



INFORMATION PACK

DANEGROVE PRIMARY SCHOOL

NEW STARTERS

WINDSOR DRIVE, LONDON, BARNET EN4 8UD
020 8449 4024
WWW.DANEGROVESCHOOL.CO.UK



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At Danegrove, we are proud to deliver a high quality education that inspires creativity and a love for learning. Our inclusive environment celebrates diversity and ensures that every child and member of staff, regardless of their backgroud or ability, feels valued and supported.



WELCOME TO OUR SCHOOL

Danegroveschool.co.uk

Dear Parents/Carers,

Welcome to Danegrove Primary School. We are delighted that you and your child are joining our school community and we look forward to getting to know you.

Beginning school is a very special time. At Danegrove we want this transition to be as smooth as possible. We aim to provide a caring, supportive and happy atmosphere for every child. We believe that learning is developed through strong partnerships, so children, parents and teachers work together to enable each child to realise their full potential.

We hope the information in this pack will be useful in the coming weeks.

Yours faithfully,
Miss L. Oliver
Head teacher



Early Years Foundation Stage



The Early Years Foundation Stage is our Reception/Foundation Classes. They follow a curriculum called Early Years Foundation Stage (EYFS) which is play-based and involves a balance between 'child-initiated' (chosen by the child) and 'adult initiated' (led by an adult) activities. Each teacher in the reception classes is supported by a teaching assistant.

Key Stage 1

This includes Years 1 & 2 which are the first classes to follow the National Curriculum. Key Stage 1 is sometimes referred to as the Infants.

School Day

Times of the school day:

Gate opens at 8:30AM

Ridgeway Avenue (Rec & Y1)

8:45am - 3:15pm

Lunch: staggered between 12:00 - 1:15pm

Pupils in Reception and Year 1 will have a fifteen-minute morning and afternoon break, with an hour for lunch.

Key Stage 2

This is Years 3, 4, 5 and 6. Key Stage 2 is sometimes referred to as the Juniors.

School Day

Times of the school day:

Gate opens at 8:45am

Windsor Drive (Y2-Y6)

9:00am - 3:30pm - soft start from 8:45am

Lunch: staggered between 11:45am - 1:30pm

Pupils in year 2 will have a fifteen-minute morning and afternoon break, with an hour for lunch. Pupils in Years 3 - 6 have a fifteen-minute morning break, with an hour for lunch.

Our Ridgeway Avenue site is blessed with beautiful open spaces, with Reception and Year 1 having both their own playgrounds, alongside extensive outside learning areas. It has a well stocked library and a dedicated themed wellbeing room - The Water Wonderland.

Our Windsor Drive Site houses our second wellbeing room - The Rainforest Retreat - as well as a London/transport themed reading-for-pleasure library. It has a dedicated computing suite, well stocked music room, art room, Astroturf pitch, a school field and three playgrounds. Our SEND provision on Windsor Drive includes two SEN spaces (with an outdoor provision), a sensory hut and a soft play/ball pond hut.



ETHOS

At Danegrove Primary School, our ethos is rooted in providing a nurturing and inclusive environment where every child feels supported and valued. We believe in fostering a love of learning through creativity, curiosity, and exploration. Our commitment to high expectations drives us to challenge and inspire each child to reach their full potential, while our emphasis on wellbeing and personal growth ensures that pupils develop the skills and confidence they need for life beyond the classroom. Together, we create a school community where children thrive academically, socially, and emotionally.

VALUES

At Danegrove Primary School, our eight core values - chosen collaboratively by our children, staff, and governors - shape everything we do. We foster **respect** and **empathy** to ensure a caring and inclusive community where every individual is valued. We encourage **independence** and **teamwork**, helping our pupils to grow confidently while working together towards common goals. Through challenges, we build **resilience** and promote **courage**, empowering children to persevere and take risks in their learning. Central to our community are **friendship** and **kindness**, which help us create strong, supportive relationships throughout the school.

Good School Attendance and Punctuality

- Your child's attendance and punctuality is very important as any time missed from school disrupts their learning and development.
- Support and encourage your child in taking this great step in learning by ensuring that you take them to school every day and on time.
- Get into good routines. Establishing good practice and setting firm boundaries will make it easier for your child to settle into school.
- If you have any concerns regarding school attendance, you can either speak to Mrs Efstathiou our Attendance Officer, your child's class teacher or contact the Education Welfare Team (London Borough of Barnet) on: 020 8359 7684.

How do I ensure that my child gets the best out of their Education?

- Make sure your child arrives on time: registration is at 8:45am for Reception and Year 1 (Ridgeway Avenue) and 9:00am for Years 2–6 (Windsor Drive). Children should arrive no later than 8:40am (RA) and 8:55am (WD) to ensure that they are in time for their class register.
- Read all school communications to stay informed.
- Make doctor/ dental appointments outside school hours or in school holidays.
- Do not take your child out of school unnecessarily eg: for family visits/holidays.
- Danegrove want to have a good relationship with parents – talk to us about any concerns you have about attendance or your child's schooling.
- Make sure you collect your child on time: 3:15pm at Ridgeway Avenue and 3:30pm at Windsor Drive.
- We must have a minimum of two emergency contacts. Please ensure they are always up to date.

Absence

Report your child's absence on the first day by 8:30am and continue to inform the school every day until they return.

You can report an absence by:

- Calling the absence line (**0208 449 4024**, option 1)
- Emailing **attendance@danegrove.barnetmail.net** (include your child's full name, class, and reason for absence)
- Using the Arbor App
- Speaking to the Attendance and Admissions Officer/Admin team

Please **do not** report absences via Google Classroom, as it may not be checked during the school day.

ATTENDANCE AND PUNCTUALITY

ATTENDANCE MATTERS

Lost minutes = Lost learning



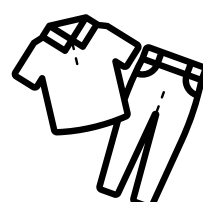
Every school day counts BUT every minute is equally important!

If your child has a doctor's or dentist appointment in the morning, it is better to bring them into school late than not at all.

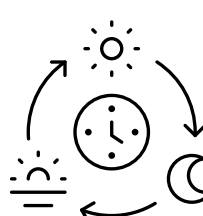
If your child is off school for any reason please phone the school to let us know. If you have more than one child at school and one of them is ill or has a medical appointment, the other children must be brought to school as normal.

Parents have a legal duty (Section 7 and 444 of the Education Act 1996) to make sure that their children are brought to school every day and on time.

HOW CAN PARENTS ENSURE THAT THEIR CHILDREN COME TO SCHOOL ON TIME?



Get uniform ready the night before.



Have structured routines at home; a specific bedtime and wake-up time. Reward children for sticking to routine.



Wake-up on time... set an alarm clock to give your family enough time to get ready in the morning.

IT IS IMPORTANT THAT CHILDREN ARE AT SCHOOL ON TIME EACH DAY SO THAT THEY:

- Have a chance to catch up with their friends in the playground before school starts.
- Can go into the classroom with their friends and feel settled from start of the day.
- Don't miss out on important instructions from their teacher about what they will be doing.

WHEN CHILDREN ARRIVE INTO SCHOOL LATE THEY FEEL:

- Embarrassed and ashamed.
- Frustrated because they won't know what they are supposed to be doing.
- Confused because they have missed out on important instructions.

School Uniform

Children are proud to wear the Danegrove uniform and it has many benefits such as giving a sense of belonging and making it easier for staff to identify children when on school trips. All children are expected to wear the Danegrove uniform and to have the correct PE kit, which they are allowed to wear to school on PE days.

By wearing their PE kit to school, children then do not feel any embarrassment with changing in school, there is less lost clothing and they get a full PE lesson, as time is not lost by changing in and out of clothing.

Uniform:

White polo (logo optional)

Danegrove navy blue cardigan, sweatshirt, jumper with school logo

Grey school trousers/ school shorts/ skirt/ pinafore (no leggings)

Black school shoes (plain, no logo/white soles etc.)

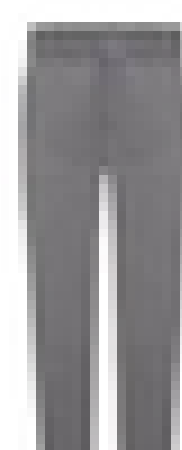
Grey tights or grey and white socks

Summer: Light blue/white checked dress + white tights/socks (no leggings)

Uniform Supplier:

Smiths Schoolwear

Address: Station Parade,25
Cockfosters Rd, Barnet EN4 0DW
<https://www.smithsschoolwear.co.uk/>



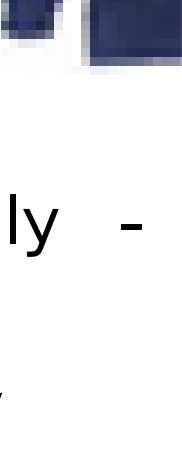
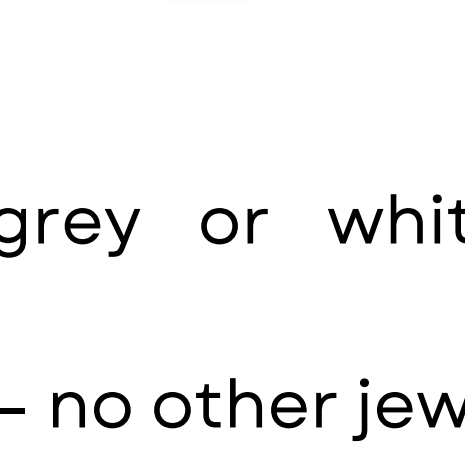
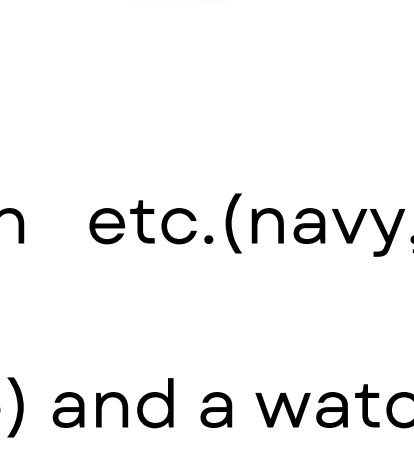
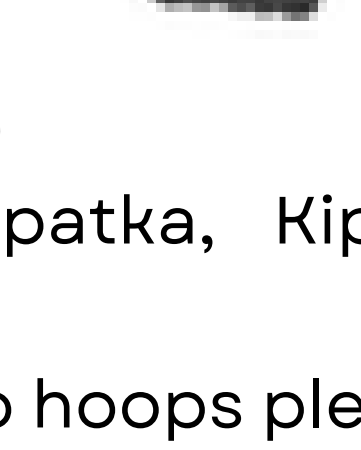
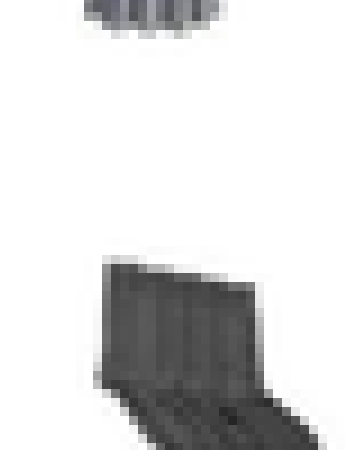
PE Kit:

White PE top - logo optional

Navy blue shorts/ jogging bottoms/leggings

School sweatshirt, cardigan, jumper or fleece

Trainers/plimsolls



Hair accessories (school colours)

Head coverings, head scarf, patka, Kippah etc.(navy, grey or white only - no embellishments)

Jewellery allowed: plain studs (no hoops please) and a watch – no other jewellery

Foundation Stage Uniform

Navy blue tracksuit/navy blue shorts + white P.E. top If you would prefer your child to wear the Danegrove uniform please see above.



The welfare of our children and their safety is the overriding consideration of the school at all times. As with all schools, we have a legal duty to look out for signs of abuse in children and report any concerns to Social Services at the Local Authority, who will carry out the necessary investigations. We follow the procedures and guidelines set out in the London Child Protection Procedures.

We have a safeguarding team that includes the Designated Safeguarding Lead (DSL), a team of Deputy DSLs and a Safeguarding Governor.

All school staff complete level 1 safeguarding training which supports them in providing pupils with a curriculum that promotes personal safety and enables children to maintain healthy relationships. Our aim is to provide a supportive, caring and empathetic environment ensuring that both our children and their families are supported to develop positive mental health and wellbeing.

If there is a problem, your first point of contact should usually be your child's class teacher. They will often be able to reassure you that the problem was dealt with appropriately, or support you with a concern. Alternatively, or if you wish to discuss the matter further, you could speak to our DSL, who is a member of our Senior Leadership Team.

Danegrove School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to two satisfactory references and a satisfactory enhanced DBS check.

Our Safeguarding Team

Mrs F Ghosseiri - Designated Safeguarding Lead/Assistant Head teacher

Mrs K Stevens - Deputy Designated Safeguarding Lead/Learning mentor

Miss L Oliver - Deputy Designated Safeguarding Lead/Head teacher

Mrs E Toumazou - Deputy Designated Safeguarding Lead/Assistant Head teacher

Mrs E Armer - Safeguarding Governor/Chair of Governors Safeguarding/Child Protection

Our safeguarding policy can be found on our website under policies.



PARKING

Danegroveschool.co.uk

As we begin our journey together we need to consider other aspects of school life outside of the classroom.

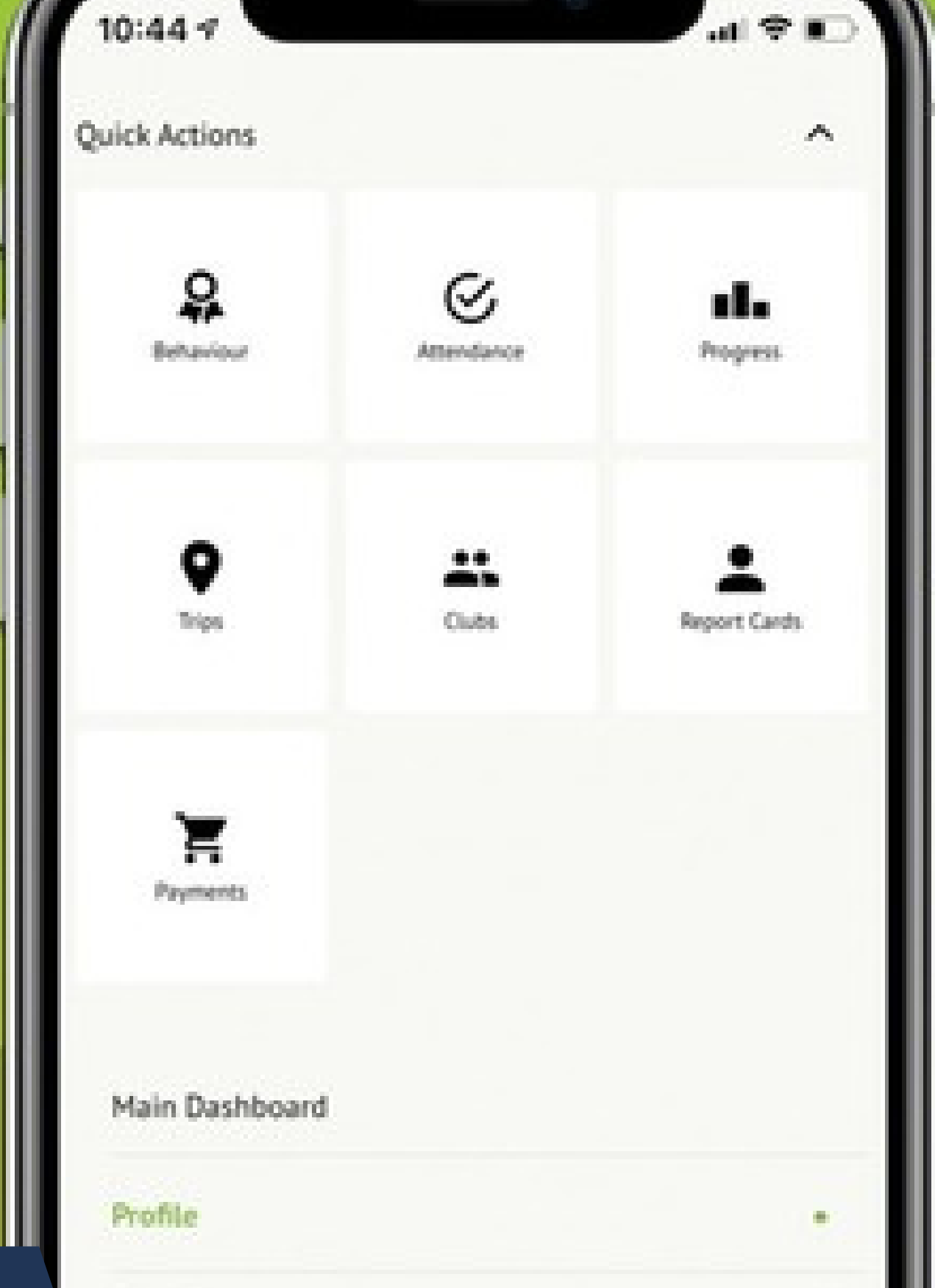
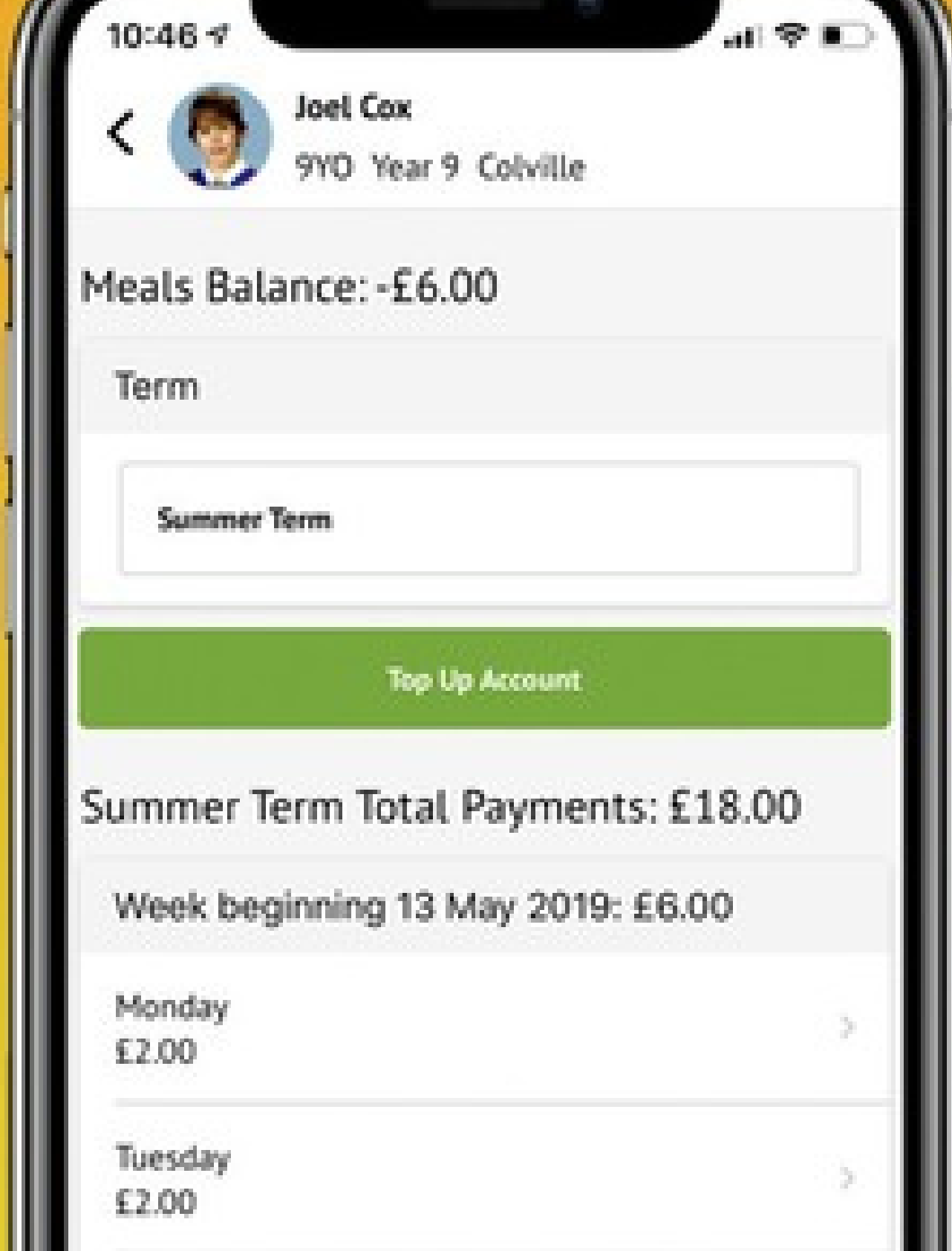
In the spirit of community, we ask all families to adhere to the following guidelines when dropping off or collecting from Danegrove School.

- Please do not park in the restricted areas.
- Please do not park over people's driveways or in residents parking bays.
- Please do not park on the pavement. This causes an obstruction and makes it very difficult for pedestrians, particularly people with young children and pushchairs, scooters and the elderly.
- Please do not do U-turns and mount the pavements.
- Please always drive safely - please note Ridgeway Avenue is a 20mph speed limit.

Zigzag markings are there to provide a clear and safe space for pedestrians to cross safely and are not to be parked on as this causes an obstruction. Zigzags should NOT be parked on, between 8:00 am to 4:30 pm. This is dangerous for our children.

By parking in a legal and considerate manner, congestion can be reduced and safety increased along with enhancing the relationship of the school with its neighbours.

Please do consider walking, public transport or car-sharing to reduce the traffic congestion at Danegrove School.



INFORMATION ABOUT PAYMENTS

[Danegroveschool.co.uk](https://danegroveschool.co.uk)

Danegrove provides parents with a secure way to make online payments for school trips, clubs, and other school events through our school app, the Arbor Parent Portal. You can download the app using the QR code or access online at <https://login.arbor.sc/>

You will receive your log in details for our payment system. Once all your details have been entered into our Arbor system, to make sure we have the correct details, we would ask that you please ensure you write the correct phone number and email address on your child's registration form – preferably capital letters.

Arbor allows both you and the school to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

From time to time you will receive a text message/email from the school, inviting you to make a payment for an activity. All payments will need to be made via Arbor. To ensure that we all experience maximum benefit from this service, we would ask all parents to keep us up to date on any changes to mobile numbers and/or email address.

Please read further information about our payment system by accessing the link below:

<https://support.arbor-education.com/hc/en-us/articles/4402652335377-How-can-parents-sign-up-for-the-Parent-Portal-or-Parent-App-if-they-have-a-child-at-more-than-one-school-using-Arbor>



To help prevent the spread of illness, children should stay at home until they have fully recovered from certain infectious conditions. Key guidance includes:

- Vomiting/diarrhoea: Return only after being symptom-free for 48 hours.
- Infections requiring antibiotics: Follow the doctor's advice on when your child can return.
- Chickenpox: Return when all spots have scabbed over.
- Measles/German measles: Stay off school for 4 days after the rash appears.
- Scarlet fever/Strep throat: Return 24 hours after starting antibiotics.
- Mumps: Return 5 days after swelling begins.
- Whooping cough: Return 48 hours after starting antibiotics.
- Conjunctivitis: Return when fully recovered.
- COVID-19: Return when there is no high temperature and your child feels well enough to attend.

Parents should keep unwell children at home and ensure the school can contact them promptly if their child becomes ill during the school day.

MEDICAL CONDITION AND MEDICATION

If your child has a medical condition, please inform the school office or welfare assistants as soon as possible.

Children should not bring medication into school themselves. Any medication that needs to be administered during the school day must be handed in to the school office, and a parent or carer must complete and sign an authorisation form before it can be given by a welfare assistant.

The above requirement does not apply to inhalers.

ABSENCE FROM SCHOOL DUE TO SICKNESS

Schools are required to keep accurate attendance records and record whether absences are authorised or unauthorised. Therefore, parents or carers must provide a written note, phone call, or email explaining the reason for their child's absence (see page 6: school attendance).



Code of Conduct

PARENT CODE OF CONDUCT

Danegroveschool.co.uk

Danegrove Primary School values the strong partnership between parents, teachers, and the wider school community in supporting children's education. Parents, carers, and visitors are expected to uphold the school's values, respect the school environment, and model positive behaviour both on school premises and at school-related events.

Parents, carers, and visitors are expected to support the school's caring ethos and help maintain a safe, respectful, and inclusive environment. They should model positive behaviour, communicate respectfully with all members of the school community, and work in partnership with staff to support children's education.

Concerns should be addressed through appropriate channels rather than social media, and parents should seek to resolve issues calmly and constructively. Parents are also expected to supervise their children's behaviour, follow school procedures at events and activities, minimise mobile phone use on site, and ensure children are collected on time.

To protect the privacy and safety of pupils, parents should not share images or videos of other children on social media or other online platforms.

The Parent Code of Conduct outlines these expectations and is available on the school website.



Who processes your information?

Danegrove Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr Richard Penny is the representative for the school with regard to its data controller responsibilities and can be contacted on 0208 449 4024.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third-party processor, the same data protection standards that Danegrove Primary School upholds are imposed on the processor. David Powell, from Sapphire Skies is the Data Protection Officer. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The Data Protection Officer can be contacted via the school on 0208 449 4024 or office@danegrove.barnetmail.net.

Why do we collect and use your information?

Danegrove Primary School holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996 Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

In accordance with the above, the personal data of pupils and their families is collected and used for the following reasons:

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

Which data is collected?

The categories of pupil information that the school collects, holds and shares include the following:

- Personal information – e.g. names, pupil numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to pupils at Danegrove Primary School and their families is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share pupils' data with the DfE on a statutory basis. The National Pupil Database (NPD) is managed by the DfE and contains information about pupils in schools in England.

Danegrove Primary School is required by law to provide information about our pupils to the DfE as part of statutory data collections, such as the school census; some of this information is then stored in the NPD. The DfE may share information about our pupils from the NDP with third parties who promote the education or wellbeing of children in England by:

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



The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. Danegrove Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school routinely shares pupils' information with:

Pupils' destinations upon leaving the school, The London borough or Barnet, the NHS and the DfE.

What are your rights?

Parents and pupils have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Danegrove Primary School uses your personal data.
- Request access to the personal data that Danegrove Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way Danegrove Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.danegroveschool.co.uk) or download our GDPR Data Protection Policy.





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