



Moss Hall

Schools Federation

Moss Hall Junior School





Be Kind...

... Work Hard...

...Make A Difference





Laura Wynne - Executive Head

Welcome to Moss Hall Junior School

"Pupils enjoy coming to school and support each other well."

"Governors share your ambition for the school. They are experienced, committed and possess a range of relevant professional skills"

Ofsted April 2018

Moss Hall Junior School is a 4-form maintained community school within the Moss Hall Schools Federation. In our school we teach Year 3 to Year 6 children, with 4 classes in each year group.

Situated on a joint site with Moss Hall Infants and in extensive outdoor space, we are a popular inclusive school. We serve a local community which is socially, culturally and linguistically diverse and consider this diversity to be an asset, enriching the educational experience we offer our children. Each school is served by highly supportive families who share our ambition for our children.

The Moss Hall Schools Federation comprises of Moss Hall Infant School and Moss Hall Junior School and has been operating as one organisation since 1st January 2020. With one Governing Board and Executive Head teacher leading both schools, the federation has a vision to provide a coherent and ambitious learning journey for children across both schools through creative collaboration and our common purpose.

Each school has many unique and special features and individually and together we aim for our children to excel academically, creatively and socially with the knowledge, skills and character to contribute purposefully to society.

Our commitment is to equality of opportunity and meeting the needs of all pupils regardless of race, religion, ethnicity, gender, disability or educational need.





Who's Who at MHJS

Safeguarding Team

Ms Wynne Miss Dhillon Mrs Nash

If you have a concern about a child, please speak to one of the above-named members of staff straight away. Please contact the school office and tell them that the call is regarding safeguarding. Thank you.

School Leaders

Executive Headteacher – Ms Laura Wynne
Head of School – Mrs Jenny Mitchell
Deputy Head – Mrs Helen Hoyle
Assistant Head – Mr Shane Craig
Inclusion Manager – Miss Angela Dhillon
Interim Federation Business Manager – Mr Albert D'Lima

Senior Leaders

Year 3 – Miss K Murray-Jones
Year 4 – Mrs J Turner
Year 5 – Miss S Glenn
Year 6 – Mr C Peterson

Administrative Team

PA to SLT & School Administrator (including Attendance) – Mrs Stef Carpenter
School Administrator – Ms Michelle Scantlebury
Welfare Officer (First Aid Leader) – Mrs M De Sordi

Subject Leaders

English – Miss H Seaborne
Phonics – Miss P Douglas
Maths – Mr S Craig
Science – Miss C Lewis
PE – Mr D Games & Mr T Casey
Swimming – Mrs S Nicolas
Wellbeing – Mrs A Nash
PSHE – Mrs K Tickner
History – Ms S Barker & Mrs N Parker
Geography – Miss Walker-Nolan
Religious Education – Mr W Andrews
Art & Design – Miss K Harle
Design & Technology – Miss R Peckham & Ms J Wilson
Music – Mrs K Fewster & Mrs L Apicella
Languages – Mrs N Rodhain
Computing – Mr R Hicks
Library – Mrs D Robel



Our Curriculum

Be Kind, Work Hard and Make a Difference

Our curriculum is **knowledge-rich**.

Our curriculum has **social justice** and **community** at its heart.

Our children have the space to **think critically** and form an opinion.

Our children are **confident** and **articulate** and leave us ready to become valued members of society.

Our reading-centred curriculum exposes our children to **diverse** and **relevant** books and authors.

At Moss Hall we have created a tailor-made curriculum that aligns with our values and vision for all. We teach all areas of the National Curriculum ensuring our children are given the chance to be musicians, scientists, geographers, artists etc. Our curriculum aims to develop kind, hardworking children who know and can talk about what is right or wrong in the world and their ideas to make a difference.

Barnet and Moss Hall are diverse. Families have moved in and out of the area for social and economic reasons throughout history. Our curriculum aims to reflect and respond to the full diversity within our locality. We aim to help children feel connected to the local, national and global community through this approach.



Our school values reflect and build upon the already established ethos of social justice and altruism within the community and underpin all aspects of our curriculum.

Using the National Curriculum and Programmes of Study as our starting point, we have interwoven these values through our knowledge-rich curriculum across both the Infant and Junior schools. Consulting with all staff, from Reception to Year 6, we decided upon our core lenses:

- Society
- Rights
- Migration & Diversity
- Landscape
- Civilisation
- Empire & Invasion
- Settlement
- Climate & Biomes
- Democracy
- Power & Monarchy
- Trade & Resources
- Sustainability

These lenses or big ideas are ambitious but vital to ensuring children leave Moss Hall with the skills and knowledge needed to embrace the world successfully, taking advantage of opportunities, responsibilities and experiences of later life. Children study a variety of topics through these lenses, acquiring new knowledge that they compile at the end of the topic to be able to answer a 'big question'. When doing this, children are able to offer knowledgeable and informed opinions about that which they have studied. Our curriculum allows for children to make contextual links with other topic areas throughout their time at Moss Hall, helping to further shape their learning. Reading is often linked to the lens or topic being studied and we pride ourselves on our children reading a variety of rich and diverse texts that help to strengthen understanding, making it the centre of our curriculum. Our diverse and carefully selected book spine reflects the diversity of our community and broadens our pupils' world view. Each text has been carefully selected to challenge our children, introduce them to a wide range of high quality authors and complement the knowledge being taught.





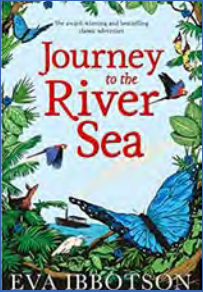
The following is an example of an area of study in Year 5:

Lens, Subject, Topic and 'Big Question'

Lenses	Geography	Science	PSHE
Trade & Resources	The Amazon Rainforest: Who benefits from trade?	Animals, including humans and Living things and their habitats: How do the life cycles of plants and animals in the UK differ from those in the Amazon Rainforest?	What decisions can people make with money?



Texts children will read to encourage a deeper understanding of the topic

Core Texts		Additional Texts		
Reading	Writing			
				
The Explorer <i>Katherine Rundell</i>	The Great Paper Caper <i>Oliver Jeffers</i>	Incredible Journeys <i>Levison Wood</i>	Amazon <i>DK</i>	Journey to the River Sea <i>Eva Ibbotson</i>

Lessons for an area of study are planned sequentially, building upon and giving new knowledge each time and are designed to challenge and stretch all pupils, including the most able. This reflects the whole of the school's curriculum which is planned and sequenced from infants to juniors so that new knowledge and skills build on what has been taught before and towards its clearly defined endpoints.

Our curriculum aims to embed wellbeing, citizenship and British Values by regularly exploring topical issues.

We offer a broad range of opportunities to our children that encourage resilience, creativity and empathy, equipping them with the skills needed for the next stage of their lives. Nurturing the 'character' of our children alongside building their knowledge and skills is fundamental to the Moss Hall Way. We aspire for our children to be articulate and confident to express themselves and make their voices heard, embracing British values and becoming valuable members of our society.

We also aim to involve the local community in as many experiences as possible and take advantage of being close to West Finchley tube station, taking trips out of school that enrich learning, supporting Moss Hall children to be kind, hard working and to make a difference.



The School Day

The school day is from 8.50am - 3.15pm.

We have a 15-minute break in the morning and 1 hour for lunch.

The children will have a weekly timetable which will have fixed lesson times for Swimming, Music, Computing and Physical Education. Other subjects will be taught throughout the week and for these there will be greater flexibility with the length and timing of these lessons.

Start of the Day

The children can enter the school either through the Essex Park gate, or Moss Hall Grove. The Nether Street entrance is a vehicle only entrance for staff vehicles and deliveries for the rest of the day.

In the morning, our school grounds are supervised from 8:40 and so children are welcome to start arriving from this time. On arrival children make their way to their classrooms where their teacher will be waiting to greet them. At 8:50 a bell is rung to make children and families aware that only 5 minutes remain before the register closes.

If children are attending a before school activity they need to arrive at school at the agreed time. A breakfast club is available to all children. This is based in the Infant School - for further information about this please ask at the school office.

Playtime

Children are welcome to bring a healthy snack for playtime. We suggest they bring a piece of fruit or vegetables.

Coming into or leaving the school during the day

Between the hours of 9am – 3pm, if your child is late for school or is going to or coming from an appointment, the only entrance/ exit is via the Moss Hall Grove gate.



End of the Day

At the end of the day children are escorted to the playground by a member of staff. You should wait for your child in the playground or on Moss Hall Grove - please agree a regular meeting place with your child.

If for any reason you are not in your agreed spot at the end of the day the children are told they should come straight back into the School Office and inform a member of staff.

The only reason why children should be on the school site after the end of the day is if they attend an after school activity or the After School Club. The After School Club is an after-school play scheme which runs every school day until 6 pm. This is organised by the Moss Hall Play Centre Committee and is held in the Infant School. There is a charge for this service. Details of who to contact can be obtained from the School Office.

Each evening your child's teacher will be available at the end of the day if you need a quick catch-up. You can, of course, make an appointment to speak to your child's teacher if you need a meeting by calling or emailing the School Office.

Lunch Time

School meals are served 'cafeteria style' and every effort is made to meet dietary needs. Every child may ask for small or large helpings but having been given the requested amount, they are expected to eat it, to avoid unnecessary waste.

Free School Meals are available and you are encouraged, if you are eligible, to let us know so you can access this support and we benefit from additional funding. Further information can be obtained from the School Office and all enquiries are treated with complete confidentiality.

Children are welcome to bring a Packed Lunch. Packed Lunch containers (not a carrier bag) must be clearly named on the outside. Sweets (including chewing gum) & chocolate are not allowed in school either separately or as part of a Packed Lunch. Please note that Nutella spread is not allowed as we are a nut free school. Please do not send anything in a glass container. All leftovers from Packed Lunches must be taken home.

Children whose Parents/Carers wish them to change from dinners to packed lunches or vice versa may do so daily. No notice needs to be given. As long as there is credit on the account your child will be able to have a school dinner whenever he or she wants. Parents/Carers can thus choose to have school dinners for a certain number of days a week or for certain times of the year. We know parents/carers welcome this flexibility.

At the start of each term all children receive a menu from our catering company. The current cost of a school lunch is £2.20. We do ask that dinner money is paid termly, half-termly or in advance on a Monday morning.

All school meal payments are to be made via our online payment system (SchoolPing). We are unable to accept cash or cheques. Each family is issued with a username and password for their child or children. By using this online payment system you will be able to log on to view the status of your child's lunch account and also to top up as needed.



**Remember we are a
nut-free school!**

Our School Uniform

At MHJS we wear our uniform with pride.

Junior Uniform:

- logoed blue sweatshirt
- polo shirt - white logo or plain white
- dark grey/black school trousers, school shorts or school skirt
- white, grey or black plain socks or tights
- black low heeled plain school shoes/entirely black trainers. No colourful trainers or any with markings or branding.

Summer uniform includes:

- Blue gingham dress. White socks

Junior PE kit:

- plain white t shirt (not the same shirt as worn during the day)
- plain black shorts, skorts, leggings or jogging trousers
- trainers

Our MHSF logo items are produced to ethical production values. The company Rowlinson are employee owned, are a living wage employer, carbon neutral and sign up to the Greater Manchester Employment charter. You can find out more about them here. <https://www.rowlinson-knitwear.com/12-news-archives/45-employee-ownership-october-2015>

Braggs is our local supplier and will also have book bags and PE bags in stock. Their contact details are here: <https://www.braggsschoolwear.co.uk/>
Items can be bought online or in-store.

Anyone in need of any assistance should speak to any member of staff you trust to help you. We can help with buying all or part of the uniform items your child needs.



Jewellery and Hair

Jewellery should not be worn to school, except for a watch, stud earrings (where ears have been recently pierced) and items which have a recognised religious significance. For health and safety reasons all jewellery must be removed for all PE lessons.

Hair that is longer than shoulder length needs to be tied back at all times for health and safety reasons.

All school uniform must be clearly labelled with your child's full name.

In addition to school uniform the children will also need:

- PE Kit (Indoors) – navy or black shorts, white t-shirt.
- Games Kit (Outdoors) – navy or black shorts, white t-shirt, trainers and in cold weather: a plain, navy/black tracksuit top and bottoms.
- Football kits are not part of our PE kit.
- Swimming Kit – swimsuit (one piece), trunks (not baggy swim/beach shorts), swimming cap (boys and girls) and a towel.

Children are required to bring in/take home their PE kits on their timetabled days.

All PE kit should be named and kept in a bag.

We encourage all the children to look after their own belongings but on occasions things do get lost. We do have a collection of lost property and if things are named they are more likely to get returned. However, for all items brought into school, the school cannot accept responsibility should items be lost or go missing.

Other equipment

- Stationery equipment. School does provide all stationery needed but if your child wishes to bring their own stationery in a pencil case they are welcome to.
- Junk modelling. For some D&T projects the children may need empty boxes or bottles.
- Cooking. On occasions the children may need to bring some ingredients to school.

Remember, when you wear your MHJS uniform you are an ambassador for our school and our community, so make sure you always look your best and that your behaviour reflects our school values!



Attendance

Attendance

Attendance at Moss Hall Junior School is excellent. We encourage the children to be punctual and ensure they understand why it is important to attend school regularly.

Absence

Government regulations require parents/carers to explain every absence from school. We would expect a parent/carer to contact the school every day of any absence. It is essential that this contact is made by 8:30am if it is by email, or by 9am if it is by phone. There is a dedicated absence voicemail where you may leave a message out of hours for the Attendance Officer. If we do not receive an explanation or if the explanation is unsatisfactory, we will not authorise the absence, and this will show up on your child's end of year report. If you experience difficulties communicating in this way please speak to our Attendance Officer.

Acceptable reasons for absence include:

- Illness
- emergency dental / medical appointments
- day of approved religious observance
- family bereavement
- attending an interview / examination

Family holidays should be taken during school holidays, not during term time. Holidays in term-time will not be approved and a Fixed Penalty Notice may be applied.

If, in exceptional circumstances, you need to request permission for your child to be absent from school during term-time, you should contact the Attendance Officer as much in advance as possible, giving us the date of the requested absence and the reason your child will be missing school. Except in the case of illness, you should ask permission for your child to miss school in advance, giving full details.

To ensure the safety of all our children, Moss Hall Junior School operates a First Day Response Service whereby staff will make every effort to telephone or text families where children have failed to attend school in time for morning registration. However it should be noted that you are still expected to contact the school yourself every day of your child's absence.

Regular letters will be sent alerting you to attendance issues. These follow Government guidelines which state that every child's attendance at school should be at least 96% if they are to achieve their full potential.

We expect all children to be in class by 9am. If children arrive between 9am and 9.15am they will be marked late. If a child arrives after 9.15am we ask that a parent/carer accompanies them to the school building via the Moss Hall Grove entrance to sign them in.

If we are concerned about aspects of your child's attendance or punctuality we will contact you to discuss the best way forward.



Medical Information

Medical Form

The children's well-being is of uppermost importance to us here at Moss Hall Junior School. Therefore it is essential that for all children who attend Moss Hall Junior School that the medical information section of our online registration pack has been completed in full, checking carefully that all information is correct and that if your child's medical situation changes during his/her time at Moss Hall you inform the school straight away.

As already explained, it is important that your child does attend school regularly but if your child is unwell it is equally important that they are given time at home to get better. With most illnesses you need to keep your child at home until you judge that they are well enough to return however, if your child has an infectious illness please note the guidelines below.

Infectious illnesses

If you discover your child does have an infectious illness please let the school know as soon as possible.

The Barnet Area Health Authority has indicated the length of time that children have to be excluded from school if suffering from certain illnesses. The school is guided by this advice and so there can be no exception to the periods stated. The details for guidance are:

Chicken Pox	- 5 days from appearance of rash
German Measles	- 5 days from appearance of rash
Measles	- 5 days from appearance of rash
Whooping Cough	- 5 days from commencing antibiotic treatment
Mumps	- 5 days from onset of swollen glands
Conjunctivitis	- Should be excluded from school until cured
Scabies	- Until cured
Swine Flu	- 5-7 days or until course of medication has been completed and child is symptom free
Vomiting /diarrhoea	- 48 hours after final bout of sickness or diarrhoea. It is advisable to keep him/her at home for 48 hours .

Schools can unfortunately be a breeding ground for headlice and prevention is better than the cure. Having long hair tied back reduces the chance of headlice spreading. It is advisable to check children's hair for headlice regularly (e.g. every weekend).

First Aid Provision

The school has a number of qualified first aiders. It is their job to look after children who have hurt themselves, have had an accident, or who become ill during the school day.

The school follows the Local Authority guidelines regarding the taking of essential medicines. If medicine is needed during the school day, it can only be administered if a consent form is completed giving details of dosage and frequency. Please ask at the school office for the form. If your child has any allergies, medicines for allergic reactions or regular medication eg inhalers please list these in the medical information section of the registration pack.

Medical Information Cont...

Nuts and Sweets

Our school aims to operate a nut-free policy. The contract with the school meal provider stipulates that all school meals must be nut-free. All Parents/Carers are requested not to send nuts to schools, even in closed packages, due to the problem with cross contamination through touching. Organisers of events throughout the school are informed of the nut-free policy and encouraged to comply.

As a general rule sweets, including chewing gum, are not allowed in school either separately or as part of a packed lunch. This policy has the full support of the School Dental service. However, by special arrangement with the class teachers, it is permitted for children to bring a small sweet for their class on their birthdays, if parents/carers wish. Your child's classmates may suffer with allergic reactions to certain sweets or snacks and therefore parents/carers must be clear as to the suitability of the sweets they may bring in. If you are in any doubt please speak to your child's class teacher.

Sun Protection

To safeguard your child from over-exposure to harmful UV rays on hot, summer days, we recommend that you provide your child with a broad brimmed cap or hat. If you wish your child to wear sun protection cream please apply it in the morning before school. If your child does need to re-apply the sun protection s/he will need to do this him/herself and use only sun protection cream given by you and clearly labelled with his/her name.

Accidents

Accidents do happen. At our school we take the health and safety of the children very seriously and do everything to make the school as safe as possible. As well as this, our children are given clear guidance about their movement around the school building and whilst outside to further reduce the risk of accidents.

However, Parents /Carers should be aware that children are not covered by the Local Authority's insurance against accidents except in cases of negligence by the Local Authority or Governors.

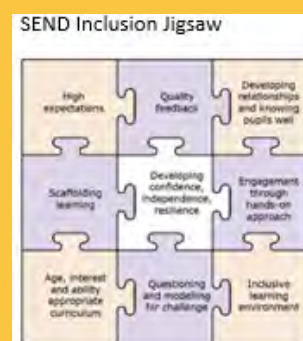
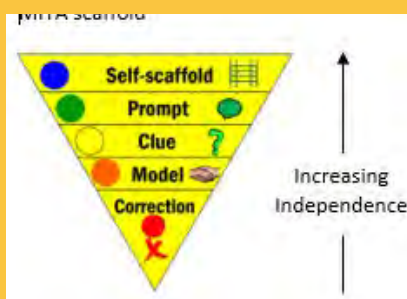


At Moss Hall Schools Federation, inclusion underpins our approach to supporting all of our children including those with special educational needs and/or disabilities. Our aim is for every child to be seen, known and safe and to celebrate their diversity of experience, interests and achievements. All children need to experience praise, recognition and success whatever their needs may be. High quality teaching with adaptations and additional support when needed is our approach to ensuring children reach their potential, not only preparing for the year ahead but laying foundations for the next stage in their education and for adulthood. All children are included in the full life of the school, and children with SEND are supported by their classmates. Our key values: courage, empathy, ambition, responsibility, compassion and integrity are integral in supporting each child to reach their potential.

MHSF SEND Policy 2020 -21

We work closely with parents/carers and if a child is raised as a concern by home or school we work together to support the child. The concern may be linked to their learning, communication skills, social, emotional and mental health or a physical need or disability. There is a clear, graduated response to supporting children who may develop a special educational need at any point during their school career.

We want our children to be as independent in their learning and take part in all aspects of school life as is possible for them. We do this by adapting the curriculum so that differences between children are accommodated and all children have the best possible chance of learning. We use the 'Maximising the Impact of Teaching Assistants' (MITA) principles to develop independence in learning and the SEND Inclusion Jigsaw to ensure planning and implementation meets the needs of all learners, and builds in high expectations for everyone.



We have a senior learning mentor and a team of teaching assistants to support the children, led by the Inclusion Manager.

The advice and support of external agencies e.g. Educational Psychologist, Speech and Language Therapy is accessed through a formal referral to their service or by the Inclusion Manager requesting advice.

There is a clear process for transition between the infant and junior schools, between the junior school and secondary schools and when children leave or join in mid phase.

Our Federation SEN Information Report and SEND policy have more detailed information. Click on this link to the website to find them: [SEN Info Report and SEND policy](#).



Behaviour

The school's primary concern is the safety, wellbeing and education of all pupils; actions taken in cases of bad behaviour are with the intention of upholding their wellbeing and academic progress, as well as fulfilling our safeguarding responsibilities.

All members of the school community must be treated inclusively and be free from any form of discrimination or prejudice – whether it be racial, ethnic, gender, sexual orientation, religious or age-based.

The school will create and maintain an atmosphere and ethos of tolerance, equality, diversity, respect, understanding, kindness and a sense of citizenship throughout the school community in everyday practice.

All children, staff and visitors should feel safe in the school environment at all times through a high quality of care, support and guidance.

All pupils have a right to fulfil their greatest academic and personal potential and feel they are valued members of the school by both their peers and school staff, and should be free from bullying, discrimination and distracting peer behaviour.

Rules are to be consistently applied across the school and where sanctions and punishments are exercised, they should be proportionate to the misdemeanour, in line with the school's Behaviour Policy.

Good behaviour around school is expected and will be acknowledged and rewarded at the discretion of staff, who will judge appropriately.

At Moss Hall Junior school, we want to foster a community and collective ethos amongst all members of the school and promote values of caring, empathy, teamwork and coordination. In cases of problematic pupil behaviour, regardless of how sustained and disruptive, the pupil's out-of-school circumstances and possible special educational needs and disabilities must be taken into account. Comprehensive support is given before or alongside disciplinary measures – exclusions and expulsions are to be used only as a last resort where other measures fail.

Any kind of violence, threatening behaviour or abuse between pupils, or by pupils/parents/carers towards the school's staff, will not be tolerated. If a parent/carer does not conduct himself/herself properly, the school reserves the right to ban them from the school premises and, if the parent/carer continues to cause disturbance, he or she may be liable to prosecution.

For further information, please refer to our Behaviour and Exclusion Policy, which is available on the school website.



Technology

At Moss Hall Junior School, we use a wide range of technology to support our children's learning. We continually strive to ensure that the hardware and software is up to date in order to effectively develop the pupils' computing skills as well as supporting the rest of the curriculum.

All classrooms and our library have an interactive white board to display engaging learning materials. Each year group now has a whole class set of chrome books which are utilised across the curriculum as well as a part of our computing lessons. The children also have access to tablets, digital cameras, a GoPro Action camera and microphones. We have a whole school network and have invested in to the Google suite which allows our pupils to access their learning throughout the school as well as at home via the Google Classroom.

Children have a weekly computing lesson in which they explore technology and how it is being used today in areas such as programming, web design, media and data analysis. The knowledge they learn in computing also allows them to use computers competently to enrich other areas of the curriculum.

Our School web site is www.mosshalljunior.co.uk

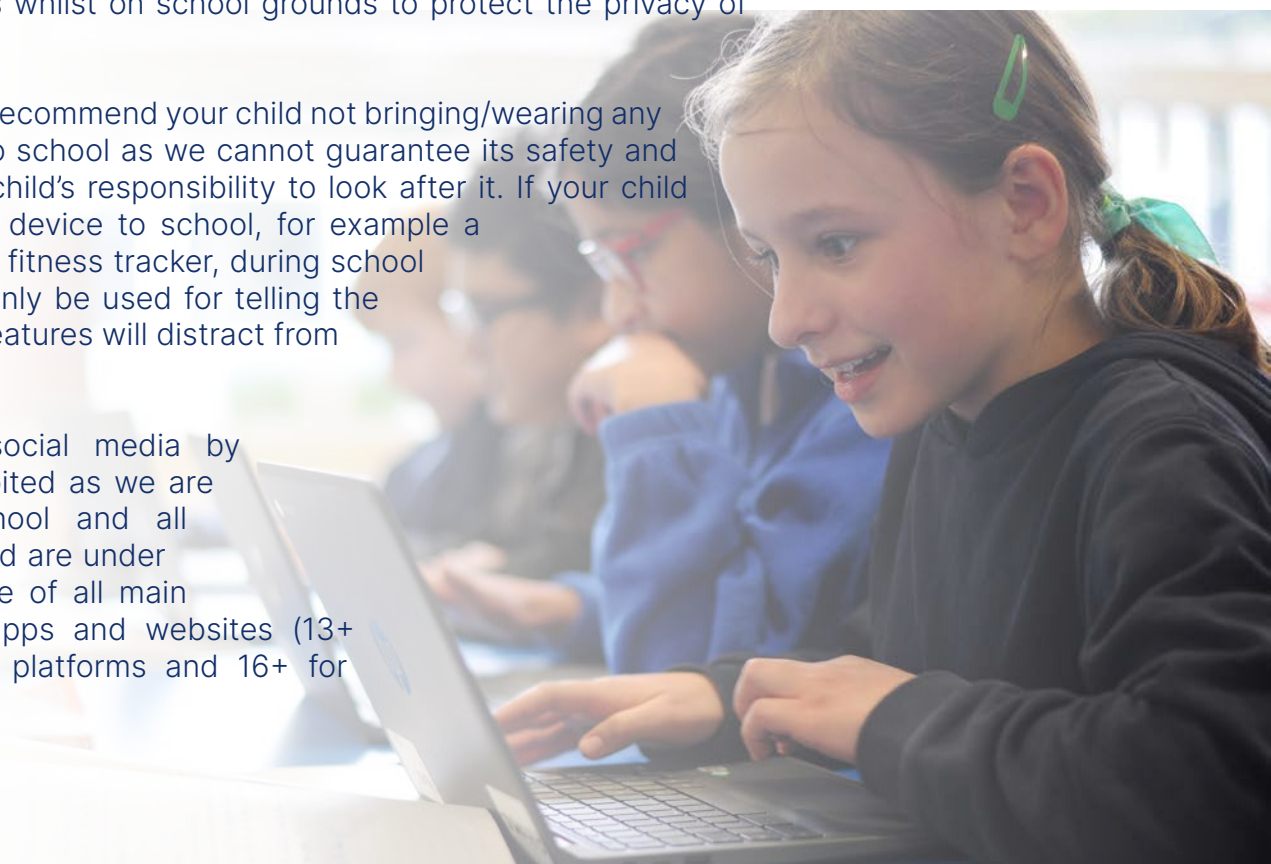
We understand that technology is essential to everyday life but we also recognise that it needs to be used responsibly. When completing the Child Registration Pack, please read the online safety section carefully. At the start of each year your child will also complete an agreement for appropriate use of technology and the internet at school, to inform them about using the internet and technology appropriately.

Mobile phones, smart devices and social media at Moss Hall Junior School

If you do wish your Year 6 child to have a mobile phone, because s/he is travelling to and from school **independently**, the phone needs to be handed in at the school office at the start of the day and collected at home time. Pupils should not have their mobile device on their person. It will be your child's responsibility to do this. If your child's phone is lost or damaged whilst at school, but not in the school office, we take no responsibility. Parents must not use cameras or mobile phone cameras whilst on school grounds to protect the privacy of our pupils.

We also would recommend your child not bringing/wearing any smart device to school as we cannot guarantee its safety and it will be your child's responsibility to look after it. If your child brings a smart device to school, for example a smart watch or fitness tracker, during school hours it must only be used for telling the time as other features will distract from learning.

The use of social media by pupils is prohibited as we are a primary school and all children enrolled are under the age for use of all main social media apps and websites (13+ for all popular platforms and 16+ for WhatsApp).



Communication Between School & Home

Paperless School

It is our aim to be a 100% paperless school to help reduce our carbon footprint and care for the environment. This means it is vital that we hold an up to date mobile phone number and email address for parents and carers as the vast majority of our communication with you will be via phone call, text message or email.

Newsletters

Our Federation Newsletter is produced weekly using Microsoft Sway and a link will be sent via SchoolPing message to all parents/carers on a Friday. A link to the newsletter can also be found on our website. The interactive newsletter may then be viewed using a web browser on any computer or mobile device.

School Website

The school website is www.mosshall.school. You can use this website to keep up to date with key information about the school. This includes term dates, letters home and news about trips.

SchoolPing Messaging

We use a messaging service to parents/carers which means that we can send links to important letters home, and reminders about events, trips and meetings. We ask that you remember to let us know if your mobile number or email address changes! We also use the messaging service to contact you if your child is absent from school without a reason. The best way to receive SchoolPing messages and make your payments is by downloading the SchoolPing app from your usual app store.

Questionnaires

We like to seek the views of parents/carers and the children - we may do this during meetings, informal conversations or questionnaires. Having analysed the data received we feed back any key patterns and our response to you.

Appointments

Parents/carers are most welcome to make an appointment to speak to a member of staff, either via telephone or in person, at a mutually convenient time. Class teachers are also available at the end of the school day for a quick chat in the playground.

For safeguarding reasons parents/carers must not make their way directly to the classroom without an appointment - the school office can arrange this for you. If you wish to speak to a member of the Headship team (Executive Head, Head of School, Deputy Head or Assistant Head) please speak to them when they are out and about at the start or end of the school day, or make an appointment through the school office.

Parent / Teacher Consultations

At the beginning of each year we hold Welcome Evening where parents/carers have the opportunity to find out information about the forthcoming year. Following this, there are two additional Pupil Progress Meetings for parents/carers.



Our Governors

Since 1st January 2020, Moss Hall Infant and Junior Schools have become a federation of 2 schools. The former individual Governing Boards of both schools have been dissolved and a single Governing Board created for the federation.

The Constitution of the Federation Governing Board was set out in our consultation and is as follows:

- 15 members comprising
- Executive Headteacher,
- Local Authority Governor,
- Staff Governor,
- 2 x Parent Governors (1 from each school)

The above members are set out by statute and their numbers cannot be altered (i.e. the schools cannot elect more than 1 Parent Governor each)

In addition, the federation will have:

- 10 Co-opted Governors (of which it is anticipated a minimum of 5 will be parents at any time and 1 will be a Staff Member from the school not to elect a staff governor).

The Governing Board has three main functions:

- Overseeing the financial performance of the schools and making sure their money is well spent.
- Holding the Executive Headteacher to account for the educational performance of the schools and their pupils.
- Ensuring clarity of vision, ethos and strategic direction.

The day to day running of the schools remains the responsibility of the Executive Headteacher and her Leadership teams.

Governing Board meetings are open to observers and dates and times of upcoming meetings will be published on our website and in our newsletters with minutes made available after meetings also on the school's websites.

The new Governing Board is committed to working with the entire school community in order to provide a coherent and ambitious learning journey for all children across our schools.



MHSA

What is the MHSA?

The MHSA is the parents' association for both the infant and junior schools and recently the nursery.

The aim of the MHSA is to enable parents to become part of the school community and help support the school in any way that they can. Throughout the year, we organise many events which raise money for the schools – most years we raise approximately £25,000.

Last year (2019/2020) we raised £15624 through events and sponsorships despite not being able to organise some of our usual events due to the covid19 pandemic.

What sort of events are run?

We try to organise a wide range of events, including the Winter and Summer fairs, fireworks night, film clubs, school discos, cake sales, coffee mornings, quiz nights, raffles and second-hand uniform sales.

What do we do with the money?

The money is distributed between the two schools and the nursery to pay for additional resources that could not usually be paid for from the schools' budget.

Most recently this has included purchase of Google Chrome Books – access to the best modern learning. There is a plan for some inspirational artwork that will reinvigorate the schools and make them a great place to want to learn. Other benefits include creating a learning garden in the infant school and purchasing over £5,000 worth of new books for both school libraries. In 2015, the reception outdoor space was completely renovated using money raised by the MHSA.

Other purchases include: playground equipment, musical instruments, digital cameras for each class, digital entry system in Juniors and many other things to enrich your child's education at Moss Hall.

Who can join the MHSA?

We would like as many of you as possible to become involved with the MHSA.

Involvement can take many forms: we need help with events, ideas for raising and spending money, practical support, donations of items for events ... the list is endless. The more help we get, the more money we raise, the more our children benefit. Simple.

Everyone is welcomed and everyone has something that they can contribute. You don't need any particular knowledge or skills and it's a great way to get to know other parents and is hugely rewarding.

Current requirements:

The current pandemic has forced us to look at other avenues for fundraising. But this is also a great opportunity for the MHSA to explore and harness digital technology for our needs. Parents who are knowledgeable in online fundraising and online events management will be extremely valuable to our efforts at this time. Please get in touch.

Typically a MHSA committee parent would spend an hour on our once-a-term meetings and a few hours in the week leading to major events like the Fireworks and the fairs. As these are unlikely to happen this year, your time commitment will probably be a handful of hours per term.

If you want to know more contact us on mhsa.info@gmail.com

Who do I contact if I am interested in getting involved?

Please contact any of the current team if you are interested in getting involved.





Be Kind...

... Work Hard...

...Make A Difference



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 meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information
- Relevant medical information
- Special Education Needs information
- Exclusions/behavioural information
- Personal information about a pupil's parents and/or other relatives (such as name, contact details, relationship to child)
- Safeguarding referrals and paperwork

Why we collect and use this information

We use the pupil data:

- 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
- to share data for statutory inspections and audit purposes
- to report pupil progress and attainment

The lawful basis on which we use this information

We collect and use pupil information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)
- Article 23 GDPR (Restrictions prevention, investigation and detection of crime)

The DfE process census data under the various Education Acts – further information can be found on their website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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, 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 varying lengths of time depending on what the information is. We follow the guidelines from the DfE relating to Data Storage:

Short After event – e.g. After a school trip the data can be deleted after 1 month

PLUS 1 YEAR - e.g. Behaviour performance and school handover

Plus 5 YEARS - 3 – 5 year e.g. trends for attainment need to be kept for comparison purposes and submission.

Aged 25 YEARS - e.g. Educational Health Care Plan / Safeguarding

Aged 25 YEARS - e.g. Long term Safeguarding records and Archiving pupil names in the public interest

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- our local authority authority (Barnet Council)
- the Department for Education (DfE)
- NHS (Including CAMHS, Social Care, Therapy Providers)
- Social Care
- Police
- RM Integris G2
- Google Suite
- London Grid for Learning
- Parent Mail (Teachers2Parents)
- Student assessment companies (Tapestry)
- School Photos and videos
- Bikeability

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 pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment 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 Pupils) (England) Regulations 2013.

Police National security, Defence, Public Security

We share information on request with the Police and Security Services for the prevention investigation and detection of crime (Article 23 GDPR)

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via 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 the 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, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact 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 about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the office at office@mosshalljnr.barnetmail.net

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:
David Powell dpo@sapphireskies.co.uk