



**NORTHWEST**  
 LONDON JEWISH DAY SCHOOL  
 Striving to achieve excellence for all

## **PARENT HANDBOOK 2024**

### **Contents**

|  |    |
|--|----|
| WELCOME .....                          | 2  |
| THE ETHOS AT NORTH WEST .....          | 2  |
| ABSENCES .....                         | 2  |
| ANY PROBLEMS .....                     | 4  |
| BREAK-TIMES .....                      | 4  |
| CLUBS .....                            | 4  |
| FINANCE AND PAYMENTS .....             | 4  |
| FOOD AND KASHRUT .....                 | 5  |
| LEARNING ENVIRONMENT .....             | 6  |
| MEDICAL & MEDICINE PROCEDURES.....     | 7  |
| OUTINGS.....                           | 7  |
| PARENTMAIL.....                        | 7  |
| PARKING .....                          | 8  |
| PTA – Parent-Teacher Association ..... | 9  |
| SCHOOL TERM DATES .....                | 9  |
| SCHOOL TIMES AND COLLECTIONS.....      | 9  |
| SECURITY .....                         | 10 |
| UNIFORM .....                          | 10 |
| VOLUNTEERING.....                      | 10 |

- I -

#### **NORTH WEST LONDON JEWISH DAY SCHOOL**

180 Willesden Lane  
 London, NW6 7PP

T 020 8459 3378  
 F 020 8451 7298  
[www.nwljds.org.uk](http://www.nwljds.org.uk)  
[admin@nwljds.org.uk](mailto:admin@nwljds.org.uk)

#### **Headteacher**

Miss Judith Caplan BEd (Hons) NPQH

#### **Principal**

Dayan Ivan Binstock

#### **Patron**

Chief Rabbi Ephraim Mirvis

## WELCOME

We are delighted to welcome current and new families back to North West London Jewish Day School at the start of our **80<sup>th</sup> anniversary year!**

We take enormous pride in our long history and our wider school family community and we look forward to another year of inspiring our children and forming them with important British and Jewish values.

To assist in the smooth running of the school's administration during the academic year, we take this opportunity to remind you of various school policies and procedures. If having read this handbook you have any queries or questions, please do not hesitate to contact the school.

Miss Judith Caplan  
Headteacher

## THE ETHOS AT NORTH WEST

1. Men are requested to cover their heads at all times whilst on the school premises with a hat or a kippah.
2. All visitors are respectfully requested to dress modestly during the year, particularly in the summer months with the warmer weather. This also applies to nannies and au-pairs.
3. When attending any religious school events, such as Kabbalat Shabbat, Childrens' Demonstration Sedarim, Chanukah concerts, Leining Assemblies, etc. parents are asked to dress in a manner befitting the occasion.

## ABSENCES

If your child has a medical appointment, please email: [absences@nwljds.org.uk](mailto:absences@nwljds.org.uk) before the appointment date, giving details of the nature of the appointment, the time of collection and whether your child will be having lunch at school that day.

To request an absence from school for any other reason, such as a family simcha, parents should email [absences@nwljds.org.uk](mailto:absences@nwljds.org.uk) at least two weeks in advance so Miss Caplan can decide whether the absence can be authorised. Please ensure that holidays are only booked during school holiday times.

When collecting your child early for an appointment, please go directly to the School Office and someone will collect your child from class. **Parents are not allowed to go into classrooms unless specifically invited to do so by a teacher.**

-2-

### NORTH WEST LONDON JEWISH DAY SCHOOL

180 Willesden Lane  
London, NW6 7PP

T 020 8459 3378  
F 020 8451 7298  
[www.nwljds.org.uk](http://www.nwljds.org.uk)  
[admin@nwljds.org.uk](mailto:admin@nwljds.org.uk)

**Headteacher**  
Miss Judith Caplan BEd (Hons) NPQH  
**Principal**  
Dayan Ivan Binstock  
**Patron**  
Chief Rabbi Ephraim Mirvis

If your child is absent from school due to illness, please telephone the School Office or email [absences@nwljds.org.uk](mailto:absences@nwljds.org.uk) by 9.30 am on the day, with the reason for the absence. Please do this for every day that your child is absent from school. Where there are extended absences, the school may ask for a doctor's note.

### Exceptional Absences

Thank you in advance for respecting the School's policy concerning the taking of holidays during term-time only. Term-time absences disrupt the careful planning of the your child's learning and risks negatively impacting on their progress and results. In each and every case, an absence is not only disruptive for the pupil concerned but also for the pupils and teachers in the classes affected. Central Government has occasionally introduced measures to curb exceptional absences and is urging schools not to authorise such absences. I would therefore remind you that it cannot be assumed that I shall automatically grant permission.

Every parental request for holiday leave will be assessed on a case-by-case basis. There will always be exceptions to the rule, but you can find some common examples detailed below.

Adding days to the existing school half terms or holidays, or taking time off during the term is not acceptable. Dental and medical appointments are valid reasons for absence, although every effort should be made to make such appointments outside of school hours. Illness is obviously considered as authorised absence and it is essential that children do not return to school before they are well enough. A note should always accompany them when they return.

### Family Simchas

Where the reason for an absence is a family simcha, requiring travel and necessitates leaving early in order to arrive in time for Shabbat, then leave will usually be granted. Similarly, where leave is requested to attend a simcha abroad, this will also be given careful consideration. In each and every case however, **prior notice of at least 2 weeks is essential**. Simchas at the very beginning of term are hugely problematic as they can risk unsettling the child at this crucial time. Please note that exceptional absences of more than 3 days (to allow for travel for the simcha) would be considered excessive unless there are extenuating circumstances. Birthdays of parents or siblings are NOT considered simchas.

All other absences will be considered as 'unauthorised' and if so, will remain on the record of the child concerned and may result in further action. Please consider therefore very carefully any requests for non-attendance, as an unauthorised absence is an unnecessary blemish on a child's record.

### In Year 1

No authorisation will be granted for leave the week of the Phonics Screening which usually takes place around June time.

### In Year 6

NO authorisation will be granted for leave before the SATs (the first two terms), unless the circumstances are truly exceptional.

Please consider that unauthorised absences negatively impact the school community as a whole. We will always aim to recognise pupils with 100% attendance at the end of the academic year.

## ANY PROBLEMS

If at any time you have any issues regarding your child's progress, your first port of call is always the class teacher, Hebrew or Support teacher. Please send a note with your child or email them relevant staff member and the teacher concerned will be pleased to make a mutually convenient appointment. If, having met with the class teacher in the first instance, you still have cause for concern, you may then contact the following Heads of Department:

**Miss Caplan (Head of Early Years),**  
**Mrs Shoota (Head of KS1)**  
**Mr Korman (Head of KS2)**  
**Rabbi Wilk (Head of Kodesh).**

To make an appointment with Miss Caplan, the Headteacher, or Rabbi Broder, Deputy Headteacher & School Rav, please email [jcaplan@nwljds.org.uk](mailto:jcaplan@nwljds.org.uk) or [rbroder@nwljds.org.uk](mailto:rbroder@nwljds.org.uk) or speak to the School Office.

## BREAK-TIMES

All children are expected to go out during break. If a child is not well enough to get some fresh air and recreation, they are not well enough to be in school. Please encourage your child to be outside and explain the positive benefits of break-time to them.

## CLUBS

We have a number of lunchtime and after-school clubs which run from Monday to Thursday, in addition to daily Breakfast Club. All after-school clubs finish at 5pm. Information about clubs is forwarded to parents termly via ParentMail. Clubs fees are paid in full in advance. It is possible to do a week's trial for some clubs, please contact the School Office for more details.

## FINANCE AND PAYMENTS

**The government does not fund the full cost of educating your children.**

As a result, the school operates a charity that provides universal secular and kodesh education to all children.

We rely on voluntary contributions to make up the shortfall. It is requested that all families who are able to contribute financially to the requested level do so promptly, to allow us to maintain the outstanding provision we give to our children.

The Governors and Trustees of the school are happy to discuss any element with parents in the strictest confidence. A separate letter detailing the requested level of contribution and means of making payment is provided.

## FOOD AND KASHRUT

### School Lunches

In 2024-25, the Mayor of London is continuing to provide free school meals to primary school pupils between Reception and Year 6. At North West, we are so fortunate to have an on-site kitchen which prepares fresh fully Kosher hot meaty meals for our pupils. Some of our kitchen staff have been with North West for over 30 years and we are very proud of this; a facility that is not enjoyed by many other Jewish schools in London.

Like everyone, we are not immune from the high cost of kosher food and understandably, the government funding does not cover the full cost of our hot and fresh meaty lunches.

We therefore ask for a donation of £220 per pupil per year to cover the increased cost of our high quality ingredients. [Click here to pay by card](#) or [click here to pay by direct debit on an annual basis](#).

As nursery is private lunches are chargeable, so we do not seek a donation for nursery pupils.

### Food in School

Any food items which are brought into school for any reason, such as for class Siyums, etc., must be Parev, nut- and seed-free, and must either have a hechsher or be approved and listed in the London Beth Din Guide (also available online). Please see 'Kashrut' below.

Children are welcome to bring in **fruit/salad/vegetables/plain crackers** (except melon, strawberries, kiwi and passion fruit) for their break, but no other food must be brought into school at any time unless specifically requested by staff.

### No nuts or nut derivatives may be brought into school

North West is a designated **"nut-free zone"**, which means that no nuts or seeds of any kind/or food items containing nut derivatives, are to be brought into the school building for any reason, i.e. Bamba, peanut butter, Nutella, etc. This also applies to packed lunches for educational trips.

### Fruit

The Government-sponsored National Fruit Scheme provides free fruit or vegetable pieces to 3- to 6-year-olds each school day. North West actively participates in this scheme to promote healthy eating. While participation in the scheme is voluntary, the school encourages parents to recognise the benefits. Parents who choose not to have their child participate should inform the class teacher promptly and share any allergies to ensure their child's safety.

### Kashrut

We aspire to high Kashrut standards at the school to establish a truly **inclusive** environment, where each child is part of a community that values and observes Kashrut and respects other people's Kashrut needs. For the purposes of this guidance, **"Kosher"** means it is featured in the London Beth Din 'Really Jewish Food Guide', listed on [www.isitkosher.uk](http://www.isitkosher.uk) or has a hechsher (kosher symbol) on it.

We ask parents to please note and observe the following:

1. PLAYDATES

Any child at NW should be able to attend any other person's house and be confident that they will not be offered non-kosher food, for example, when children are offered snacks/sandwiches, the items MUST be Kosher.

It is the parent's responsibility – irrespective of who is delivering the childcare - that if their family hosts another NW child – that they are only offered Kosher food items.

2. BIRTHDAY PARTIES

It is the responsibility of the host parent to ensure that EVERYTHING served at a birthday party is Kosher. Birthday parties should never be held on Shabbat/Yomtov or just before or after Shabbat/Yomtov as we need to ensure that all children can get to the party.

3. SNACKS BROUGHT INTO SCHOOL

It is the responsibility of the parent to ensure that any snack given to their child within the school grounds (even if given by a nanny or au-pair) is Kosher.

4. CAKE/BISCUIT SALES AT SCHOOL

Any cakes or biscuits sold within the school for whatever purpose (e.g. to raise money for charity) must have been baked within the school kitchen or on school premises, bought from a Kosher Bakery or shop or must be Kosher.

This is to ensure that we are a truly proud, inclusive Jewish school where the values of Kashrut and community are observed.

Please note that any infringement of these school values will be appropriately addressed by a member of the Leadership Team or by a NW Trustee.

## LEARNING ENVIRONMENT

It is our desire to create the best possible learning environment for the children. We work in partnership, looking to parental respect for the learning environment.

Walking into classrooms uninvited or peering through the windows in the doors is not acceptable as it disrupts learning and has a negative impact.

In instances when children arrive late to school, **parents should not accompany them to the classrooms** - the only exception to this is if the child is in Nursery or Reception; but not Year 1 upwards. From Y3 upwards, children are expected to go to their respective classes by themselves. Children in Y1 and Y2 may be accompanied by a member of staff from the School Office.

Parents who are picking up their children early for an appointment are requested to wait in the main reception area and a member of staff from the School Office will fetch the child. (Class teachers should be aware in advance of any planned appointments in good time.) Children in Y3 upwards, who are anticipating their parents' arrival, may come and wait for them in the main reception area. Please remember to sign out your child in the white 'Early Departures' folder.

Parents who have been called to school to collect a child who is unwell should inform the School Office on arrival to collect their children. Parents will be asked to sign their child out in the 'Early Departures' folder.

Parents who have kindly offered to help with any classes, such as with swimming, reading, etc. should **first sign in** as usual and may then go to the class where they are lending a hand. They should also sign out the time of their departure.

## MEDICAL & MEDICINE PROCEDURES

**Under no circumstances is any child allowed to carry medicines with them.** If your child is on a course of medication or cream which needs to be administered during the day parents must complete a special medical form. This is available from the School Office and is shown on our school website. **The pre-measured (if possible) dose or medicine must be put in a childproof plastic bag/container and handed to Miss W, our Welfare Officer, at the beginning of each day by the adult bringing the child to school. If Miss W is unavailable, the medicine should be handed to the School Office. Likewise, an adult must collect the medicine/container at the end of the day or course.**

## OUTINGS

It is a statutory requirement that parental permission is required in writing before any child is allowed to leave the school premises. All outings with relevant information will usually be sent out to Parents via Parentmail at least 2-3 weeks prior to the trip. We require all Parents to give their permission by responding on Parentmail. Please note that unless **written permission is received**, children will **not be allowed** to leave the premises. We kindly ask that you give permission by the due date, to save us having to call you.

## PARENTMAIL

North West uses a communication service called ParentMail, which is used by over 2,500 schools across the UK to communicate with parents. Please use the free App available on Android and the App Store to access all ParentMail communications. We may also send you text messages occasionally with urgent or emergency information.

### Some of the benefits of ParentMail are:

- Messages will get to you reliably and promptly
- We can send messages directly to all parents simultaneously
- We can deliver important or urgent messages
- All permission forms can be signed electronically through the system
- Most payments and donations can be made to the school through ParentMail

Since we started using ParentMail, we have phased out most of our paper communication. Once you are familiar with using ParentMail, you will find that it is really easy to use.

To use ParentMail we use your email address and mobile number. Please be assured that ParentMail is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation. New parents will receive login details from the School.

-7-

### NORTH WEST LONDON JEWISH DAY SCHOOL

180 Willesden Lane  
London, NW6 7PP

T 020 8459 3378  
F 020 8451 7298  
[www.nwljds.org.uk](http://www.nwljds.org.uk)  
[admin@nwljds.org.uk](mailto:admin@nwljds.org.uk)

**Headteacher**  
Miss Judith Caplan BEd (Hons) NPQH  
**Principal**  
Dayan Ivan Binstock  
**Patron**  
Chief Rabbi Ephraim Mirvis

### Letters And Newsletters

On Thursday each week the school Newsletter is emailed home, via Parentmail, together with any links for letters or information, which all parents are respectively asked to read. Additional class communications will also be sent via ParentMail. Forms that need to be completed and returned to school via Parentmail will be adapted for parents to complete on line. Occasionally it might still be necessary to send home letters through your oldest child, so please check by either asking your child or looking in their school bag.

### PARKING

There is a zebra crossing outside our school gates in Mapesbury Road with zigzag lines on either side. Stopping on the zigzag lines is a serious and dangerous matter and is an offence which can lead to a Fixed Penalty Notice. Stopping there also causes restricted vision for cars passing and endangers children crossing the road.

We ask parents not to make U-turns in Mapesbury Road as it annoys other road users, which may cause other drivers to drive aggressively outside the school.

We have a long-standing relationship with our neighbours, with whom we obviously wish to remain cordial. We also aim to create a Kiddush Hashem. Please park with consideration for the residents of Mapesbury Road and do not block or even partly block their drives, even if the driver remains in the car whilst dropping off any children.

Cars parking in Tarranbrae property opposite are liable to be clamped and the **school will not be held responsible**. We also ask you to follow all instructions from the Security Team headed by Vivian Goldring, to ensure that our children are kept safe and out of danger.

Our neighbours are specifically aware that we are a Jewish school. Please work with us not to do anything that brings the school's name into disrepute or may give rise to feelings of antisemitism.

Regarding the 'Tarranbrae' block of flats opposite the school entrance, drivers may not use the site for parking or turning in Tarranbrae. **Shortcut walks through Tarranbrae are not permitted – there is no right of way, it does not save time and it annoys the residents**, which then reflects badly on the school.

Parking restrictions imposed by Brent Council are in effect and the following is correct as of June 2024 and is offered by way of informal guidance. The school shall have no liability whatsoever for the accuracy of this information, nor for any offences committed by any other party. General parking is available in the white bays and is free before 10 am and after 3 pm (only in the MK zone). At the time of printing, parents may pay and park on meters up to a limit of 4 hours only. Some bays are for residents' use only. Visitors to North West should observe the on-street signage

Parents should be aware that we are unable to issue any parking permits. This means that if parents volunteer to accompany children on class outings, they are responsible for organising their own parking on the day.



## PTA – Parent-Teacher Association

The NWLJDS PTA brings the teaching staff and the parent body together into an enthusiastic and dynamic community, working as one for the benefit of the school. The PTA is represented in each class by a pair of Class Representatives (class reps), and they are often the first point of contact with the school for parents. The PTA also hosts many of the events on the NWLJDS school calendar. If you are new to NWLJDS, your class reps will make themselves known to you and are always there to help with anything you need to know about school life

### Forthcoming PTA dates for your diary:

|   |           |
|---|-----------|
| Grandparents Day / School Tea Towel/Chanukah Shuk | December  |
| Mishloach Manot Community Project                 | March     |
| Yom Ha'atzmaut                                    | April/May |
| School Calendar                                   | June      |
| School Community Fun Day                          | July      |

### Your support

The school thrives - and survives! - on the support, energy and generosity of its parents, and the PTA invites any parents who have ideas, time or enthusiasm to get involved. If you are interested in helping with events, activities or special projects, joining one of our many committees or want to chat about contributing in any way, the PTA would love to hear from you. New faces are always welcome! Please feel free to be in touch with the Head of the PTA on [nwljdspta@gmail.com](mailto:nwljdspta@gmail.com).

We are all looking forward to an exciting academic year ahead, full of great times, events and fundraisers, for our children and families. We urge all parents to work together and support each other and the amazing staff that we are so lucky to have at NWLJDS.

## SCHOOL TERM DATES

School Term Dates are published on the school website at <https://www.nwljds.org.uk/school-information/term-dates/>. We remind parents to be mindful of these when arranging family holidays. We try to publish these as far in advance as possible.

We maintain a shared Google Calendar which lists all of the relevant dates, times, assemblies, early finishes, etc. for the school (E. & O. E.). Please [click here to subscribe to it \(highly recommended\)](#).

## SCHOOL TIMES AND COLLECTIONS

We would remind you that the school day runs from 8.50 am to 4.00 pm (3.40 pm for Nursery, Reception and Year 1 classes; and 3.50pm for Years 2, 3 and 4). On 'long' Fridays, school ends at 3.30pm (3.10pm for Nursery, Reception and Year 1; and 3.20pm for Years 2, 3 and 4). In the winter, Fridays school ends at 1pm (12.40pm for Nursery, Reception and Year 1; and 12.50pm for Years 2, 3 and 4).

Please ensure your child arrives in School by 8.50 am promptly, allowing for bad traffic and public transport delays, as applicable. It is very disruptive for the whole class to have pupils arriving late and it can be upsetting for the child arriving late.

If, for any reason, your child arrives at school after 8.50 am, the child must be brought into school by an adult and signed into the 'Late Arrivals' form by the School Office. If your child leaves school early for any reason, they must be signed out in the 'Early Departures' folder. For security and health and safety reasons it is essential that we know who is on the school premises at all times. Parents visiting the school (for reasons other than delivery or collection) should sign in the 'Visitors' folder.

**The School should never be used as a shortcut** – parents should drop off and leave via our main school gate which will be closed at 8.50 am. Please do not delay as again this compromises safety. If you need to go to the School Office please proceed to it expeditiously.

Please ensure that your child is aware of who is collecting him or her each day, and please ensure that you or your rota arrives in good time. The school day is long - the children are very tired by the end of the day and get very upset when they think they have been "forgotten". It is also unfair for members of staff to having wait for unpunctual parents. If for any reason your collection arrangements change, it is your responsibility to ensure that your child is collected - we are unable to find lifts home for your child/ren.

## SECURITY

All parents are expected to carry out security rotas. If for any reason you are unable to carry out your duty, it is up to you to find someone to fill your slot; this is your obligation. Further details on Security Rota expectations are supplied under separate cover.

If you are entering or leaving the school via the **pedestrian gate**, please ensure that the gate is securely shut. If anyone you do not recognise arrives at the same time as you do please ask them to wait outside and speak to security. **If you feel in any way uncomfortable or suspicious, feel free to physically close the gate on them to stop them entering, either with you next to them or with you on the other side of the gate. DO NOT FEEL EMBARRASSED TO DO THIS!**

We urge parents not to congregate at the school entrance, particularly at the start and finish of the school day.

## UNIFORM

Full school uniform or school PE uniform must be worn at all times in school unless notified by the school. Details of the constitution of the school uniform and where to obtain it are available on our website at <https://www.nwljds.org.uk/parent-information/uniforms/>.

## VOLUNTEERING

The school offers many opportunities for parental volunteering. Whilst this is of tremendous help to the school, it can also be rewarding for parents to give back to our community and to spend time assisting in the learning environment and witnessing their children learning.

Parents/carers who volunteer will be required to sign up to the [NWLJDS Code of Conduct for Parents/Carers and Volunteers](#) and may also be required to undertake a DBS check as a condition of being able to volunteer. Thank you for your support and understanding of the environment, within which we operate.

-||-

**NORTH WEST LONDON JEWISH DAY SCHOOL**

180 Willesden Lane  
London, NW6 7PP

T 020 8459 3378  
F 020 8451 7298  
[www.nwljds.org.uk](http://www.nwljds.org.uk)  
[admin@nwljds.org.uk](mailto:admin@nwljds.org.uk)

**Headteacher**  
Miss Judith Caplan BEd (Hons) NPQH

**Principal**  
Dayan Ivan Binstock

**Patron**  
Chief Rabbi Ephraim Mirvis