



**PARENTS' HANDBOOK  
2019-20**

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## WELCOME

Welcome to The Iona School. We are looking forward to your child joining us and your family being part of our community. We hope that your time as a parent at the school will be happy, fruitful and fulfilling. This handbook is intended to ease your entry into the life of the school by providing answers to the questions you may have as a new parent. We hope it will serve as a handy guide in the coming months.

We aim to build good working relationships with parents and benefit from regular communications on all matters regarding the pedagogical, social and emotional development of every child.

New parents soon discover how important they themselves are for the healthy running of the school. The social life of the community depends on each individual teacher's and parent's participation and it is difficult to imagine The Iona School functioning at all without the active involvement of both parties.

If at any time you have any queries, please do not hesitate to speak to a member of staff. We are all here to help you on your Iona journey.

A copy of this handbook is available to view as a pdf document on the school's website.

There are several forms at the back of this handbook which will need completing and returning to the Communications and Admissions Manager prior to a child starting at the school.

## MAIN SCHOOL CONTACT DETAILS

The Iona School  
310 Sneinton Dale  
Nottingham  
NG3 7DN

Tel: 0115 941 5295

Email: [admin@theionaschool.org.uk](mailto:admin@theionaschool.org.uk)

Web: [www.theionaschool.org.uk](http://www.theionaschool.org.uk)

Company Number: 1911659

Ofsted Registered Number: 122941

Registered Charity Number: 516999

## WHAT IS A STEINER WALDORF SCHOOL?

The first school based on Rudolf Steiner's indications was founded in Stuttgart, Germany in 1919. This was in response to a request to provide education for children of the workers of the Waldorf Astoria cigarette factory – hence the name Steiner Waldorf.

Integral to Steiner Waldorf education is its view of each child as a unique spiritual individual developing through evolving phases of childhood towards an adulthood in which the individual spirit can find full freedom of expression. Every step in the child's education may be seen as geared to this end.

As the growing child comes to meet more of the world around them, they gradually harness the capacities of willing, feeling and thinking which are there inside them. The unfolding of these faculties is intimately bound

up with the child's physical, emotional and spiritual development, and Steiner Waldorf education strives to harmonise these steps.

The school years work with three broad developmental stages, and in a large school these may be sketched in approximately 7-year intervals. Within the first 7 years the child will attend Nursery and Kindergarten. From 7 years to puberty at around 14 years, the child is part of the Lower School – the class teacher period. Then inside the 7 years between 14 and 21 the child completes the Upper School and, according to the individual teenager, may go onto further education at college or another establishment. During these three periods, one can distinguish distinct differences in the child's relationship to the world and consciousness of themselves.

It is readily apparent in the baby and toddler how an instinctive imitation of the world around them develops their faculties of walking, speaking and thinking. The Nursery and Kindergarten curriculum consciously seeks to build on this natural developmental process. This faculty of imitation extends far beyond the mere copying of physical actions. The young child senses the moral quality of each adult in each deed, and on this builds early awareness of the feeling for goodness in the world. This is an essential foundation for every individual growing into the contemporary world - a foundation easily eroded by pressure for early academic training.

It is only in the second 7-year period, when the physical body of the child is well established, that formal education begins. This is the class teacher period, and here, moving from imitation, the guiding principle is now imagination. In these years particularly, the teacher can appeal to the child's sense of beauty, drama and art. The child gradually develops an objective awareness of the world around; also their own imaginative soul life develops. They are able to explore artistically, colorfully and dramatically all that is presented during the school day.

Within this broad outline of development, common to every child, the child matures as an individual. The Steiner Waldorf curriculum - unique to this education - is built around these natural stages of child development. Each teacher works sensitively and creatively with the curriculum to meet both the general needs of the children and the particular needs of the individuals in the class.

## **BRIEF HISTORY OF IONA SCHOOL**

The Iona School was founded in Nottingham in 1985. After spending its first year in temporary accommodation, the school moved to its present site. The school has grown and developed over the years and is a member of the Steiner Waldorf Schools Fellowship (SWSF). The SWSF organise regular conferences throughout the year. We are a primary school, having a Kindergarten and three combined classes.

The Iona School was founded on the educational ideas and spiritual world view of the philosopher and educator, Rudolf Steiner (1861-1925).

## **ETHOS**

The Iona School is non-doctrinal and non-sectarian but has a Christian orientation. Our seasonal festivals are of an open nature and children from all religions freely participate.

The work of the teachers is inspired by the wisdom and contemporary relevance of Rudolf Steiner's educational philosophy and how it prepares children for the changing modern world. The school's ethos and teaching support the rule of English civil and criminal law.

We aim to give the children:

- Eternal values
- Self confidence
- A love of learning
- The ability to work with others
- Enduring and practical skills
- Open and tolerant attitudes
- Spiritual freedom

The task of the education at The Iona School can be summarised thus:

- Fostering healthy development in every child
- Enabling children to reach their potential
- Helping children to develop the skills they need to contribute to society

## **IONA SCHOOL ASSOCIATION: STRUCTURE AND ORGANISATION**

The Iona School Association (ISA) is a company limited by guarantee and a registered charity. ISA provides the legal framework for the practice and development of Steiner Waldorf Education at The Iona School.

One of the founding questions at the beginning of the school in 1985 was that of finding an organisational form that would help to support appropriate working relationships between parents, teachers and trustees (governors) so that the needs of the children could be met as fully as possible.

All parents of children attending The Iona School and staff working in the school are automatically members of ISA. Parents of former pupils and friends who wish to support the school may ask to join ISA by writing to the School Business Manager. You may opt out of membership of ISA whilst your child is still at the school. This should be requested in writing to the School Business Manager.

ISA is a heterarchical (non-hierarchical) Community of Interest, and a legal reflection of all those involved in the school. The purpose of the association is to represent the long-term interests of the school, by holding an Annual General Meeting (AGM) in which the Trustees are appointed and held accountable for the effective governance of the school. Accounts are approved and auditors are appointed at this AGM. The College of Teachers is responsible for pedagogical governance and works closely with the School Management Team.

### **The College**

The College comprises those teachers who are established in the school and who are committed to its long-term development, the School Business Manager and the Communications and Admissions Manager.

There are three main aspects to the work of the College:

- Management of the Iona School Association
- Pedagogical Oversight and the Development of the Education
- The Open College

## **The Management of the Iona School Association**

The management of the Iona School Association involves the teacher members, the School Business Manager and the Communications and Admissions Manager. Regular meetings receive a general overview of the school's finances, prioritises repairs and renewals, discusses safeguarding and other areas of compliance, receives updates on pupil recruitment and deals with day to day management issues which are not part of the normal routine and where there is a need to consider the school's ethos in the decision making process.

In regular meetings, the school managers are helped to contextualise their work with regard to the educational aims of the teachers who are, in turn, supported by managers to understand the financial and legal implications of their educational planning.

## **Pedagogical Oversight and the Development of the Education**

From time to time the teacher members of College meet separately to discuss issues relating to children and pedagogy which may have arisen in the weekly Teachers' Meeting and which require further deliberation with regard to the school's ethos before a decision is made.

## **The Open College**

This meeting first started in the Autumn Term 2018. It takes place once per half term and is open to all teachers, assistants, managers and former College members. The purpose of this meeting is to nurture the spiritual heart of the school and to share questions and ideas about its future development. It is from this forum that teacher representatives are able to engage with parents in the Visioning Group meetings.

## **THE LAND**

The Land is a precious part of The Iona School experience. Twice yearly, the whole school spends three days on the Land, working the allotments, pruning trees, harvesting fruit, general tidying up and of course playing, climbing trees and building dens. Parts of The Land have been deliberately kept wild so that the children can experience untamed nature.

Parents of the school are encouraged to enjoy this space by gathering together on weekends in the milder months to work the Land and sow seeds. We hold our St John's Fire festival here as well as some other outdoor events in our amphitheatre such as storytelling, theatre performances and our heart-warming Lantern Festival. Families are also welcome to use The Land for children's birthday parties and other celebratory occasions, for a small donation towards the development of the school fund.

## OUR CLASSES AND EQUIVALENT IN STATE SCHOOLS

The classes at The Iona School are organized differently to state school provision. The chart below shows the order of the classes here and how these correspond with state schools. For the purpose of placing children in their correct classes, we take its year as starting on 1<sup>st</sup> September 1st, in line with state schools.

<u>Age</u>	<u>Iona</u>	<u>State Schools</u>	
3-4 years	KG Yr1		
4-5 years	KG Yr2	Reception	} Primary School
5-6 years	KG Yr3 / Transition	Year 1	
6-7 years	Class 1	Year 2	
7-8 years	Class 2	Year 3	
8-9 years	Class 3	Year 4	
9-10 years	Class 4	Year 5	
10-11 years	Class 5	Year 6	} Senior School
11-12 years	Class 6	Year 7	

## BEGINNING OF THE SCHOOL DAY

The school day begins at 8.30am for Kindergarten and 8.50am for the main school. School is open for children to arrive every morning from 8.30am. This time is sufficient for all pupils to come into their classroom. Registration is at 8.50am and registers close at 9.00am. It is essential that all children are in school by 8.50am so that sessions can start promptly.

On arrival, children should be escorted to the gym entrance where they will be admitted into the school building by a staff member.

### Breakfast Club

If parents need to drop their children off at school earlier than 8.30am, Breakfast Club is available Monday to Friday from 8.00am to care for children until 8.30am when they become the responsibility of the teachers. The current charge is £3.00 per day and must be booked at Reception weekly in advance.

### Lateness

**The importance of punctuality cannot be over-emphasised.** All classes begin their day with a verse. In the younger classes there is an emphasis on rhythmic speech, music and movement at the beginning of the day. This regular early morning pattern is a very important part of the class daily rhythm and late arrivals can be very disruptive and disturbing.

If your child is going to be late, we expect parents to contact Reception by telephone or email ([reception@theionaschool.org.uk](mailto:reception@theionaschool.org.uk)) before 8.50am. If the school has not heard from parents by 9.00am absent pupils will be marked in the register as 'unauthorised absence'. This has implications for your child's attendance record and for their education.

Where there have been persistent incidents of lateness, parents/carers will receive a letter advising them of our concerns and the school will provide opportunities for parents/carers to seek support and advice to address these issues. If lateness persists, we have a duty to inform the LEA.

## END OF THE SCHOOL DAY

All classes finish at 3.15pm. Children should be collected promptly at the end of the school day. If parents or carers are late in arriving at school, their children will be placed in After School Care and the appropriate charge will be made.

If a child is going to be collected by someone other than a parent or usual carer (including a situation where your child is collected to play at a friend's home), the following is required:

- The school must be given written authority in advance, or on the morning of the day in question, identifying the person who will be collecting the child (*e.g. I give permission for Jenny to be collected by Sarah Jenkins on Tuesday 21<sup>st</sup> January*) and a password must also be provided.
- Arrangements must be made to identify any person collecting who is not already known to staff.
- Saying that a child will be going home with another child does not give authority.
- Only in an absolute emergency should the office be contacted regarding collection arrangements. This must be done by telephone. Please ensure you have a password ready.

**Please note that it is a legal requirement that we can only allow a child to leave the premises with an 'authorised' person or a person over 18.**

## After School Club

Our After School Club runs at the end of the school day, from 3.15pm to 5.30pm, Monday to Friday, during term time. The current charge is £7.80 per day and must be booked at Reception weekly in advance. Parents will be charged for a late collection fee of £15.00 and a charge of £15.00 will be applied if not booked in advance.

## SCHOOL ATTENDANCE

Regular school attendance is important. We expect full time pupils to have attendance of at least 96%. Pupils need to attend regularly if they are to take full advantage of the educational opportunities available to them here at The Iona School. Irregular attendance undermines the educational process and we have a duty of care to ensure pupils attend. If attendance falls below 90% you will be expected to attend a meeting to set short and long term goals. Persistent absence means we may have to involve the local authority family support teams.

Parental responsibility extends beyond securing regular school attendance. Parents should ensure that their children arrive at school on time, properly attired and in a condition to learn. Furthermore, they need to see themselves as partners with schools in the education of their children.

## Absence

If your child is unwell, we expect parents to contact Reception by telephone or in person before 9.00am on each day of absence. This must be done **every** day your child is absent.

## Medical and Dental

Appointments should be made out of school hours where possible. If this is not possible, e.g. a hospital appointment, you must notify the teacher in writing giving at least 24 hours' notice.

## Family Holidays

These should be taken during school holidays. We do not authorise holidays, unless this is for a maximum of 3 days for a family wedding, religious day or for another significant reason. Authorising an absence is at the discretion of the College; requesting permission does not guarantee authorisation. It is important that both parents with responsibility sign a holiday/absence request. We will not process this without both signatures.

## COMMUNICATIONS (Internal)

Reception and the school offices are found in the main school building. Please make contact with Reception if you have any queries and we can direct your question/concern to the correct member of staff.

### Contact Details for Key Staff

#### Receptionists

Helen Fitzsimmons and Keiann Vujkovic

Email: [Reception@theionaschool.org.uk](mailto:Reception@theionaschool.org.uk)

The Reception is open during school hours from 8.30am to 3.30pm, Monday to Friday.

#### School Business Manager

Chantell Walker

Email: [Chantell@theionaschool.org.uk](mailto:Chantell@theionaschool.org.uk)

Please contact Chantell with regards to any financial queries, school policies, health and safety and event bookings. Chantell works Monday to Thursday throughout the year.

#### Chair of College

Rob Strafford

Email: [Rob@theionaschool.org.uk](mailto:Rob@theionaschool.org.uk)

#### Communications and Admissions Manager

Lucy Wilkins

Email: [Lucy@theionaschool.org.uk](mailto:Lucy@theionaschool.org.uk)

All enquiries pertaining to communications and admissions to be directed to Lucy, including website, social media, publicity, fundraising, volunteering, change of details. Lucy works Monday to Friday, term time only.

In the unlikely event of a complaint the school does have a Complaints Policy. All policies can be accessed in the school office or via the school website at [www.theionaschool.org.uk](http://www.theionaschool.org.uk).

### Messages from Parents

Important telephone messages will be passed on to children and teachers. The best time to phone with a message is before 9.30am, in time for break at 10.40am. When office staff are unavailable and the call is not answered, the call will default to the answer phone. Messages will be checked regularly and passed on.

After office hours, messages can be left on the answering machine and will be dealt with first thing the following morning. In real emergencies, a message will be taken direct to the teacher of the child concerned.

## COMMUNICATIONS (External)

### Website

The school has a website that is largely aimed at current and prospective parents. It carries general sections on the school, the admissions procedure, policies and its curriculum. It details term dates including dates of important events and Parents' Evenings.

[www.theionaschool.org.uk](http://www.theionaschool.org.uk)

### Social Media

The school has a Facebook page and Twitter account. An Instagram account will be set up shortly. These platforms assist in promoting the school within our current parent base, attracting prospective families and reaching out to the wider community. Both these sites are regularly updated featuring photos from the daily life of the school. If you are a social media user, please follow our pages and share posts to help in increasing our following.

[www.facebook.com/theionaschool/](http://www.facebook.com/theionaschool/)

[www.twitter.com/ionaschoolnotts](http://www.twitter.com/ionaschoolnotts)

### Parental Responsibility

- Parents are not expected to post photos of pupils other than their own children on social networking sites.
- Parents are not to take photos at school events on their mobile or any other recording device.
- Parents should make complaints through official school channels rather than posting them on social networking sites.
- Parents should not post malicious or fictitious comments on social networking sites or the internet about any member of the school community.
- Any comments on social media sites that could be interpreted as bringing the school into disrepute will be handed to our legal team who will decide on an appropriate course of action.

## PARENT AND PUPIL INFORMATION AND CONTACT DETAILS

Contact details and information relating to families will be taken from the pupil's Application Form. We will send out a Home Information Form at the beginning of each academic year, which needs to be checked by parents and returned to school. If there are any change of details at any other time, please ensure that Lucy is informed so our records can be kept up to date.

Lucy will contact you regularly by email to remind you about school events, request for help, school announcements and to circulate other useful information throughout the school year. We ask for your consent to be included on the email list.

Please see our Privacy Policy available in the school office or on the school's website.

## FEES AND CHARGES

Parents will sign a Financial Agreement at the time of their acceptance of a place. This will clearly state the agreed fees. The annual fees are shown on the school's website. A deposit of £500 is payable on acceptance. We will use the deposit towards the final term's payment and reimburse/charge any fees owing.

A standing order must be set up for the regular monthly fee for the 1<sup>st</sup> of the month, in advance. Fees can be paid earlier than this, e.g. the year or term can be paid up front. Please always add the child's name as reference for any payments made.

Each year we review the school's budget and will agree with the Trustees a fair fee increase. This increase is communicated by letter to each family at least six weeks before the end of the school year. We will expect you to change your standing order to reflect this.

Please also refer to the school's Financial Policy, available in the school office and on the school's website.

## **PARENTS' EVENINGS**

Parents' Evenings are held at least one a year for Kindergarten and at least twice a year for each class in main school.

- Parents are told about the lessons that children have been having and may take part in some classroom activity and experience the kind of approach we take with the children
- Look at their child's work
- Preview of what is coming up
- Discussion about the class as a whole - social issues
- Practical issues e.g. preparation for outings
- School issues e.g. fundraising, management
- Parents have the opportunity to put items on the agenda and ask questions
- There is no public discussion of individual children

## **MEETING PARENTS OF INDIVIDUAL CHILDREN**

During the course of the year, the Class Teacher will try to have at least one individual meeting with the parents of each child in their class, including Kindergarten. This meeting will provide an opportunity to:

- discuss your child's progress
- share observations about your child's development
- discuss if there is the need for any extra support
- discuss any issues which you or the teacher think are relevant to further mutual understanding of your child and to help meet his/her needs

Such meetings may be requested by the teacher or parents. If a child is experiencing difficulty in some aspect of life (academic, social or health) it may be helpful for parents and teachers to have a number of shorter meetings to ensure that a supportive dialogue is established.

## **WRITTEN ANNUAL REPORTS**

A written report for all school age children will be sent to parents annually and will be completed before the end of the Summer Term. These reports contain general information about the work covered in the course of the year and teachers' comments about the child's relationship to the work and the progress made

## VISIONING GROUP

The Whole School Meeting in 2017 led to a group of parents organising a Visioning Day which took place in March 2018.

Since then a core group have held a series of meetings with a view to increasing parental involvement in general maintenance of the buildings and fundraising. The need to upgrade the wooden building which houses the Kindergarten has been identified as a priority. We aim to improve both the technical performance and appearance of the building. Parents are researching possible sources of funding for this work.

## TRUSTEES

The Trustees oversee the work of the school and College; they are all responsible for specific areas of management:

### Martin Taylor

Email: [martintaylor@theionaschool.org.uk](mailto:martintaylor@theionaschool.org.uk)

Responsible for Safeguarding, HR, Prevent and Channel, Legal issues overview.

### Robert Parry

Email: [robertparry@theionaschool.org.uk](mailto:robertparry@theionaschool.org.uk)

Responsible for Finances, Health and safety, Fire safety, First aid, Legal issues overview, recruitment of new trustees.

### Louise Lipman

Email: [louiselipman@theionaschool.org.uk](mailto:louiselipman@theionaschool.org.uk)

Responsible for Legal issues overview, equalities and diversity, SMC, Early years, SEND and SENCo, Nominated Individual and Staff Wellbeing.

### Esme Worthington

Email: [esmeworthington@theionaschool.org.uk](mailto:esmeworthington@theionaschool.org.uk)

## ELECTRONIC MEDIA

Mobile phones, cameras, iPods, iPads, hand held gaming consoles and other electronic media are **not** allowed at the school. Parents will be contacted if children are seen with any electronic media in the school (including at Breakfast Club and After School Club).

Occasionally Class 5/6 children sometimes need to bring mobile phones to school once they start travelling to and from school independently. These must be left in the teacher's care for the duration of the school day and collected at the end of the day.

## CALENDAR DATES

### Term Dates 2019-20

Start of Spring Term: Wednesday 8<sup>th</sup> January  
Half Term: Monday 17<sup>th</sup> to Friday 21<sup>st</sup> February  
End of Spring Term: Friday 3<sup>rd</sup> April

Start of Summer Term: Monday 27<sup>th</sup> April  
Half Term: Monday 25<sup>th</sup> to Friday 29<sup>th</sup> May  
End of Summer Term: Friday 17<sup>th</sup> July

School reopens for Autumn Term 2020 on Monday 7<sup>th</sup> September.

## Inset Days

(School is closed to pupils)

Friday 14<sup>th</sup> February 2020

Friday 22<sup>nd</sup> May 2020

Friday 23<sup>rd</sup> October 2020

## Festivals and Other Dates

Iona's Birthday and Easter Festival:	Tuesday 5 <sup>th</sup> May, 5.00pm
St. John's Festival:	Tuesday 23 <sup>rd</sup> June, 5.00pm
End of Year Festival:	Wednesday 15 <sup>th</sup> July, 5.00pm
Michaelmas Festival:	Tuesday 29 <sup>th</sup> September, 5.00pm
Land Days:	Wednesday 30 <sup>th</sup> September to Friday 2 <sup>nd</sup> October
Lantern Festival:	Wednesday 11 <sup>th</sup> November, 5.00pm
Christmas Festival:	Thursday 17 <sup>th</sup> December, 5.00pm

## DRESS CODE

There is no uniform at The Iona School but it is essential that children are dressed in sensible and practical clothing which is appropriate to the season. The way that children present themselves at school affects their relationship to their work. We need parents to take responsibility for following our requirements, as this is an important issue that affects the teaching environment. Please do not put us in the position of having to address this with you or your child.

*It is the responsibility of parents to ensure that their children are dressed appropriately.*

**Shoes** should be of a basic 'school type' or plain trainers (single colour) – shoes that fully support and protect the feet. 'Crocs' are not ideal school shoes.

They should not:

- have gimmicks (e.g. flashing lights)
- have 'designer' labels
- be fashion shoes
- have high heels
- be ballet shoes

**Sandals** should be 'shoe type' with no open toes or loose straps.

They should not be:

- flip-flops

- jellies

Socks must be worn at all times. Wellingtons should not be worn in class.

**Trousers** should be properly fitted. Jeans are acceptable provided they are not high fashion, e.g. ripped or excessively baggy. They should be ankle length and not touch the floor.

**Skirts and dresses** are acceptable provided they are a straightforward cut and at least knee length.

**Tops** should be simple with no cartoons, logos or writing and they should completely cover the midriff when the hands are raised over the head.

**Jewellery** for reasons of safety and distraction should not be worn. If a child has pierced ears, only studs may be worn.

**Haircuts** must be regular, suitable styles which show the child's face. No hair dye.

Nail varnish is not permitted.

## FOOD CODE

The morning break for Kindergarten from 10.40am to 11.00am and in main school from 10.30 to 11.20am. There is the opportunity for the children to have a snack and drink. The lunch break is from 12.40pm to 1.40pm which includes time to both eat lunch and play.

Children attending the Kindergarten and main school currently bring a packed. Bearing in mind the need for a nutritious diet and how this can support the child's education, healthy snacks are recommended. Filtered water is provided in each classroom.

## PUPIL CODE OF CONDUCT – from Behaviour Policy

To enable children to demonstrate good behaviour it is important they understand clearly what is expected. These expectations are listed below and shall be known as the **Code of Conduct**.

1. Wear appropriate clothing, footwear and avoid jewellery.
2. Never swear or shout aggressively at others.
3. Walk within the school building.
4. Take responsibility for one's own behaviour promoting a no blame culture.
5. Be ready for the start of each lesson, bringing the correct items needed each day.
6. Have the utmost respect for other people's property and for the school building itself.
7. Make sure everyone has a chance to do well in class, putting hand up to answer questions.
8. Listen carefully to the teacher's instructions, first time responding.
9. Try your very best at all times. Completing all homework on time.
10. Sweets, sugary drinks, chewing gum or other confectionary is not allowed in school.
11. Take care of each other, the school buildings and outdoor areas, use litter bins and compost bins.
12. Treat others fairly; always think about how our actions will affect others.
13. Be courteous, respectful and polite to all adults and children, open doors for others when appropriate.
14. To not use mobile phones, gaming devices or any other such electronic devices during school hours (including breakfast and afterschool club)
15. To not swap or sell personal possessions (including swap cards) during school hours.
16. To always stay within the school boundaries and within sight of a responsible adult. Ask permission to leave the classroom.

17. To report to a teacher or responsible adult if they are not collected at home time.
18. To always encourage a 'telling' culture.
19. To never name call, bully or carry out hurtful behaviour to not carry out any form of sexual harassment.
20. Arrive at school punctually and attend school regularly.

## **EQUIPMENT**

Essential equipment such as crayons, pens, recorders, woodwork, class readers and Eurythmy shoes are purchased by the school as and when the child needs them and then invoiced to the parents/carers at the end of the month as required.

## **LOST PROPERTY**

Parents should ensure that all clothing and other items brought to school are clearly marked with the child's name. Items of clothing which have been found are collected in at the end of each day. Please ask at Reception if you are missing any belongings.

## **CELEBRATING THE SEASONAL FESTIVALS**

Festivals are an important part of the school's social and spiritual life. The children take part in plays, musicals, performances, singing, eurythmy and recitation. All parents are invited and encouraged to attend. The starting time of 5.00pm is designed to help make this possible.

### **Michaelmas**

Seasonally this is a time of harvest and the gathering of fruit, a time also when we 'draw in' after the summer and focus on the qualities, portrayed by the Archangel Michael, of courage and strength.

### **Christmas**

The season of Advent heralds the time of Christmas. During Advent there is much creative activity both in and out of school. To mark the beginning of this period of waiting leading up to Christmas we hold the festival called the Advent Spiral. The mood is one of peace and reverence and is the beginning of several weeks of festive preparation. The Advent Fayre is one of the biggest fundraising events of the year at The Iona School and is very popular. People return year after year even when their children have left the moved on. The term finishes with a Christmas Festival in December and Singing around the Tree on the last afternoon of the autumn term.

### **Easter**

During the time coming up to the Easter festival the children might decorate eggs and these are then used to decorate the school. At The Iona School the Easter Festival is often celebrated jointly with the school's birthday (29<sup>th</sup> April) after the Easter break.

### **St. John's Tide**

At midsummer, when the days are long and as the sun reaches its highest point, the school celebrates the birthday of St. John by the lighting of a St. John's fire on The Land. Many parents bring a picnic and enjoy socialising on The Land and refreshments are often on sale.

## Summer / End of Year Festival

At the end of the school year we have a festival to celebrate the work of the year and say farewell to those that are leaving the school.

## SAFEGUARDING

Like all other schools and colleges, The Iona School has a responsibility to keep children safe, involving reporting any incidences where we feel children are at risk. We practice safeguarding to a very high standard and will not hesitate to report a concern if we feel our information warrants this.

Please be assured that all our staff are thoroughly checked in line with the DfE ruling and registered on the DBS update service.

All volunteers also have to go through a rigorous suitability checking procedure including obtaining references and have enhanced DBS checking.

If you wish to read our Safeguarding Policy, this can be found on the school's website and is updated regularly along with the updated DfE publication 'Keeping Children Safe in Education'.

If you have a safeguarding concern, please speak to a safeguarding officer or the school Business Manager. You can find up to date information on safe guardians on our website or on posters displayed around the school. Also, should you be concerned and not know who to speak to the school manager can help with confidential concerns.

## E-Safety

It is increasingly difficult to stay ahead of the curve when it comes to technology, especially when you are a parent trying to keep your children safe as they grow up immersed in this digital world. Cybercrime, grooming, sexting and social media are all very real dangers to children.

Research released for 2017's Safer Internet Day in the UK revealed that one in five children surveyed had been bullied with online images or videos. Additionally, roughly 70% of children had seen images and videos 'not suitable for their age' while surfing the web.

So whilst we at school are aware of these issues, we would ask parents to consider the following to ensure their children's ongoing safety. The Iona School aims to keep all children within its care safe. This extends to providing our parents with appropriate information on how to keep their children safe at home.

- Use free filtering technology/safe modes. Most online services these days come with privacy or safe modes built-in, it's important to switch them on for your child.
- Filtering tech can block harmful websites, age-restricted games, forums, chatrooms and anything else you choose. Some applications can do everything from create weekly reports for you about browsing to log the keystrokes on a device.
- Monitor your child's internet history for every device they use. Perhaps make a point of checking the internet search history at the end of the day to make sure everything viewed is satisfactory. This is easiest if you create your child a dedicated account on a home computer or device. However, do be aware that it is very likely that they will learn to delete their own records, so this is not always fool proof.
- Only let your child on computers or devices where you can see them. This will largely depend on the age of your child, but for the young ones it is advised to only let them use a computer, smartphone or

tablet in a place where it can be monitored by an adult. When used alongside web filtering this can be an effective method of keeping an eye on what is being searched for, viewed or watched on the web.

- Ensure that your child does not have a social media page until they are of the recommended age by that social media provider; a lot of these are set at 13 years.
- Facebook have a parent's help site <https://www.facebook.com/help/parents> and also a very good online safety site that tackles bullying <https://www.facebook.com/safety>.
- Instagram have released a parent's guide [www.connectsafely.org/wp-content/uploads/instagram\\_guide.pdf](http://www.connectsafely.org/wp-content/uploads/instagram_guide.pdf)
- If you have a social media page, do consider what photos you post of your children. If you do have a photo of your child on your profile picture, this can be easily downloaded by anyone. Never post photos of other people's children unless you have their express permission.
- If your child does have social media, ensure that you can view their friends list. Remember, like us, most schools and children's organisations have a very strict social media policy for staff, so you should not see any staff on their friends lists. If you have concerns speak to the person responsible for safeguarding at that organisation.
- Talk about the internet and be open about what's out there. On the internet a 50-year-old person can pose as a 15-year-old, chatrooms can be used for grooming and personal information is given away at the click of a mouse.
- People can easily access shared pictures and videos. Once you share an image on the internet, it is there, forever and can become public property.
- Parents and children need to communicate and talk about what the internet is, what it is and isn't, and how to recognise the more lurid aspects of it. We have many of the NSPCC Share aware booklets available should you wish to use these. They can also be found here <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/share-aware/>
- Know your child is probably smarter than you when it comes to the internet. Your children have Snapchat, Facebook, virtual reality, streaming services and online gaming. They have grown up in a world of touchscreens and data plans; a world where content is free and personal information means little.
- The internet is a useful informative and fun tool, but teach your children about the negative side.

## Online Gaming

This is one major safety concern that is overlooked, they seem innocent enough. Games and gaming platforms such as Steam, Xbox live, Minecraft, PlayStation network, Nintendo network, Twitch, Roblox, Empires and World of Warcraft (amongst many others) all offer the users to connect to other users.

However, there are concerns around these such as:

- Children may play with adults they don't know. People of all ages play games. Some adults may exploit this and try to build an emotional connection with a child for the purpose of grooming.
- Children may view inappropriate or upsetting content if they play games that aren't suitable for their age. This could include sexual or violent material. It might be in-game content or produced by other players.
- Some players can be abusive towards others or try to exclude them from the game. Some players may also hack another user's account or try to steal and destroy their virtual possessions. This can be as upsetting for a young person as if it happened in real life.

Ask your children who they are talking to on these sites/platforms. Try to find out if they are talking to their friends or if they are chatting with strangers. Bear in mind these sites have millions of users, it is impossible to police all of these people and a lot of the time messaging cannot be turned off. If your child uses online games:

1. Check the game's content  
Always check age ratings but remember they don't cover everything. It's important to check the game out yourself before letting a young child play it. If you want extra information about the content of a boxed console or computer game, take a look at the Video Standard's Council's Additional Consumer Information (ACI).
2. Know how to mute, block and report  
Help children understand that people they meet online may not always be who they claim to be. Some games let you mute, block and report other users. Make sure your child knows how to do this if someone in the game upsets them or makes them feel uncomfortable. Childline has online gaming advice to help them do this. Remind your child they can come to you if they're ever worried.
3. Be Share Aware  
Remind your child not to give out any personal information, photos or videos to anyone online, even if they know them. If your child plays games with people they don't know, remind them not to take the conversation off the game, onto other social networks or into a private chat.
4. Activate safety settings  
Turn on parental controls on gaming consoles to help prevent children from downloading age inappropriate games or seeing harmful material. The Apple App Store lets you turn off in-app purchases on iPads and iPhones. The Apple App Store and Google Play let you create a pin code that must be entered before you buy. You can also turn on privacy settings on some games to control what other users can see about you and stop strangers from contacting you. Contact the O2 & NSPCC Online Safety Helpline for free on 0808 800 5002 for advice on how to do this.
5. Keep the conversation going  
Have regular conversations with your child about staying safe online. Agree what games are suitable for them to play and help them understand why others are inappropriate. Talk to them about the types of games they may be watching on game streaming sites. Remind them they should tell a trusted adult, like a teacher or parent, if they see or hear something that upsets them when gaming. They can talk to Childline for free 24 hours a day if they're ever worried.

### Ways in Which Parents can Help Children Stay Safe

- Explore sites and apps together
- Talk about what might be okay for children of different ages. Ask your child what sites or apps they like. Write a list and look at them together.
- Be positive about what you see, but also be open about concerns you have: "I think this site's really good" or "I'm a little worried about things I've seen here".
- Talk to your child about what you think is appropriate – but also involve them in the conversation. Ask what they think is okay for children of different ages – they'll feel involved in the decision-making.
- Be aware that your child might talk about friends who use apps or visit sites that you've decided aren't suitable. Be ready to discuss your reasons, but recognise that they may not agree with you. Listen carefully for the reasons why.
- Go through a final list of sites you both agree are okay, and work out when you'll next discuss it.
- Ask about things they might see online which make them feel uncomfortable.
- Talk about things they, or their friends, have seen that made them feel uncomfortable.
- Be specific. What exactly made them feel uncomfortable and why? Is it people or animals being hurt? Nasty comments about others?
- Link these to things in the real world, and explain that you're always here to protect and help them online and off.

- Reassure your child that they can always talk to you about anything that makes them feel uncomfortable.
- Show them how to report or block on the sites and apps they use. Use Net Aware to find out how.
- Tell them you'll help them to report anything upsetting they've seen, or to deal with online bullying.
- Talk about how they can stay safe on social networks.
- Keep a look out for abnormal behaviour or changes in your child's behaviour. If they start to be more secretive about what they do online, it could be a sign of grooming.
- Keep an eye out for potential gifts that your children may have received. Normally groomers will buy electronic devices such as phones, enabling them to chat without your knowledge.
- Ensure your children know that they should never meet up with strangers they meet online. We always teach children not to talk to strangers on the street but they need to understand that talking to someone online doesn't mean they aren't a stranger.

Ask your child if they know:

- where reporting functions are
- how to block someone
- How to keep information private.

Look at Net Aware <https://www.net-aware.org.uk/> this gives you a wealth of information on many online sites, allowing you to judge if it is a suitable site for your child to be on. It also keeps up to date with new privacies in games etc.

## Being Share Aware Regarding Photos and Videos

It is easy to send a photo or message but the sender has no control about how it's passed on.

When images are stored or shared online they become public. Some people may think that images and videos only last a few seconds on social media and then they're deleted, but they can still be saved or copied by others. This means that photos or videos which a young person may have shared privately could still be end up being shared between adults they don't know.

Every child is different, so your approach should be based on their character and your relationship with them. You could:

- Outline your expectations and explain the rules of having a mobile, tablet or smartphone
- Ask them what they feel is acceptable to send to people, if they'd be happy for you or a stranger or other children to see certain photos. If the answer is 'no', explain that the image, video or message is probably not appropriate to send
- Make sure they're comfortable saying no, that they know their body is private and being asked to share explicit images is inappropriate
- For older children, talk to them about the importance of trust and consent in a healthy relationship. Tell them that it's not ok for someone to make them feel uncomfortable, to pressure them into doing things that they don't want to do, or to show them things that they're unhappy about. Let them know that they can speak to you if this ever happens

For further advice see:

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe sexting/>

## What we Already do in School

Whilst our pupils do not have access to technology in school, nor do we allow any hand held devices or mobile phones in school, we are aware that this online and technological abuse is a fast growing concern.

### Under 5s

For the under-fives, this is done thoughtfully and carefully in an age appropriate way. We are aware that children are imitative and will copy their parents using tablets and phones. We also spend time in Kindergarten parent meetings discussing internet safety. For all the children in the school and kindergarten we encourage to speak and tell of any worries.

### Children Over 5

We speak to our pupils from 5 years of age upwards about online safety, ensuring that they know what personal information is and being 'share aware' in order to keep themselves safe and feel confident in using mobile phones and technology when they are away from the school.

We teach children internet safety using the following principles;

- What it means to be responsible online
- How to protect yourself online and respect others
- How to disengage as well as engage with the online world
- How to understand sharing of information and picture

Class teachers follow the NSPCC 'Share aware' plan, basing teaching around the NSPCC lesson plans. Parents are given Share Aware leaflets and are advised about the dangers of inappropriate use of mobile technology, social networking sites and online gaming sites. Through this policy we want to involve the parents in this to cover all bases.

In Kindergarten online safety is delivered by telling the children over the age of 5 to never use a mobile device (Tablet, PC, mobile phone) on their own; to always be supervised and that if they see anything that upsets them to go and tell a grown-up.

## Information and Support

There is a wealth of information available to support keeping children safe online. The following is not exhaustive but should provide a useful starting point:

Google have a great online web help to help understand web safety:

<https://beinternetawesome.withgoogle.com/en>

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

[www.disrespectnobody.co.uk](http://www.disrespectnobody.co.uk)

[www.saferinternet.org.uk](http://www.saferinternet.org.uk)

[www.internetmatters.org](http://www.internetmatters.org)

[www.childnet.com/cyberbullying-guidance](http://www.childnet.com/cyberbullying-guidance)

[www.pshe-association.org.uk](http://www.pshe-association.org.uk)

[www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation](http://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation)

<https://www.net-aware.org.uk/>

<https://www.teensafe.com/blog/predators-groom-children-gaming-online/>

<http://www.childnet.com>

## **POLICIES**

All of our policies are available in the school office or to view on the school's website.

## APPENDIX 1:

# ANNUAL CONSENT FORM FOR SCHOOL TRIPS AND OTHER OFF-SITE ACTIVITIES

<b>Pupil's Name:</b>	
<b>Class:</b>	

Please sign and date this form if you are happy for your child to:

- Take part in school trips and other activities that take place off school premises
- Be given first aid or urgent medical treatment during any school trip or activity

Trips and activities covered by this consent include:

- All visits (including residential trips) which take place during term time, holidays or a weekend
- Adventure activities at any time
- Off-site sporting fixtures outside the school day

We will send parents information about each individual trip or activity before it takes place. You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the school, e.g. class visits to local amenities which are part of the school's curriculum and usually take place during the normal school day.

Please complete the medical information section below (if applicable), sign, date and return this form if you agree to the above.

### Medical Information

Please give details of any medical condition that your child suffers from and any medication your child should take during off-site visits.

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<b>Signed:</b>	
<b>Relationship to Child:</b>	
<b>Date:</b>	

## APPENDIX 2:

### PHOTO CONSENT FORM (INCLUDING FOR WEBSITE & SOCIAL MEDIA)

<b>Pupil's Name:</b>	
<b>Class:</b>	

We use photographs of pupils for marketing purposes as they help us to promote our school positively to prospective parents. These could be used on our website, our school prospectus, displays in school and at external events, for slide shows and more recently on social media platforms.

As parents are all aware, e-safety is of importance at The Iona School. We hope that you have read the e-safety leaflets available in school and discussed anything you felt you needed to with your child.

In reviewing our policies regarding internet and social media usage in school, we have decided that class teachers and staff in Kindergarten will be able to post curriculum content on to social media platforms on the day that the children are photographed or filmed. This will mean that you are able to have a regular view of activities in the classroom, events on the land, festivals, school trips and see the amazing things that the children are doing and creating.

Please carefully **tick** the form below giving your permission to share images of your child on our social media platforms and website. Please note we **will never** include a child's name on social media.

I give permission for photos of my child to appear on:

- Facebook       Twitter       Instagram       Website

Please tick below if you only give permission for photos to be added if your child's face has been blanked out or has been taken from the back of their head:

- Facebook       Twitter       Instagram       Website

- I **do not** give permission for photos of my child to be used on any social media

I give permission for my child's photo to appear in displays / newspapers       Yes       No

I give permission for my child to be included in annual school photographs  
(individual, class and whole school photographs)       Yes       No

<b>Signed:</b>	
<b>Relationship to Child:</b>	
<b>Date:</b>	

## APPENDIX 3:

### STANDING ORDER FORM

IONA SCHOOL ASSOCIATION (UK CHARITY REG 516999)

To the Manager (Bank Name):	
Bank Address:	
Post Code:	

My Name:	
My Address:	
Post Code:	

Account Number:	
Sort Code:	

<b>Until further notice, please debit my account with the following amount:</b>	
£	
Please write the amount in words:	
Starting from _____ ( <i>enter date</i> ) and then the 1 <sup>st</sup> day of every month thereafter	

Signature:	
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**Pay:** The Iona School Association  
310 Sneinton Dale  
Sneinton  
Nottingham  
NG3 7DN

**Account Number:** 20133326  
**Sort Code:** 08-60-01  
**Bank:** Unity Trust Bank, 4 Brindley Place, Birmingham, B1 2JB

## APPENDIX 4:

### CHECKLIST FORM

<b>Name of Pupil:</b>	
<b>Class:</b>	

All of the school's policies are available in the school office and on our website.

Please confirm that you have read our Admissions and Financial Policy below.

- I confirm I have read the school's Admissions Policy
- I confirm I have read the school's Financial Policy

***Please keep this handbook safe as you may refer to it during your child's time at The Iona School.***

- I confirm I have read the contents of the Parents' Handbook and agree to comply with its contents.
- I have received a list of Fees and Charges for the current academic year.
- I have completed the Home Information Form including emergency contact details for my child. I understand this information will be requested annually, however I will ensure that the school is made aware of any changes as they occur.
- I have signed the Annual Consent Form for School Trips and Other Off-Site Activities. This information will be requested annually.
- I have completed the Photo Consent Form. Please advise if there are any changes to your consent.
- Once a financial agreement is put in place with the School Business Manager, I will complete the Standing Order Form and pass to my bank to set up monthly payments.

<b>Signed:</b>	
<b>Relationship to Child:</b>	
<b>Date:</b>	

***Please return to Lucy Wilkins, Communications and Admissions Manager on acceptance of a place for your child.***