



**Sir Thomas Abney Primary School**

# **Welcome Booklet**

**Information for Parents/Carers**

# Contents:

- **Home School Agreement**
- **Times of the School Day**
- **School Uniform List and Prices**
- **School Meal Arrangements**
- **School Dinner Menu**
- **BioStore – Biometrics Faqs**
- **School Messaging System**
- **Parental Permission for School Trips and Off-site Activities**
- **eSafety Rules**
- **Privacy Notice 2012 – Data Protection Act 1998**

Information accessible on the School Website:

- **[Ofsted Report 2015](http://sirthomasabney.hackney.sch.uk/wp-content/uploads/2015/09/Sir-Thomas-Abney-School-Published.pdf)** - <http://sirthomasabney.hackney.sch.uk/wp-content/uploads/2015/09/Sir-Thomas-Abney-School-Published.pdf>
- **[Behaviour Policy](http://sirthomasabney.hackney.sch.uk/wp-content/uploads/2015/11/Behaviour-Policy-2014.pdf)** - <http://sirthomasabney.hackney.sch.uk/wp-content/uploads/2015/11/Behaviour-Policy-2014.pdf>
- **[Attendance Policy](http://sirthomasabney.hackney.sch.uk/wp-content/uploads/2015/11/Attendance-Policy-November-2015.pdf)** - <http://sirthomasabney.hackney.sch.uk/wp-content/uploads/2015/11/Attendance-Policy-November-2015.pdf>

In addition to this booklet you should receive copies of the following at Registration:

- **Parent Outline – Weekly (EYFS) or Termly (Years 1-6) information about what your child will be learning in school**
- **The most current weekly Newsletter**
- **Attendance Matters Leaflet**
- **Welcome to our Nursery (Nursery Only)**
- **Welcome to our Reception (Reception Only)**



## **SIR THOMAS ABNEY PRIMARY SCHOOL**

### **HOME SCHOOL AGREEMENT**

#### **Parents/Carers will:**

- Ensure that their child has the best attendance record possible
- Ensure that their child is equipped for school with the correct uniform and PE kit
- Do their best to keep their child healthy and fit to attend school
- Inform school if there are matters outside of school that are likely to affect a child's performance or behaviour at school
- Model the positive behaviour and positive attitudes expected of their child
- Attend Parents' evening and other meetings to discuss my child
- Support school events
- Ensure that holidays are not taken during term time

#### **The school will:**

- Encourage children to do their best at all times
- Inform Parents/Carers about what their children will be learning each term and about their progress
- Encourage children to take care of their surroundings and others around them
- Keep Parents informed about School activities through regular letters home, newsletters and notices about special events
- Provide a safe, stimulating environment for all

#### **Children will:**

- Always do their best
- Be kind, polite and helpful to others
- Look after the school
- Come to school regularly and on time

#### **Together we will:**

- Support learning and help each other achieve our best





# Sir Thomas Abney Primary School

## School Uniform

Children at Sir Thomas Abney wear a school uniform, which is compulsory for children from Reception to year 6.

If Nursery parents would like to purchase uniform they may do so.

**Please Note:** The school logo is changing as of September 2017. Uniform with the new logo will be available from 2018. The school polo shirt will be changing from Gold to White. We will transition gradually from one uniform to the other over the 2017/18 academic year. All children will be required to wear only the new uniform from September 2018.

### Rationale:

We believe that the wearing of a school uniform enables children to identify with their school, gives a sense of belonging, is practical and smart, reinforces a positive work ethos and reduces expenditure for parents/carers.

### Aims:

- All children wear the correct uniform to school
- Children feel proud to belong to the school
- Parents/carers share the expectations of the school

### Guidelines:

- It is expected that children wear the school uniform each day, with the appropriate footwear.
- The school prospectus provides parents/carers with full details of the uniform to be worn (see below).
- **Our school uniform can be purchased from:**  
**Trutex Hackney (Crossbow)**  
31 Broadway Market, Hackney, London E8 4PH  
Tel: **020 7923 9313**  
[www.trutexhackney.com](http://www.trutexhackney.com) – online purchases

Please note: although you can buy the whole uniform from Trutex, you only have to purchase the sweatshirts and fleeces there. The rest of the uniform can be purchased from shops such as Tesco, Sainsburys, Asda, Peacocks, Matalan, Marks and Spencer's, etc.

- If a child does not wear the correct uniform, a verbal or written reminder of our expectations will be communicated to the parents/carers (see Appendix 1).

- If a child arrives at school wearing inappropriate clothing which causes concern (eg unsuitable for the weather, too revealing, offensive/unsuitable slogans, etc) then the school will provide uniform for the child to wear for the day.
- If a child does not have their PE kit in school, a letter is sent home to the parents/carers.
- Parents are asked to clearly label every item of school clothing with their child's name.
- The children are responsible for taking care of their own items of uniform.
- There are buckets for lost property located in the main playground. Any items left unclaimed are periodically disposed of.

### **Uniform**

- Grey trousers or skirts (not jeans) or grey pinafore dress
- Black school shoes/trainers or plain black boots
- Grey or Navy tights or black leggings can be worn under skirts
- Black, Grey or white socks
- Gold polo top (White from 2018)
- Navy sweatshirt or fleece
- Summer: yellow checked school dress (Blue check dress from 2018)

### **PE Kit:**

- Navy plain shorts or tracksuit bottoms
- Plain White T-Shirt (football shirts are not allowed)
- Plimsolls/trainers
- **NB** On Health and Safety grounds, we do not allow children to wear any jewellery to school. The exceptions to this are stud pierced ear-rings

### **Jewellery**

- Small, stud earrings only
- *For Health & Safety reasons no other jewellery can be worn to school*

### **Headwear**

- Warm hats for Winter months
- Caps for Summer months
- *Other than for religious reasons, no other headwear is allowed and should not be worn in school*

### **Coats**

- A heavy lined waterproof coat with a hood for the Winter months
- A light waterproof jacket with a hood for the Summer months
- *Children are let out to play if there is only a light drizzle and it is important that they have appropriate protection – There is no such thing as bad weather, as long as you are prepared!!*

### **Shoes**

- Flat, sensible and waterproof shoes
- Children are allowed to wear sandals with a secure back-strap during the Summer months – please ensure your child wears socks with open-toed sandals as they tend to graze their toes when running in the playgrounds
- Flip-flops are NOT allowed



# Sir Thomas Abney School Uniform

Our school uniform is available from:

**Trutex Hackney (Crossbow)**

31 Broadway Market, Hackney, London E8 4PH

Tel: 020 7923 9313

Opening times: 9.30am to 5.00pm Mon-Fri

9.30am to 3.00pm Sat

Online Orders can be made on: [www.trutexhackney.com](http://www.trutexhackney.com)

<b>Navy School Sweatshirt with Logo</b>	<b>Price per item</b>	<b>Gold Polo Shirt with Logo</b>	<b>Price per item</b>
Ages 3-13	£8.80	Ages 3-13	£6.50
Small	£9.50	Small	£7.00
<b>Navy Fleece with Logo</b>		<b>Grey Boys Trousers</b>	
All sizes	£12.00	Ages 2/3 - 8/9	£7.99
		9/10 – 11/12	£9.99
<b>Girls Grey Box Pleat Skirt</b>		<b>Pinafore Dress</b>	
Ages 2/3 – 9/10	£4.99	Up to age 10	£10.00
Ages 11/2 – 13	£5.99		

Please note that these prices may vary slightly



# Sir Thomas Abney Primary School

## Meal Arrangements

If your child is attending school full-time they will be staying for lunch-time. Please ensure you make arrangements for their lunches.

### Reception, Year 1 & Year 2 only – Universal Free School Meals

From September 2014 all children in Reception, Year 1 and Year 2 classes will receive a **free hot meal at lunchtime in school**. This is in line with the Government's drive to ensure every infant school child has a healthy and nutritious lunch provided by the school to enhance their development and well-being and also to build on good eating routines.

### Eligibility to Free School Meals and the Pupil Premium Grant

All parents are encouraged to apply for Free School Meals and the Pupil Premium Grant. It is very important to the school that all parents complete the registration and application for the above by going to <https://ems.learningtrust.co.uk/CitizenPortal LIVE/Account/Register> regardless of whether your child is receiving the KS1 Government Funded Universal Free School Meal or whether they just have packed lunches. The school receives extra funding (Pupil Premium Grant) for each child who is genuinely eligible for free school meals based on their family circumstances which is used towards supporting teaching and learning. The school website has a breakdown of how these funds are used. Please go to <https://www.learningtrust.co.uk/schools/Pages/PupilBenefits.aspx> for further information. **Please note that we are unable to provide your child with a free school meal until we have received written confirmation from the Learning Trust.**

### Full-Time Nursery and Years 3 to 6 only

#### Paid School Meals



We no longer accept dinner money at the school office. You can pay online or at shops with the PayPoint sign. We know that there is a shop in Fairholt Road that has this facility. **School Meals cost £1.85 per day, £9.25 per week as of 1<sup>st</sup> September 2016.**

Once your child starts attending school full-time you will receive a letter which will include a **username** and **password** for online payments and a **bar-code** for shop payments. School meal accounts must be in credit for your child to receive a school meal and so you must, as a matter of urgency, make the necessary payments. We would suggest paying at least one week (£9.00) in advance to keep the account in credit. If your child's account falls below £7.00 (4 meals) you will receive a text alerting you of this.

**If your child's account falls below zero (£0.00) you will receive a text advising you of this and you should bring in a packed lunch as we will not provide a school meal to your child.**

Online payments take 24 hours to show on the account, shop payments take 3 days, so please allow for this when arranging payments.



## **Packed Lunches**

You are welcome to provide your child with a packed lunch which should contain healthy foods. The school meals comprise of a healthy organic (where possible) menu with lots of fresh vegetables and interesting meals. We would like to see all the children eating healthily. Therefore, packed lunches **must not** contain crisps, chocolates and sugary drinks. There are lots of alternatives.

## Sir Thomas Abney Primary School Lunch Summer Menu 2017 Amended June 2017

*The Menu Meets the Revised School Food Standards Jan 2015*

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b> w/b: 5/6/17 26/6/17 17/7/17	<b>Chicken Curry</b> Debjani's Chickpea Curry  Rice, Naan Bread French Beans Butternut Squash  Fresh Fruit Salad	<b>Beef Sausages</b> Quorn Sausages Veg Gravy  Mash Potatoes Swede Broccoli  Pineapple, Banana & Mixed Berries Smoothie	<b>Wholemeal Chicken Pizza</b> Wholemeal Sweet Pepper & Corn Pizza Mixed Salad Coleslaw Apple & Peach Oat Crumble Custard	<b>Lamb Bolognaise</b> Quorn & Veg Bolognaise  Spaghetti Cauliflower Roast Butternut Squash Fruit Jelly & Whipped Cream	<b>Salmon Pasta Bake</b> Leeks & Red Pepper Quiche Potato Salad Roast Seasoned Courgettes Carrots  Choc Ice Cream with Pears
<b>Week 2</b> w/b: 12/6/17 3/7/17	<b>Jerk Chicken Thighs</b> Macaroni Cheese Plain Boiled Rice (with chicken only) Plain Boiled Rice Broccoli Carrots Fresh Fruit Salad	<b>Jacket potato with</b> <b>Chicken Mayo or Tuna Mayo with Sweetcorn,</b> Cheese Filling Baked Beans Mixed Salad  Apple & Apricot Crumble Custard	<b>Jamaican Beef Patties</b> Jamaican Veg Pattie Sweet Potatoes Callaloo/Plantain  Mango, Cantaloupe & Mixed Berries Smoothie	<b>Beef Burger in a Bun</b> Quorn Burger in a Bun Chips Mixed Salad Coleslaw Raisin Shortbread Strawberry Yoghurt	<b>Tuna Pasta Bake</b> Mixed Beans Pasta Bake Broccoli Cauliflower  Vanilla Ice Cream with Grapes
<b>Week 3</b> w/b: 19/6/17 10/7/17	<b>Beef Pie</b> Vegetable Frittata New Potatoes Roast Butternut Squash Savoy Cabbage  Banana Bread	<b>Chicken in Tomato Sauce</b> Egg Fried Rice  Noodles Veg Stir Fry  Fruit Jelly & Whipped Cream	<b>Roast Chicken Thigh</b> Quorn & Leek Pie Veg Gravy Roast Potatoes (for Chicken only) Broccoli Parsnips Fresh Fruit Salad	<b>Beef Lasagne</b> Vegetarian Lasagne  Mixed Salad Coleslaw  Pears & Apple Oat Crumble Custard	<b>Breaded Cod Fillet</b> Curried Lentil Parcels Chips Peas Carrots  Pineapple, Banana & Mixed Berries Smoothie

Daily: 1 organic vegetable (subject to availability), Mixed Salad, Homemade Bread & Fresh Fruit

Sir Thomas Abney Catering reserves the right to change this menu at any time

Key: **Red = Meat Main Dish**    **Green = Vegetarian Main Dish**    **Blue = Fish Main Dish**

We ensure that we balance the carbohydrate content of our meals e.g. not serving potatoes with rice based main

## Allergen Information

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Cereals containing gluten	<b>Soya</b>  Soya Cereals containing gluten	<b>Cheese, Cereals containing gluten</b> Cheese, Cereals containing gluten Cereals containing egg Cereals containing eggs & milk	Soya Cereals containing gluten  Milk	Cereals containing gluten, fish Cereals containing gluten, eggs, milk & cheese  Milk
Week 2	Cheese, milk & gluten  Cereals containing gluten	<b>Eggs</b> Fish & eggs Cheese  Cereals containing gluten, milk	<b>Cereals containing gluten, eggs, milk</b> Cereals containing gluten, eggs, milk	<b>Cereals containing gluten, sesame seeds</b> Cereals containing gluten, sesame seeds Eggs Cereals containing gluten & milk	<b>Fish</b>  Cereals containing gluten & eggs  Milk
Week 3	<b>Cereals containing gluten, eggs, milk</b> Eggs, cheese & milk Cereals containing gluten, eggs & milk	Eggs & milk Cereals containing gluten, eggs Soya  Milk	Cereals containing gluten, cheese, eggs & milk	<b>Cereals containing gluten, eggs, cheese &amp; milk</b> Cereals containing gluten, eggs, cheese & milk  Eggs Cereals containing gluten & milk	<b>Cereals containing gluten &amp; fish</b>  Cereals containing gluten, egg & milk

If you require any more information regarding allergens in food please do not hesitate to ask.



## **Biometrics FAQs**

### **What is BioStore – how does it work?**

BioStore is a central database which stores the information which identifies pupils uniquely to each of the applications used within the school. It requires each pupil to register only once, usually by placing a finger on a fingerprint scanner.

### **Why use BioStore's biometric system instead of other existing identification methods?**

BioStore's centralised system speeds up the registration process – each student need only register once, no matter how many applications requiring identification are in place in the school.

With a biometric system, students cannot borrow or steal credentials from each other, reducing the opportunities for bullying.

Queues are reduced, because the identification of students is speeded up. Students need no longer carry cards, remember PIN numbers, or use cash to buy a meal.

Biometric systems save time and money for both school and pupils because the need to replace lost cards and forgotten passwords is eliminated.

### **Does BioStore record images of individual fingerprints?**

BioStore never stores images of fingerprints on its system, and will never do so. Only mathematical representations of certain points of a finger image are recorded, typically between ten and sixty depending on the characteristics of the finger. The mathematical information is encrypted and is called a template. This data is extremely secure in its encrypted form, but even if it were not encrypted it would be impossible to recreate the original fingerprint image from the stored data.

### **Is it possible to recreate a fingerprint from the data stored by BioStore?**

No. The BioStore system only stores a short string of encrypted numbers – too few numbers to provide enough detail for the original print to be reconstructed.

A simple way to think about how the system works is to consider an ordnance survey map of a given area. Imagine marking all the points where roads cross over rivers and where railway tracks cross roads, then record the coordinates of these crossing points. Use this information to examine a set of, say, 100 maps, and compare each map with the recorded information. The original ordnance map will be identifiable with some degree of certainty. However, using only the recorded coordinates it would be impossible to recreate the original map with any accuracy.

- more than 99.99% of the information on the original map will have been discarded, leaving only the few recorded points. Even these points cannot be recreated because only a simple description of each has been kept.

**How secure is the stored data? What would happen if somebody stole the data in some form?**

The database is protected by a licence key, which means that the database and any backup of its contents can only be accessed on licensed hardware. The licensed hardware is stored in the school's own secure facility, so that the encrypted data is only available to the registered licensee. Even if a school's security were to be compromised and a backup of the database stolen, the encrypted data would still be unreadable, even by another school.

**If I lose my bank card then it can be replaced, but I can't replace my finger. If a template is stolen, have I lost my identity forever?**

The answer is no. The fingerprint template stored in the database is merely a string of encrypted numbers. If this string of numbers were to be removed from the database, it would be useless, because it cannot be recognised as a fingerprint. A fingerprint scanner checks for a real finger – it does not recognise a string of numbers, unlike a bank machine, which will accept a bank card from anybody who happens to know the PIN number.

**If my child is fingerprinted could the police or a court of law use the fingerprint?**

BioStore does not store a fingerprint image. The recorded templates are comprised of a set of numbers which represent each person. This set of numbers will be unique within populations of hundreds, or a few thousand, people. However, in the wider population the system is not accurate enough for the templates to be usable for forensic matching with any degree of certainty. A court of law would never be able to use this information as evidence.

**Does everybody have a fingerprint? What happens about twins, or people with a disability which prevents them from providing biometric data, or somebody who has hurt their finger?**

Even identical twins have different fingerprints, and will not be mistaken for each other by BioStore. In very rare cases there are people who are born without prints. Occasionally somebody's fingerprints will degenerate because of exposure to some chemical products, and sometimes temperature changes can cause reduction in fingerprint quality. However, a cut finger would not cause any problem for BioStore, unless it resulted in major disfigurement.

# Contact Details and Communication System

Department for Education regulations state that each child must have a minimum of 3 adult contacts. It is very important that parents ensure that the school is kept updated of any changes to contact information. The school must be able to get in touch with a parent or carer in case of an emergency. Please ensure the numbers you have provided are accessible at all times.

Schoolcomms is the school's text and email communication system with parents. Once your child is on the school's roll or on the pre-admission list for Nursery or Reception you will receive texts from this number **+441208455078** which may also appear as **Sir Thomas Abney** on your phone. You will be able to reply to text messages as well.

The school uses the text messaging service extensively to communicate with parents about:

- Absences
- Upcoming events
- Reminders about class assemblies and performances
- Any changes to the school day
- Club confirmations
- and lots more.....

Schoolcomms also allows us to send emails to parents, so if you haven't already informed us of your email address, please email [parents@sirthomasabney.hackney.sch.uk](mailto:parents@sirthomasabney.hackney.sch.uk) (this is used solely for parents to communicate with the school). Please remember to put your child/children's names and classes in the email so that we know who you are!

Parents will receive links to the school's newsletters and other communication via email. However, this is only effective if everyone signs up.

If you have a smartphone please download the **Schoolgateway App** which allows **FREE** texts for both parents and the school!

**Please remember that you must keep the school informed of any changes to your contact details. This is a safeguarding requirement.**



# Sir Thomas Abney Primary School

## Parental Consent for School Trips and Off-site Activities

Further to guidance from the DfE it is no longer necessary to acquire parental consent for individual school trips which take place during and after the school day. Parents are required to sign one consent form when their child starts school, this will cover the child for the duration of their time at the school. Parents will receive letters informing them of up-coming school trips so that they are prepared and aware.

### Important information:

- Please note that by signing the consent form you are agreeing to:
  - **Your child attending all school trips as follows:**
    - **Curriculum and non-curriculum related school trips**
    - **adventure activities at any time**
    - **off-site sporting fixtures at any time**
    - **off-site activities if they are attending nursery classes**
  - **Paying the parental monetary contribution where requested**
  - **First aid being administered to your child when necessary**
- The school will send you information about each trip or activity before it takes place.
- The majority of school trips are organised to support your child's learning. Some trips are organised as treats for the children.
- The majority of school trips are free of charge, however, some trips do have costs attached where a specific activity or workshop has been booked.
- All trips are organised in accordance with health and safety procedures and a full risk assessment is carried out.
- All children are expected to attend all school trips during school hours as they cover all or part of the statutory school day.

Parents/Carers are responsible for ensuring that they provide the school with the appropriate inhalers and EpiPens for allergy sufferers at all times. If your child uses any of these items please indicate CLEARLY on the consent form if your child needs to use their inhaler or needs to carry their EpiPen whilst on a trip.

The highest standard of behaviour is expected of every child on a class trip as they represent the school. Any evidence of unacceptable behaviour leading up to the trip will result in children being kept back.

**The Parental Consent is contained in the Admission Form**

# **Sir Thomas Abney Primary School**

## **Primary Pupil Acceptable Use Agreement/eSafety Rules**

- ✓ I will only use ICT in school for school purposes.
- ✓ I will only use my class email address or my own school email address when emailing.
- ✓ I will only open email attachments from people I know, or who my teacher has approved.
- ✓ I will not tell other people my ICT passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ✓ I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ✓ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- ✓ I know that my use of ICT can be checked and that my parent/ carer contacted if a member of school staff is concerned about my eSafety.



# Sir Thomas Abney Primary School

## Privacy Notice - Data Protection Act 1998

We Sir Thomas Abney School are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

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

This information includes your contact details, national curriculum assessment results, attendance information <sup>1</sup> and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to London Borough of Hackney (Local Authority), formerly The Learning Trust, and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact Coral Wasylenczuk, School Business Manager.

If you require more information about how London Borough of Hackney, and/or DfE store and use your information, then please go to the following websites:

[http://trustnet.learningtrust.co.uk/Trust/Services/ICT/school\\_census/Pages/UsefulCensusDocuments.aspx](http://trustnet.learningtrust.co.uk/Trust/Services/ICT/school_census/Pages/UsefulCensusDocuments.aspx)

<http://www.education.gov.uk/schools/adminandfinance/schooladmin/ims/datamanagement/privacynotices>

If you are unable to access these websites, please contact the Local Authority or Department for Education as follows:

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Attendance is not collected for pupils under 5 at Early Years Settings

Data Protection and legal queries

Kym Beeston  
[kym.beeston@learningtrust.co.uk](mailto:kym.beeston@learningtrust.co.uk)

Schools – Pupils and Staff

Sylvia Redhead, Education Information & Data  
Service  
[Sylvia.redhead@learningtrust.co.uk](mailto:Sylvia.redhead@learningtrust.co.uk)

Department for Education

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288