



Welcome to Whitehill Junior School

This information pack is for you to keep.

Pupil name _____

This form is valid for the period of time your child attends this school.

May 2023

Whitehill Junior School home / school documents.

Dear Parent/Carer

We are looking forward to welcoming you and your child to Whitehill.

There is an overwhelming amount of information contained in this pack but please take the time to read it carefully and return the requested documents as soon as possible. This will give the office time to have everything up and running for a smooth start for you and your child. If you would like to clarify any of the information, please do not hesitate to give us a call or ask us on open afternoon.

Enclosed in this pack you will find:

- Privacy Notice - sign and return
- ICT Acceptable Use Policy - sign and return
- Home School Agreement - sign and return
- Outings, Photographs and Communications Forms - sign and return
- School Dinners / School Milk / Uniform – for information
- Music Lessons – for information
- Whitehill Needs You! – return if you can help please.

In order for you to keep a set of the information sent to you, I have enclosed two copies and would be grateful if you could return one completed pack to the office.

Kind regards

Claire Lanni
Office Manager

Dear Parent/Carer

On the 25th May 2018, the General Data Protection Regulations (GDPR) come into force in the UK. These are new data protection regulations built upon the Data Protection Act of 1998.

The GDPR require public authorities and businesses to identify the lawful basis for storing personal data, audit information we already hold and take a 'data protection by design and default' approach to personal data.

We take data protection very seriously at Whitehill Junior School. In line with GDPR requirements, we have appointed a Data Protection Officer, Mrs Katherine Flint, to oversee our approach to data management and protection.

You will find our privacy notices and policies here: <http://www.whitehill.herts.sch.uk/parent-info/policies>



To learn more about the General Data Protection Regulation, please visit the Information Commissioner's Office website on <http://ico.org.uk>



Kind regards

A handwritten signature in blue ink, appearing to read 'Steven Mills'.

Mr S Mills
Headteacher

PRIVACY NOTICE FOR PARENTS / CARERS OF PUPILS ATTENDING WHITEHILL JUNIOR SCHOOL

Whitehill Junior School collects data and information about parents / carers of our pupils so that we can operate effectively as a school. This privacy notice explains how and why we collect parent / carer data, what we do with it and what rights parents have. The privacy notice can be found here:



I acknowledge that I have seen the privacy notice for parents / carers of pupils attending Whitehill Junior School

Signed _____ Date _____

Pupil name _____ Class _____

Dear Parent/Carer

ICT including the internet, email and mobile technologies, etc. has become an important part of learning in our school and we expect all children to be safe and responsible when using any ICT.

For that reason would you please read and discuss the eSafety rules, which can be found on the next page, with your child and sign below.

A copy of our 'Online Safety Policy' can found here: <http://www.whitehill.herts.sch.uk/parent-info/policies>



If you have any concerns or would like further clarification please contact me.

Kind regards

A handwritten signature in blue ink, appearing to read 'Steven Mills', written over a light blue circular stamp.

Mr S Mills
Headteacher.

'Online Policy'

We have discussed this and _____ (child's name) agrees to follow the eSafety rules and to support the safe use of ICT at Whitehill Junior School.

	Yes	No
Does your child have use of a computer at home?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have use of the internet at home?	<input type="checkbox"/>	<input type="checkbox"/>

Parent/Carer Signature _____ Date _____

Whitehill Junior School


My online safety rules

- ✓ I will only use school IT equipment for activities agreed by school staff.
- ✓ I will not use my personal email address or other personal accounts in school when doing school work.
- ✓ I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- ✓ I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- ✓ In school I will only open or delete my files when told by a member of staff.
- ✓ I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- ✓ I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- ✓ If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- ✓ If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- ✓ I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- ✓ Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.
- ✓ Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- ✓ I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- ✓ I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- ✓ I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- ✓ I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- ✓ I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.



Whitehill Junior School Home School Agreement

This school is committed to co-operating with individual families and their children to provide the highest quality of education. This education will be based on a partnership of shared values and beliefs, will be challenging, engaging and will extend achievement for children of 7 – 11 years of age. Our aim is to develop confident young people, capable of independent learning, ready and willing to operate as responsible and effective members of the community and equipped for the challenges of the 21st century.

Parents/Carers	School	Pupil
<p><i>I / We will:</i></p> <ul style="list-style-type: none"> • Support the school in maintaining the highest standards and behaviour. • See that my/our child attends school regularly, on time and properly dressed. • Ensure my child has what he or she needs to take a full part in all activities. • Enable my child to comply with the school's Uniform Code. • Make the school aware of any concerns or problems that might affect my/our child's work or behaviour. • Support my child's learning including ensuring the completion of any homework set. • Get to know about my/our child's life in school. • Attend Parents' Meetings to discuss my child's progress. • Encourage my child to read and to listen to him or her reading on a regular basis. • Support the school in maintaining high standards of behaviour as set out in the school's Behaviour Policy. • Provide a note of explanation if my child is absent. • Avoid booking appointments in school time unless unavoidable. • Seek the school's permission before arranging a holiday in school time. • Refrain from uploading or adding any images, sounds or texts on social media that could upset or offend any member of the school community. • Respect everyone in our school environment, including children, staff and other adults. <p>Signed _____ Please print _____ Parent/Carer</p>	<p><i>The school will:</i></p> <ul style="list-style-type: none"> • Maintain high standards of behaviour so that all pupils have the opportunity to learn in a well ordered environment • Provide a broad and balanced curriculum and strive to meet the individual needs of the pupil. • Have clear aims and learning objectives for all pupils. • Promote each pupil's health, safety and happiness. • Encourage the pupils to do their best at all times. • Encourage the pupils to take care of their belongings, surroundings and others around them. • Keep parents informed about general school matters and about their child's progress in particular. • Always inform you at an early stage of any concerns or problems that affect the pupil's attendance, work or behaviour. • Arrange Parents' Meetings during which progress will be discussed. • Be open and welcoming at all times and offer opportunities for parents to become involved in the life of the school. • Provide a safe, well ordered and caring environment. • Demonstrate that each and every pupil is valued as an individual. • Promote e-safety with all pupils. • Provide timely feedback to pupils against the homework they have submitted. <p>Signed  Mr S Mills Headteacher</p>	<p><i>I will:</i></p> <ul style="list-style-type: none"> • Attend school regularly and on time. • Remember that I represent my school both at school and outside. • Wear the school uniform with pride and be smart in appearance. • Do all my class work and homework as well as I can. • Always behave sensibly in class. • Look after my personal belongings and try to be organised and have the right kit at the right time. • Always use school equipment sensibly and take care of it. • Help to keep the school free from litter and graffiti. • Walk quietly and sensibly round school and wear my indoor shoes inside. • Respect everyone in our school environment, including children, staff and other adults. • Maintain high standards of behaviour. • Uphold the rules set out in the school's Acceptable Use Agreement. <p>Signed _____ Pupil</p>

Under GDPR compliance regulations we are required to gain specific consent for the following events. Would you please complete and sign each one. Thankyou.

Outings

The school, from time to time, take children off site for educational visits during the school day for example to Hitchin town centre for a history walk or to complete some art work. You will always find a note in the homework diary or a separate letter. We ask your permission for consent to take your child on these outings.

I consent to my child _____ taking part in local offsite visits.

Parent/Carer _____ Date _____

Photographs

Occasionally we may take photographs of the children at school for use in the prospectus, school web site, school notice boards and other school publications. Also from time to time the school may be visited by the media who will take photographs or film footage for coverage of important events. Their name will not be published outside of school. Again we ask your permission for consent to use your child's image on these occasions.

I consent to my child _____ having their image used as detailed above.

Parent/Carer _____ Date _____

Parent Communications

We try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed.

However, you might also be aware that sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

School Gateway

We use School Gateway to send messages home as well as enabling parents to make online payments. This service is particularly useful especially in the event of emergency closures for example during severe weather conditions. There is no charge to parents for this service. Even if you do not have access to the internet you can receive texts to your mobile which prove invaluable and are used in emergency situations.

In order to use School Gateway we need to collect your email addresses and mobile telephone numbers and would ask you all to complete the form on the next page. Please be assured, the School Gateway service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also NO advertising associated with the scheme.

Please note that whatever you are signed up for at Highbury ***you will still need to fill in the form and register*** at Whitehill as the records are not transferable.

Twitter

This is one of our main ways of communicating with you. We use Twitter a great deal for letting parents know instantly what their children are doing in class via 'live' pictures and also for trips out of school and sporting events. If you would like to join this vibrant community please fill in the form below so that we know your 'twitter' name. You will then need to request to follow us at '@whitehilljunior'

Please sign the attached form on the next page.

School Gateway

I am able / not able (please amend) to receive information and give / do not give permission for my email address & mobile no. to be registered with School Gateway.

Child's names _____ Form/class _____
_____ Form/class _____

Parent Name 1 _____

Email: _____

Mobile Telephone number _____

Parent Name 2 _____

Email: _____

Mobile Telephone number: _____

Signature _____ Date _____

NB. Additional email addresses and/or mobile numbers can be added if required.

Please remember that even though you were using the School Gateway you will need to register with them for Whitehill School.

Twitter

I would love to join the Twitter community.

Child's name _____

My twitter name is _____

(Please remember that you will then have to request to become a follower of '@whitehilljunior')

Signature _____ Date _____

As your child will no longer qualify for the universal free school meals it may well be worth reading this.

A guide to free school meals for parents/carers and families

Did you know that Hertfordshire County Council could save you over £470 every year + reduced music fees?

Your child could get a free school meal if you receive any of the following:

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

Apply today if you receive any of these benefits. It takes **5 mins** and in most cases we can tell you straightaway if your child can get free meals at school.

Have your National Insurance number or Home Office number to hand when you apply.

How will applying help you and your child?

- School dinners provide a healthy, nutritious and tasty meal
- Research suggests that a healthy school dinner may improve concentration level
- Menus are changed often and can be viewed online at: [HCL](#)
- Local produce is used whenever possible



Don't miss out, apply now!

Applying for free school meals in Hertfordshire has never been easier or faster! We recommend you **apply online** at [Free school meals | Hertfordshire County Council](#)



The benefits of applying online include:

- It's quick and easy to do – most online applications take about ten minutes to complete. Please make sure you have your national insurance number to hand.
- It can be done whenever it suits you, with no need for face-to-face or telephone contact
- In most cases, you won't have to provide paper proof of benefit
- You won't have to reapply for free school meals every year
- Your child will get their free school meals without delay
- You can apply for other benefits that you may qualify for at the same time such as music fees
- If you do not have access to the internet at home, you can obtain access and support at any of the following locations:
 - Public Libraries
 - UK Online Centres
 - Your child's school

Please note:

Applications must be made in the name of the person who is receiving the qualifying benefit, or there may be a delay in processing the application. If your application is accepted, you will be notified immediately. Your child's school will also be advised to ensure the free school meal is provided straight away.

For more information or assistance with your application please use the link above or call our customer service centre on 0300 123 4048 (8am-8pm Monday to Friday, 9am-4pm Saturday).

School Dinners

May I remind you that your child will no longer be entitled to the universal free school meals. If you are entitled to claim free school meals you **must** contact Hertfordshire County Council either [by clicking here](#) or telephone: 0300 123 4048 to have them in place for September as claims are not back dated and you will be charged for any meals taken.

For further information on how to order your child's school lunch and how lunches can be paid for please [click here](#).

School Milk

Milk is available to order online from <https://www.coolmilk.com/parents/> please make sure you select the correct school and the class your child is in. This service will be available towards the end of the summer holidays.



School Uniform

All children at Whitehill wear school uniform. The school uniform is an electric blue sweatshirt and a gold polo shirt. Both items are embroidered with the school logo.

Light grey school trousers or skirts may be worn along with grey tights or grey/white socks. *Stretchy fabric or leggings are not permitted.*

Checked or striped dress in blue and white may be worn in the summer term.

We recommend a plain sensible, appropriate navy or black coat with a hood.

P.E. Kit

The P.E. kit comprises of:

1 pair of electric blue shorts, 1 blue PE top with school logo and 1 drawstring bag.

Trainers for outdoor P.E. or games.

Indoor P.E. will be carried out in bare feet, for agility and safety.

Jogging pants may be worn in winter but these must be electric blue.

Parents may also like to consider an additional school sweatshirt and spare white socks as part of their PE Kit.

There will be opportunities to play football throughout the school and at some stage the question of football boots will arise. Unless your child is playing regularly there is no need to buy expensive boots. In the early stages, a pair of trainers would be sufficient. Shin pads and long, thick socks are however essential.

Long hair should be tied back. No dramatic hairstyles including shaved patterns or dramatic variance in layer length should be worn. Small, plain headbands may be worn.

Children need substantial footwear at all times and black shoes which have soles with a good safe grip are needed for outdoor wear. Each child should keep a change of shoes in school for indoor wear and we recommend black slip-on plimsolls, as they are cheap and easy to change in and out of. We do want to keep the inside environment as clean and safe as possible. Trainers are needed for outdoor games.

The school uniform is available from Beat School Uniforms in Hermitage Road.

If you are entitled to free school meals please contact the school office and we may be able to help with school uniform.

Music Lessons

Whitehill Junior School works hard in conjunction with Herts Music Service to provide a range of quality music tuition by professional tutors. We currently offer lessons in Guitar, Violin, Drums, Flute, Clarinet, Singing and Piano. Drum and Piano lessons are given on an individual basis but the other lessons can be taught in small groups which can be beneficial to the children in the early stages. In this case, the cost of the lesson is shared between the children in the group.

Learning to play an instrument demands time and commitment from the child and his/her family. Please make sure your child understands this before arranging lessons.

The current teachers are as follows and come in on the following days, this may be subject to change depending on the number of students they teach:

Miss McConnell Smith	Singing
Mr Wild	Drums
Mr Robinson	Brass
Mrs Reid	Violin
Mr Brunton	Woodwind
Mr Van Spall/Mr Lennon	Guitar
Mrs Dobson	Cello
Mrs Chapman*	Piano

*Not part of music service but arranged within school hours

Mrs Chapman arranges her own lessons and deals with her own cost per lesson and invoicing but we are happy to pass on letters, payments etc. Please write to her including your email address via the school and she will contact you.

If you are interested in your child learning to play an instrument, you will need to contact the music service to arrange lessons. Here is the link <http://www.hertsmusicservice.org.uk/register>



The music service organises all of the lessons with the music teachers and also the invoices.

If you are in receipt of free school meals or on a low income you may qualify for a remission of fees however you may be required to make a small contribution per term. Here is the link to apply for financial help <http://www.hertsmusicservice.org.uk/remission/>. There is a very short window of time to apply for lessons starting in September 2023.



***Estimated Music Fees per term for September 2023**

Individual	30 minutes	£264.00
	20 minutes	£176.00

Group lessons

Group lessons are charged according to the number of students taking part.

Whitehill Junior School
Whitehill Road
Hitchin
Herts
SG4 9HT

01462 621313

Email: admin@whitehill.herts.sch.uk

Twitter: @whitehilljunior

Website: www.whitehill.herts.sch.uk