



**The Eliot Bank and Gordonbrock
Schools Federation**



Parent / Carer Information Pack

Gordonbrock Primary School
Amyruth Road
London
SE4 1HQ

Website: www.gordonbrock.lewisham.sch.uk

Email: admin@gordonbrock.lewisham.sch.uk

Executive Headteacher: Maria Gilmore
Head of School: Jane Wright
Chair of Governors: Peter Fidel

All the information enclosed within this information pack can be found on our website:
<http://www.gordonbrock.lewisham.sch.uk/>



The Eliot Bank and Gordonbrock Schools Federation



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Dear Parents / Carers,

At Gordonbrock, we focus on providing a safe and nurturing environment where children feel accepted, included and able to take on new challenges. With this in place, we know that we can instil a love of learning in our children.

Our policy and practice is based on what we know about how our brains learn most effectively. Our teaching strategies are 'brain-friendly' and provide children with what they need to learn best. We are committed to developing lifelong learners who value and exhibit qualities such as: resilience; aspiration; imagination; confidence and collaboration.

We believe in the creation of a culture in which difficulty is seen, not just as normal, but as beneficial - where mistakes are seen as valuable. A mistake is another learning opportunity and children know that their classrooms are safe places to try new things.

We are committed to fair and equal access to the curriculum for all children, regardless of their starting points and considering any additional needs they may have. Our curriculum is inspirational and aspirational; it is creative and engaging. We plan carefully to ensure that it reflects our children's backgrounds and experiences. Children have ownership of their own learning and they are given a role in planning a curriculum which reflects their interests and questions.

We are highly aspirational for all of our children and we do whatever it takes to enable them to overcome barriers to their learning. In many cases we have to think, 'outside the box,' if we are to ensure that a child maximises his/her potential. We work together to do what it takes, and we do not give up.

All of this is underpinned by our unwavering commitment to safeguarding and promoting the welfare of all children. We will act quickly and follow our procedures to ensure children receive early help, effective support, protection and justice in a culture of transparency, openness and, if needed, challenge with regards to maintaining high standards in safeguarding.

Starting school is one of the most exciting experiences your child will ever have. Our staff team is fully committed to fostering a love of learning in every Gordonbrock child and we welcome you whole heartedly to our community.

Yours sincerely,

Jane Wright,
Head of School.



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towards Artsmark
Awarded by Arts
Council England



SCHOOL
MEMBER



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1. The School Day

1.1 Times of The School Day

Start & Finish Times:

Nursery Part-Time (am)	8:45am – 11:45am
Nursery Part-Time (pm)	12:30pm – 3:30pm
Nursery Full Time	8:45am - 3:30pm
Reception, Key Stage 1 & Key Stage 2	8:55am - 3:15pm

Break Time:

Reception to Year 4	10:25am - 10:40am
Year 5 & 6	10:45am - 11:00am

Lunchtime¹:

Nursery Full Time	11:30am - 12:30pm
Reception & Key Stage 1	12:05pm - 1:15pm
Key Stage 2	12:20pm - 1:15pm

1.2 Drop Off & Collection

Drop Off:

- The school gates open at 8:45am. Your child should arrive before 8.55am each day – this is when the first bell goes. The second bell is rung at 9am by which time your child should be seated in class and the register is taken.
- Children up to Year 4 must remain accompanied by an adult until the bell rings at 8:55am
- Children in Nursery and Reception should be taken to their classes by their adult.
- Children in Key Stage 1 and Key Stage 2 will be collected from the KS1 playground or KS2 playground as applicable, by their teachers.
- Any child arriving after 9am for any reason must report to the school office to register in.

Collection:

- The school day ends at 3:15pm.
- Children in Nursery & Reception should be collected from their classrooms. Children in Years 1 and 2 will be brought to the KS1 playground by their teacher. Children in Years 3 to 6 will be brought to the KS2 playground by their teacher.
- Teachers will only release children to a known adult. Therefore, if normal collection arrangements change, for example if another person is collecting your child, please let the class teacher or the school office know, before 2:30pm. This will avoid any confusion or upset at home time.
- Any child not collected on time will be taken to the school office. For more information, please see section 1.3.

¹ For more information regarding school lunches please see the section 'School Lunches'

1.3 Late Collection / Charging Policy

Any child not collected on time will be taken to the school office and their names will be recorded in the late collection book.

We realise that sometimes unforeseen things can happen that may make you late. Where possible, you should arrange for another adult to collect your child on time but you must inform the school office as soon as possible of the name of the person so that we can release your child to the named person. If you are unable to do this you must still ring the school office to advise us that you are going to be late as we need to know that you are on your way.

If your child is collected late on more than three occasions during a school academic term then we have a charging policy which will mean that you will be charged £5 for every 15 minutes or part of 15 minutes for each child (**this includes Clubs**).

It is parents / carers responsibility to ensure that their child(ren) arrive at school on time each day and are collected on time at the end of each day.

For more information please read our Late Collection / Charging policy which is available on our website: <http://www.gordonbrock.lewisham.sch.uk/school-policies/>

1.4 School Office

The school office is open from 8.00am to 4.30pm Monday to Friday, term-time only.

1.5 Term Dates

Term dates can also be found on our website: <http://www.gordonbrock.lewisham.sch.uk/term-dates/>

2. Creating a Positive Attendance Culture at Gordonbrock

Gordonbrock Primary School is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from the educational opportunities the school provides, good attendance is crucial.

Throughout our school we celebrate achievement and recognise that attendance is a critical factor for a productive and successful school career.

There is an expectation that over the course of an academic year a child’s attendance will be 96% or more. Absence that falls below 90% is categorised by the government as persistent absence. Please see the table below for how absence impacts on your child’s learning:

365 days in each year		175 non school days a year						175 days to spend on family time, visits, holidays, shopping, household jobs and other appointments					
		190 School days in each year		10 days absence		19 days absence		29 days absence Half a term missed		38 days absence		47 days absence	
		180 days of education		171 days of education		161 days of education		152 days of education		143 days of education			
		100%		95%		90%		85%		80%		75%	
		GOOD Best chance of success Gets your child off to a flying start		WORRYING Less chance of success Makes it harder to progress				SERIOUS CONCERN Not fair on your child Court action					

It is the parent’s responsibility to ensure that their child receives a full-time education and to communicate with the school on matters regarding absence.

It is the LEA’s responsibility to enforce attendance and to offer support to schools, parents and pupils to promote high levels of attendance.

A positive attendance culture is best achieved when pupils, parents/carers, the school and the LEA work together in partnership. We look forward to your support and co-operation in ensuring high levels of attendance at Gordonbrock.

For more information about attendance and punctuality please see our Attendance Policy, which can be found on our website: <http://www.gordonbrock.lewisham.sch.uk/school-policies/>

2.1 Attendance Monitoring

It is the school's responsibility to record, monitor and encourage attendance and to alert the LEA in cases of continuing absence. It is, therefore, important that the school's administration system ensures accurate information is recorded that can be used to support high levels of attendance. The record keeping system at Gordonbrock is the Class Register. The Register is a legal document and teachers have important responsibilities in completing this accurately.

2.1.1 Absence

Any absence should be reported to the school office first thing in the morning, giving a reason for the child's absence. Absence is monitored by the school's attendance officer and regular or persistent absences will be discussed with parents as this is in breach of the home school agreement.

2.1.2 Lateness

Children who arrive after 8:55am must report to the office to sign in.

Regular or persistent lateness will be discussed with parents as late arrivals are in breach of the home school agreement and can lead to a child missing a significant amount of learning time; a child who regularly arrives 15 minutes late for school will lose over an hour of learning time each week, equating to a week of lost learning time over the course of the school year.

Late arrivals also disrupt the learning time for other pupils.

For more information about attendance and punctuality please see our Attendance Policy, which can be found on our website: <http://www.gordonbrock.lewisham.sch.uk/school-policies/>

3. Curriculum & Learning

3.1 Curriculum

Staff plan and organise the learning for each year group to ensure that there is continuity and progression. Our curriculum planning framework aims to provide a broad, balanced and exciting education set within the context of the National Curriculum.

At Gordonbrock, as we develop the curriculum, we make meaningful links between the different subjects. Although English and Maths are taught discretely at certain times of the day, they are also taught within a cross curricular context.

To find out more about the curriculum including information on individual subjects please visit the [Curriculum](#) page of our website.

3.1.2 The National Curriculum

For generations, parents have found themselves visiting primary schools with their children only to hear themselves saying, “It’s not like when I was at school.” Things change quickly in education.

[The New National Curriculum in English Primary Schools – Parents Complete Guide](#) is intended to support parents of primary school children by providing an outline of typical content and some background information about how the curriculum and assessment works, hopefully it will help parents support their children in making the most of their education.

3.2 Our Approach to Learning

At Gordonbrock, we know that pupils who have a positive attitude towards their learning will make good progress and be successful.

We want all our pupils to relish challenges, embrace their mistakes as part of the learning process, value the importance of effort, respond carefully to feedback and take inspiration from others. This will help them to achieve, not only with us, but also in their future lives as adults.

Central to this attitude and approach to learning, are the theories and proven evidence of Growth Mindset. This is a term coined by psychologist Carol Dweck and her research has identified the characteristics of learners with a fixed and a growth mindset.

3.2.1 Encouraging Children to Become Confident and Resilient Learners

Learn, explore and grow together. This is what we embed in all of our pupils at Gordonbrock.

We know that in order to fulfil the potential of our pupils and encourage them to become confident and resilient learners we, as a team of parents and staff, need to be modelling the mindset of a learner who is not afraid of making mistakes but who thrives upon them, knowing that this is all part of the learning process. The way in which we encourage children to learn and explore is vital to their success, not only at school but at home as well.

At Gordonbrock, we consistently endeavour to challenge and develop the attitudes of all pupils and staff towards learning by considering what makes a successful learner. We regularly discuss, in class, what kind of learners we want to be and how we can positively approach challenges inside and outside the classroom.

For further information on how to encourage confident and resilient learners at home, have a look at some of the links below.

- [Growth Mindset - Oxford Learning](#)
- [Growth Mindset - BBC](#)
- [Growth Mindset - Mindset Works](#)

To find out more about how we teach and learn at Gordonbrock please read our [Teaching & Learning Policy](#), which can be found on our website.

3.3 Our Approach to Assessment

Throughout the year, your child's attainment will be judged against the criteria set out in the year group-equivalent Standard and Expectations. This on-going judgement will identify what children have achieved and what they need to do next.

In addition to this, the children in Year 2 to Year 6 are assessed at the end of each term in:

- Reading;
- Writing;
- GPS (Grammar, Punctuation and Spelling) &
- Mathematics.

The outcomes of these assessments will be reported to you at the start of the following term.

To find out more about our assessment and to view the year group standards and expectations visit our [Assessment](#) page on our website.

3.4 Remote Learning

There are two components to our remote learning provision:

- Weekly home learning; and
- Remote education provision for larger groups of pupils in the event of a bubble closure or lockdown scenario.

To enable effective remote education provision Gordonbrock utilises G Suite for Education. This platform allows for a single point of access for all lessons and resources, including interactive content. This G Suite platform is enhanced through subscription-based services, such as Mathletics, Times Tables Rock Stars, Numbots and Collins Big Cat ebook libraries. For more information about our remote learning provision please see the [Remote Learning](#) page on our website.

3.5 School Trips / Visits

Visits and visitors are seen as a vital stimulation for children's interest and are closely linked with the contexts for learning. Each year group goes on one local trip every term and one that is further afield – into central London or out into the countryside. We also have termly visits from theatre companies and we celebrate events such as World Book Day and National Science week by bringing in authors and experts to enhance our learning.

4. School Uniform

Children should wear:

- grey school trousers / skirts / short / pinafores or purple gingham dresses;
- a purple Gordonbrock sweatshirt or cardigan with Gordonbrock logo;
- polo shirts can be purple with Gordonbrock School logo (available from school) or plain white;
- tights can be black, grey, white or purple;
- shoes should be sensible for school i.e. with straps/ velcro / lace up fastening (no crocs please). *If sandals are worn they must be worn with socks or tights;*
- own choice of coats, jackets etc. suited to the season;
- hat and scarf in winter and sun cap for summer; and
- Gordonbrock book bag or rucksack with Gordonbrock logo

Please ensure that all items brought into school are labelled so that if they are mislaid we are able to return them via your child's class.

4.1 PE Kit

Children require a kit which they can change into for PE. This kit should be labelled with your child's name and sent to school in a bag, which can stay in class all half term.

	Autumn/Spring	Summer
Indoor	plain white, round neck short-sleeved t-shirt and plain black / navy shorts. <i>Plain navy/black tracksuit bottoms or joggers & Gordonbrock school sweatshirt may be worn on top and then taken off before the lesson.</i>	
Outdoor	plain white, round neck short-sleeved t-shirt and plain black / navy tracksuit bottoms or joggers and thier school sweatshirt (if it is cold) & velcro fastening trainers.	plain white, round neck short-sleeved t-shirt and plain black / navy shorts & velcro fastening trainers.

Children with pierced ears should wear studs or small sleepers, no other jewellery should be worn.

4.2 Purchasing School Uniform

Gordonbrock sweatshirts, polo shirts, cardigans, book bags and rucksacks can be ordered from the school office via an online platform. All other items can be purchased from any other retailer.

For pricelist of items sold by the school and for more information on how to purchase uniform please visit the Gordonbrock School website <http://www.gordonbrock.lewisham.sch.uk/school-uniform/>

5. School Lunches

Our school meals are provided by Chartwells. All of the food is prepared daily in the school kitchens. Only free range eggs and farm assured meat are used.

5.1 Menu

Chartwells have years of experience in catering for children of all ages and creating menus that are right for the child's development and age group.

Their menus meet government food and nutrition standards and are keen supporters of the School Food Plan. Menus are regularly reviewed to ensure that they are providing the correct balance of nutrients to their young customers.

All ingredients meet the Department of Health's 2012 salt targets. They do not add salt as an ingredient in any of their recipes. All their products from suppliers can be traced back to source.

They can cater for all medical special dietary requirements and do not use nuts or by-products of nuts in their menus.

The following options are available daily;

- a meat and a vegetarian option (children can choose either, they don't have to be a vegetarian or book in advance to choose that option)
- a vegetable, usually two, not including potatoes.
- a 5 choice salad bar
- bread
- water to drink
- fresh fruit
- yoghurt and other desserts

A copy of the current menu can be obtained from the office or via the School Dinners section of our website: <http://www.gordonbrock.lewisham.sch.uk/school-dinners/>.

5.2 How Are Lunchtimes Supervised?

There are always at least 2 adults in the hall supervising the children as they eat, watching over packed lunch children as well as school dinners.

Children are encouraged to eat all of their lunch, however if they really don't want to, they will be encouraged to eat as much as they can. If a child is reluctant to eat over a period of days their parents will be informed. Children are not allowed to start with their pudding and skip the main course.

5.3 Lunch in Nursery

Children attending our Nursery for the morning or afternoon sessions only do not have lunch on the premises.

Children attending full-time nursery have the option of having paid school meal or a packed lunch from home.

5.4 Lunch for Reception to Year 6

Children from Reception to Year 6 can choose to have a school lunch or packed lunch. We would encourage all pupils to take up the school meal option as having a hot nutritious meal helps in making positive improvements to health, attainment and socialisation.

However, if your child does not wish to have a school meal then they may bring a packed lunch from home. If your child wishes to have a packed lunch please note the following:

- Gordonbrock School endeavors to be a **NUT and SESAME SEED FREE school** and no food or drink items containing any nuts or sesame seeds should be included in packed lunches or brought on to school premises at any time.
- **DO NOT** include sweets, fizzy drinks or glass bottles in your child's packed lunch.

The options for lunch for children in Year 3 to 6 are a paid school meal or a home packed lunch.

5.6 School Meal Cost and Payment

Children Reception to Year 2 are entitled to Universal Infant Free School Meals which means that they do not need to pay for school meals and saves parents up to £400 per child per year.

Universal Infant Free School Meals funding does not apply to children in Nursery or Key Stage 2. Therefore, if children in Nursery or Key Stage 2 choose to have a school lunch parents must pay for it. The cost of school meals is currently £2.30 per day which is £11.50 per week. Dinner money should be paid weekly in advance. You can pay online using Parent Pay². If you wish to pay fortnightly or monthly then this must be in advance and not in arrears.

If you have any queries regarding the payment of school dinners please contact the school office.

5.7 Free School Meals & Pupil Premium

Families on income support, income based JSA or ESA, guarantee element of pension credit, child tax credit only with no working tax credit– annual gross income below £16,190 and immigration & asylum seeker support are entitled to free school meals.

² See section 8 for more information about ParentPay

Please note that there is no stigma attached to Free School Meals. When the teacher calls the register, children say “dinner” and there is no way of telling which of these dinners are free and which are paid for.

You can find out if your child is eligible for Free School meals

- By calling Pupil Support Section at Laurence House on 020 8314 6221 10am – 12.30pm Monday to Friday they can give you a decision straight away.
- Going to <http://fsm.lgfl.net> to complete the online checker

Although school meals are free for children in Reception and Key Stage 1, if your families’ joint income is less than £16,190 a year the school could get extra ‘Pupil Premium’ funding of up to £1,350 per year. This would benefit your child as you would get subsidised after school clubs, school trips, music tuition and residential school journey³.

If you are entitled to free school meals but do not wish to receive the free school meals we would still encourage you to fill out the form as free school meals are part of something called ‘pupil premium’. As well as providing free school meals, pupil premium provides extra funding to support your child’s school. The school can then use this funding to support a child’s education.

5.7.1 Registering for Free School Meals and Pupil Premium

Enrolment for Free School Meals and/ or Pupil Premium is not automatic; you must register with the local authority if you are entitled to free school meals⁴.

You can apply for Free School Meals in the following ways:

- contact the pupil support section at Laurence House on 020 8314 6221 10am – 12.30pm Monday – Friday.
- apply online at www.lewisham.gov.uk/freeschoolmeals.

Please note that dinners have to be paid for until the claim has been made and approved by the local authority. The local authority does not backdate entitlement.

³ For more information about registering for Free School Meals and Pupil Premium please read the attached documents ‘Information About Free School Meals and Pupil Premium’, ‘How to Apply Online for Free School Meals’ ‘Free School Meals Lewisham Transfer Information’.

⁴ For more information about registering for Free School Meals and Pupil Premium please read the attached documents ‘Information About Free School Meals and Pupil Premium’, ‘How to Apply Online for Free School Meals’ ‘Free School Meals Lewisham Transfer Information’.

5.8 Packed Lunch for School Trips

5.8.1 Children in Reception and Key Stage 1

When children go on a school trip they will usually need to take a packed lunch with them. Due to the funding available from the Local Authority, children in Reception and Key Stage 1 are entitled to a free school pack lunch. However, should you wish to provide your child with a packed lunch from home you are welcome to do so. If choose to provide your child with a packed lunch please note the following:

- Gordonbrock School endeavors to be a **NUT and SESAME SEED FREE school** and no food or drink items containing any nuts or sesame seeds should be included in packed lunches or brought on to school premises at any time.
- **DO NOT** include sweets, fizzy drinks or glass bottles in your child's packed lunch.

When a trip letter is emailed to parents/carers, you will be asked to either select the school packed lunch or the home packed lunch option, on Parent Pay, this is to facilitate our school kitchen in preparing for the trip.

5.8.2 Children in Key Stage 2

When children in Key Stage 2 are to go on a school trip parents/carers will be expected to provide a packed lunch from home, unless their child is entitled to free school meals. When providing your child with a packed lunch please note the following:

- Gordonbrock School endeavors to be a **NUT and SESAME SEED FREE school** and no food or drink items containing any nuts or sesame seeds should be included in packed lunches or brought on to school premises at any time.
- **DO NOT** include sweets, fizzy drinks or glass bottles in your child's packed lunch.

If a child is eligible for free school meals then a school packed lunch will be provided for them on the day of the trip. However, if you do not wish your child to have the free school packed lunch on that day, you may provide your child with a home packed lunch instead.

6. Medical Information & Dietary Requirements

At Gordonbrock School, we aim to ensure pupils at our school with medical conditions, allergies or dietary requirements are properly supported so they can play a full and active role in school life, remain healthy and achieve their academic potential.

Parents and carers are asked to record any special dietary requirements, allergies or health conditions when your child is enrolled at our school. These requirements are communicated to all teaching and support staff as well as kitchen staff (for dietary / allergy requirements) to ensure your child is fully supported whilst in school.

Please ensure that you complete all the details in the medical and dietary requirement section of the enrolment form.

6.1 Administration of Medicines

Many pupils will, at some time in their school careers, need to take medication. For the vast majority this will be a short-term requirement, with pupils simply finishing a course of medication which has been **prescribed** for them by a health care professional.

However, pupils may also have medical conditions such as asthma or diabetes which may require long-term support and, if their conditions are not properly managed by taking regular medication in school, their access to education could be limited. In addition, some children have conditions which may require occasional staff intervention e.g. severe allergic conditions such as anaphylaxis. Pupils with such conditions are regarded as having health care needs. To ensure the needs of children with long-term medical conditions are effectively met we consult with the parents, and where necessary health and social care professionals, as well as the pupil themselves.

Before any medication can be brought into school or administered by the school a written request form must be completed in advance. For more information please see our Supporting Pupils With Medical Needs Policy – available at <http://www.gordonbrock.lewisham.sch.uk/school-policies/>.

Please note that any medication that is to be brought into the school office and should be labelled with the original pharmacy label which must clearly state the details of your child.

7. Enrichment Clubs & Wrap Around Care

7.1 Enrichment Clubs

At Gordonbrock, our children enjoy a range of clubs that take place during and after school. For more information on availability and prices please contact the school office on **0208 690 0704** or visit the clubs section of our website: <http://www.gordonbrock.lewisham.sch.uk/extended-hours/>.

7.2 Wrap Around Care

Gordonbrock is able to offer a Breakfast Club and an After-School Club.

Breakfast Club: A breakfast club is held daily for Reception to Year 6 children of the school. The cost of the club is currently £5.00 per session. Please contact **the school office** on **020 8690 0704** for details and availability.

The Breakfast Club Registration Form is available from the school office or from the Wraparound Care section of our website: <http://www.gordonbrock.lewisham.sch.uk/extended-hours/>.

Topmarks After School Club: The after school club is run daily from 3:15pm to 6:00pm in our small hall for children of Reception age to Year 6. The after school club is managed by Topmark Sports Coaching. For information on the club, cost and availability please contact Topmark directly on 07748 696 099 or email info@topmarksportscoaching.co.uk.

8. ParentPay

Gordonbrock school uses ParentPay, cashless payment system, for the payment of school uniform, school dinners, school clubs⁵ and school trips.

Once your child has enrolled at Gordonbrock, the school office will provide you with account activation details in order to set up a ParentPay account for your child. *Please note: If you already use ParentPay for an older child/sibling who attends our school or another school which uses ParentPay you should log in with your existing credentials and add your other child(ren) via the 'Add a child' tab on your homepage. To add the new child to your account you will need to use the activation username and password that we will send you for your child.*

When you have your account details, you can log in online at parentpay.com. Look for the 'Login' button at the top right. If you would like to use ParentPay on your smartphone, just bookmark the login page to your home screen for easy access. ParentPay has been designed from the ground up to work great on tablets and phones as well as desktop computers.

For more information about ParentPay visit: <https://www.parentpay.com/>

9. Safeguarding

The Eliot Bank and Gordonbrock Schools Federation is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

The Eliot Bank and Gordonbrock Schools Federation see safeguarding of children as a priority. We work closely with Children Social Care and other organisations to ensure the safety of our children.

Safeguarding is about ensuring that everyone is safe from harm / exploitation and feels safe in our school. Harm can take many form; bullying, abuse (physical / mental), neglect, discrimination and harassment.

All our staff understand safeguarding to be of the highest importance and they know that their vigilance of the children and of the adults is critical. All staff and volunteers understand their responsibilities in being alert to the signs of abuse and their responsibility for referring any concerns to the Designated Safeguarding Lead (or in their absence the Deputy Safeguarding Lead). We are committed to the provision of child protection training for all our staff.

Safeguarding issues are regularly discussed at Governors, Senior Leadership Team and Staff Meetings and we work closely with a range of outside agencies, including Children's Social Care.

We have a comprehensive safeguarding policy which can be found on the policies section of our website: <http://www.gordonbrock.lewisham.sch.uk/school-policies/>. This policy applies to all staff, governors, professionals and volunteers working in the federation.

If you are ever concerned about the safety or well-being of someone at our school please talk to one of the school's Designated Safeguarding Leads (DSLs). Our Designated Safeguarding Leads (DSLs) are:

Designated Safeguarding Lead	Deputy Safeguarding Leads
<p style="text-align: center;">Jane Wright (Head of School)</p>	<p style="text-align: center;">Marinda Barry (Deputy Headteacher) Mark Ridler-Mayor (Deputy Headteacher) Maria Gilmore (Executive Headteacher)</p>

10. E-Safety

11.1 E-Safety at School

E-Safety is woven into our curriculum and we have an extra focus on E-Safety at the time of national E-Safety week in February.

Whilst at school your child is protected in many ways:

- Children are taught about appropriate content during ICT lessons
- Internet filtering through the London Grid for Learning
- Forensic software on our school network that captures inappropriate use
- Virus Protection

When a child starts at Gordonbrock School we ask the child to sign our 'Rules for Responsible ICT Use'. We also ask that parents sign the, e-safety Home School Agreement for Parents / Carers. Copies of both of these documents are enclosed within the enrolment pack. We ask that you talk with your child about the information contained within the documents and return the signed copies to the school office along with the other completed forms.

11.2 E-Safety at Home

Gordonbrock works in partnership with parents to educate the children about e-safety and help keep them safe when using technology.

The internet inspires children to be creative, communicate and learn. However, while the internet is a great resource, it is important that children and young people are protected from the risks they may encounter.

A simple and effective way to get involved with your children and their lives online is through discussion. By maintaining an open dialogue with your child and encouraging them to talk to you about their internet use parents can help children access the amazing resources the internet has to offer whilst keeping them safe online.

Childnet International has produced a guide for parents called "Supporting Young People Online: Information and Advice for Parents and Carers"⁶. Within this document they suggest ways in which you can safeguard your child online. The e-safety page on our website also has links to many other useful advice and support documents:
<http://www.gordonbrock.lewisham.sch.uk/esafety/>

⁶ A copy of the full "Supporting Young People Online: Information and Advice for Parents and Carers" document is attached for your information.

We are aware the internet is always changing, and being able to keep up to date with your children's use of technology can be a challenge, especially if you feel that your children may have better technical skills than you do. To help keep up to date with the technology your child may be using, please visit The THINKUKNOW.co.uk website who have put together 'How to guides' for applications such as Facebook, Instagram, WhatsApp and TikTok. The guides can be accessed here: <https://www.thinkuknow.co.uk/parents/Support-tools/How-to-guides/>

11. Our Website

Our website offers a wealth of information about all areas of the school including: information regarding the curriculum at Gordonbrock School, staff lists, dedicated page for each year group, copies of letters that have been sent home, copies of the GB Weekly, the school diary, photo galleries, details of the provision we offer our pupils and much more.

We would encourage all parents to explore our website to find out more about our school and keep up-to-date with what is happening. We hope that you will enjoy exploring the website and finding out about our wonderful school.

There are times when the children are photographed or filmed in school for many and various reasons including the school website. More information regarding this can be found within the enclosed e-Safety Home School Agreement for Parents/Carers. We would be grateful if you could read this document and return the signed agreement to the school office along with the other completed forms.

12. Our Governors & The Federation

12.1 Our Governors

The Eliot Bank and Gordonbrock Schools Federation Governing Body provide strategic leadership and accountability in both schools. Its main functions are to;

- To provide a strategic overview that ensures the pupils learn most effectively and achieve the highest standards.
- Act as a “critical friend” of the school by providing the Executive Head, Head of Schools and staff with support, advice and information and monitor and evaluate to school’s effectiveness and promote the interests of the school and pupils.
- To ensure accountability. We are accountable to parents, pupils, the community, the Local Authority and Ofsted.

For more information about the governing body please visit the Governors page of our website: <http://www.gordonbrock.lewisham.sch.uk/governors/>

12.2 The Federation

Gordonbrock Primary School is in federation with Eliot Bank Primary School, with both schools working closely together led by Maria Gilmore, our Executive Headteacher. The Executive Headteacher works strategically across both schools whilst the Heads of School have full responsibility for leading and managing their schools.

This has proved to be very successful and standards continue to be significantly above national in both schools. We are regularly asked to work with other schools to share best practice and expertise. For more information regarding performance data please visit our Achievement page.

The federation has a clear vision for the education of its children and our policies and practices are based on this. We want our children to enjoy learning whilst being challenged to meet the highest standards they can. Our schools are full of active and engaged learners who, as well as developing their academic skills, are also developing life skills of learning, friendship, effort and resilience. For more information please visit the About Us page.

Each of the schools is unique with very differing communities, sites and buildings. Even though part of a federation, our schools have retained their individuality. We are determined that the schools keep this individuality, underpinned by common expectations and purpose.

Staff across the schools work together in a number of ways to ensure the standard of teaching and learning is high. We have a shared curriculum, assessment strategies and policies.

Our Senior Leadership Teams work closely together to ensure that systems are aligned and working well and staff regularly meet for Continuing Professional Development opportunities. More experienced staff across the federation support less experienced colleagues ensuring that all quickly become proficient in their areas of responsibility.

The Heads of School work together to support and challenge one another. The schools work from the same curriculum map and year group teams meet regularly to plan. Phase Leaders and Curriculum Leaders also work in partnership, with joint learning walks and shared strategic planning.

The Eliot Bank and Gordonbrock Schools Federation Governing Body provides strategic leadership and accountability in both schools. For more information regarding the governing body, including governing body structure, please visit the [Our Governors page](#).

13. Friends of Gordonbrock

Friends of Gordonbrock (F.O.G) is a voluntary fund-raising organisation run by parents, carers and friends of Gordonbrock. All parents and carers of Gordonbrock are automatically members of F.O.G and we welcome you all to attend our meetings, help at events or even to consider joining our committee.

F.O.G raises money from events throughout the school year that are made possible with the help of staff and children. F.O.G events include the summer fair, the Christmas fair and the spooky disco. F.O.G also organise and run cake and fruit day (which happen on the last day before each half term break) and the Year Six leavers' party. We will increasingly be holding social evenings and quiz nights. Please check the new playground notice boards for information.

The funds raised have contributed to the school library, school trips, black history month, playground clocks, the climbing frames, the picnic tables and ESOL.

For more information please visit www.fog-pta.co.uk or email friendsofgordonbrock@gmail.com.

14. Data Protection

Gordonbrock Primary School is a data controller for the purposes of the data protection act. At Gordonbrock School we:

- collect personal and / or sensitive information from you about you and your child; and
- receive information and you and your child from previous schools and the Learning Records Service.

14.1 The Eliot Bank and Gordonbrock Primary Schools Federation Privacy Notice

Data Protection Officer – Lewisham School’s DPA c/o Amyruth Road, London, SE4 1HQ

This privacy notice will give parents/legal guardians insight into how information about our pupils is used.

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, date of birth and free school meal eligibility)
- emergency contact information (such as parents’/carers’ and childminders’ name, address and contact details)
- safeguarding information (including special guardianship and court orders)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information
- relevant medical and dietary information, including on-site accident information and data
- special educational needs information
- exclusions / behavioural information

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 comply with Safeguarding and Health & Safety laws

The Lawful Basis On Which We Use This Information

We collect and use pupil information under Article 6, (1) e) of the GDPR where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller and Article 9 (2) b) of the GDPR where special categories of data can be processed for the purposes of carrying out the obligations and exercising specific rights of the data controller.

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 as long as the child attends a school of our federation.

We also are obliged to hold a copy of all Child Protection case documentation.

Who We Share Pupil Information With

We routinely share pupil information with:

- schools/academy chains that the pupil's attend after leaving us
- our local authority, London Borough of Lewisham
- the Department for Education (DfE)
- our federation
- London Grid for Learning (Broadband and Digital Services provider)
- SEN referring units
- behavioural referring units
- The School Nurse Team and other NHS services (where applicable)
- MIS providers (ScholarPack)
- communications-pack providers (Teacher2Parents / ScholarPack)
- payment facilities providers (ParentPay)
- other computer licence providers required for administering the curriculum (i.e. Mathletics, Lexia)
- police and social services (where applicable)
- HM Visa and Immigration (where parents/legal guardians have asked us to do so)

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.

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 <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 DfE 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>

CCTV

For your safety we record CCTV in the school buildings and grounds. This is kept for six weeks and is automatically erased unless we are required by a law enforcement agency (i.e. the police) to retain footage or in case of a safety breach / child protection investigation. Under data protection legislation, parents and pupils have the right to request access to footage of themselves.

Requesting access to your personal data incl. CCTV

Under data protection legislation, parents/legal guardians 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 Executive Headteacher, the Head of your child's school or the Data Protection Officer – Lewisham School's DPA.

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:

The Executive Headteacher

The Eliot Bank and Gordonbrock Schools Federation

Amyruth Road

London

SE4 1HQ

Tel. 020 8690 0704

Email: admin@gordonbrock.lewisham.sch.uk

or

The Head of School
Gordonbrock School
Amyruth Road
London
SE4 1HQ
Tel. 020 8690 0704
Email: admin@gordonbrock.lewisham.sch.uk

or

Petra Der Man
Interims Data Protection Officer – Lewisham School's DPA
c/o Gordonbrock School
Amyruth Road
London
SE4 1HQ
Tel. 020 8314 9928
Email: schoolsdpo@lewisham.gov.uk

14.2 Data Protection Policy

Our Data Protection can be found on our website: <http://www.gordonbrock.lewisham.sch.uk/school-policies/>. Alternatively, a hard copy of the Data Protection Policy can be obtained from the school office.

15. Parking

Most of our parents / carers walk to school every day with their child. This is definitely the best way to get here. It can get very congested around the school at drop off and pick up times.

If you ever need to use your car, please be aware that Amyruth Road and Gordonbrock Road are part of the School Streets Programme. School Streets have been implemented to help to create safer and healthier spaces at the school gate. The area near to the school is a concern for many parents, residents and school staff. Air quality, safety and the congestion can all be improved by restricting the number of vehicles allowed to enter the road at the start and end of the school day. Restricting the majority of vehicles for a short period of time it can help to encourage more parents and children to consider walking and or cycling to school. By encouraging daily routines that incorporate exercise and helping to reduce the impact of the school run it also offers a cleaner environment for those that live in the immediate vicinity of the school gates.

The School Street restrict vehicles, without an exemption, from entering Amyruth Road and Gordonbrock Road from the junction with Chudleigh Road. At the junction of Amyruth Road with Brockley Grove and at the junction of Gordonbrock Road with Brockley Grove a No Entry junction plug will restrict motor vehicles from entering the road at all times throughout the year. A contra flow cycle facility has been provided to allow access from Brockley Grove in to the School Street.

The timed restriction will apply to all vehicles without an exemption permit. Enforcement will be carried out at all times when the Pedestrian and Cycle Zone sign is open. The School Street will be operational Monday to Fridays during term time. The zone signs will be closed during the school holidays. Blue advanced warning signs will be in place to warn drivers on the approach to the restrictions these will be visible at all times.

The School Street for this location will be managed using Automatic Number Plate Recognition (ANPR) cameras. In School Streets managed by ANPR camera exemption permits are available free of charge if you;

- Are a resident who lives within the restricted zone and can provide the required evidence to demonstrate this,
- Hold a Blue Badge and you are employed by the school,
- Hold a Blue Badge as either a parent/carer or your child holds a Blue Badge and attends the school,
- Special Educational Needs (SEN) Transport vehicles, including SEN cabs/taxis attending the school in question or collecting or dropping off a child who lives within the restriction.

Further details of the School Street programme in Lewisham can be found at <https://lewishamcovidtransport.commonplace.is/> where you can comment the measures and how it is going in your experience. You may also contact us directly at schoolstreets@lewisham.gov.uk. Alternatively, if you do not have access to the internet, you can write to the team at the above address. If an urgent issue arises, you can also contact the Council on 020 8314 6000.



Gordonbrock Primary School

Amyruth Road

London

SE4 1HQ

Website: www.gordonbrock.lewisham.sch.uk

Email: admin@gordonbrock.lewisham.sch.uk

Executive Headteacher: Maria Gilmore

Head of School: Jane Wright

Chair of Governors: Peter Fidel