include a headteachers assembly, singing assembly, celebration assembly and class assemblies.

During the morning **Years 1 to 6** have a short breaktime outside. At breaktime children in **Years 1 and 2** have fruit available to them as part of the governments healthy snack initiative. Alternatively, they can bring in a piece of fruit from home to eat at breaktime. Children in **Years 3, 4, 5 and 6** may also bring in a piece of fruit to eat at breaktime.

Lunchtime for **Years 1 to 6** is from **12:00pm** until **1:00pm**. All children eat lunch in the hall or in good weather on the picnic benches outside. They then spend the remainder of lunchtime in one of the playgrounds.

The school day finishes at **3:15pm**. Children will be dismissed from the same doors they entered in the morning. If somebody else is collecting your child from school, please let the office and class teachers know.

We offer wrap around care in the form of '**FUNkykids Club**'. Please see the separate leaflet included in your pack for the prices and timings of our breakfast and after school club. We also offer a range of afterschool enrichment activities. Please check with the school office for more information about the current clubs available.

During the week all classes will take part in PE lessons and visit the school library. Each class will also spend at least half of each term taking part in weekly Forest School sessions with our Forest School Teacher.

Letters will be sent out to let you know what equipment and/or clothing you need each day. Please check with your child's class teacher if you are unsure.

School Uniform

All children at Shenley Primary School wear school uniform including children in Nursery. School uniform can be purchased from Stevensons (**133-135 Victoria Street, St Albans AL1 3XS** or www.stevensons.co.uk) or from My Clothing (www.myclothing.com) Please check the list below for what your child will need when starting school.

Uniform

- White shirt / blouse or polo shirt
- Royal blue school sweatshirt or cardigan
- Grey skirt / grey pinafore dress with zip front / grey trousers
- Grey socks, tights or white socks.
- Sensible flat, dark shoes (no boots)

Optional extras:

- Legionnaires cap with logo
- Knitted hat with logo

In the Summer term and up to Autumn half term, children can also wear a blue gingham dress with white or dark sandals, grey shorts with closed toe dark sandals.

Nursery children may wear navy or grey jogger bottoms. We also recommend Velcro fastening shoes for Nursery and Reception.

Book Bag

- All children require a school, book bag.

Water Bottle

- All children need a labelled water bottle. No glass bottles please.

Hair

Long hair must be tied up with blue, black, or white hair bands. Large hair clips or hair adornments are not permitted. Hair gel is not permitted. Hair styles should be appropriate and fit with the school uniform.

Forest School

Nursery to Year 6 take part in Forest School and will require:

- Wellies
- Old clothes
- Waterproof trousers and jacket or puddle suit

PE Kit

Children in Reception to Year 6 take part in PE lessons and will require:

- White school t-shirt
- Blue school shorts

- Indoor plimsolls
- A PE bag with school logo.
- A house colour school t-shirt (colour to be advised by the office)
- A pair of trainers
- Royal or navy-blue tracksuit for outdoor PE.

Nursery children do not require a PE but may still take part in PE activities.

Reception children do not require a tracksuit or trainers.

Swimming

Some year groups take part in swimming lessons letters will be sent to classes affected.

- Girls – one piece swimming costume
- Boys – swimming trunks (not shorts)
- Towel

If you are having any difficulties with obtaining school uniform, please speak to the school office team. The PTA also has regular uniform sales please check to see when the next event will be held.

PLEASE CLEARLY LABEL ALL ITEMS OF UNIFORM

Arbor Information, Communication and Payment System

Shenley Primary School uses Arbor as our primary information, communication and payment system.

Arbor will give you access to your child's details, attendance figures and dinner information.

We also use Arbor for our communications. Please download the app and create a login.

Below is a link that you can use to start to get yourself familiar with this new system.

[Getting started - Log into the Parent Portal and the Arbor App](#)

School lunches, school trips, breakfast club and after school club are all paid for using on Arbor.

Please see the attached sheet for more information on Arbor.

If you have any queries or are having any difficulties signing up to Arbor please contact the school office via email. admin@shenley.herts.sch.uk

Privacy Notice

How we use Pupil information

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school eligibility)
- Attendance information (such as session attended, number of absences and absence reasons)
- Assessment information
- Behavioural information
- Special education needs information
- Exclusions
- Relevant medical information

Why we collect and use this information

- To support pupil learning
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation (GDPR), we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing Pupil Data

We hold pupil data for the duration of their time at Shenley Primary School. It is required for some mandatory data to be kept by us until the child's 18th birthday for Safeguarding reasons.

Who we share pupil information with

- Schools that the pupils attends after leaving us
- Our local authority
- The Department for Education (DfE)
- School Nurse
- NHS
- The Police and Court officials

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupil's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupil) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (eg the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013. To find out more about the NPD go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

For information about which organisations the department has provided pupil information, please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-request-received>

To contact the DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information, or be given access to your child's record, contact Shenley Primary School, London Road, Shenley Hertfordshire, WD7 9DX

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice please contact:

Shenley Primary School
London Road
Shenley
Herts
WD7 9DX
01923 855864

Data Protection Officer – School DPO Service – Carole Connelly

SHENLEY



PRIMARY SCHOOL