



Old Leake Primary & Nursery School

New Starter Information
and Permissions Slips
for Completion

Home School Agreement

"Success for All"

At Old Leake Primary and Nursery School, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the child is essential if we are to achieve this aim. We therefore ask all parents and children to sign up to our Home/School Agreement.

The Responsibilities of the School

At Old Leake we will:

- Ensure that our learning environment is stimulating and challenging.
- Celebrate your child's academic and personal achievements.
- Provide the scaffolding needed to enable your child to achieve their full potential.
- Care for your child's safety and well-being.
- Teach your child to develop a positive attitude to one another, regardless of gender, race, culture, belief, values, age and need.
- Regularly meet with you to communicate the progress of your child, celebrating their strengths and explaining how we can support and scaffold them in their areas for development.
- Provide information to you about our school, including relevant policies, meetings, workshops, activities, newsletters and open days.
- Set regular and appropriate homework for your child.
- Make you feel welcome whenever you visit the school and respond to your questions or concerns as quickly as possible.
- Allow children safe and secure use of the Internet through a combination of site filtering, supervision and by fostering a responsible attitude in all pupils, in partnership with parents.

Signed:*Susan Rayner*..... Date:.....01/09/2015.....

(On behalf of Old Leake Primary and Nursery School)

Please sign and date the following page and return to school to confirm that you have read the policies and give permission for your child to access the following:

Name of Child:.....

I confirm that I am happy to agree to the following School Policies (please tick as appropriate):

- Home School Agreement
- Internet and ICT Agreement
- Visits within the Locality
- Privacy Notice
- Use of Children's Images
- PG Films Permission
- Use of Plasters
- Tasting Foods at School
- Borrowing Library Books
- Messages Sent Home
- Tapestry Online Learning Journey
- Attendance (Parental Requests for Absences from School)

Signed (Parent/Carer):..... Date:.....

Messages Sent Home

Parent/Carers Name(s):.....

My Email address(es):.....

.....

Mobile Telephone numbers: Name & Number (1st contact):

.....

or Name & Number (2nd contact):

.....

Tapestry Slip (Nursery—Year 2 Only)

The e-mail address(es) I would like to link with the account so I have access to my child's Learning Journey is be able to view your child's learning Journey is/are:

.....

.....

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's Learning Journey using school equipment during specific times throughout the year and we will ensure that you get paper copies of all letters that are sent home.

Signed (Parent/Carer):..... Date:.....

The Responsibilities of the Parents/Carers

- All parents/guardians will accept the school's aims and values, positively supporting the school.
- Make sure that my child will arrive at school by 8.45 am.
- Make sure that my child is wearing named school uniform or other suitable clothing and that their PE kit is brought into school at the beginning of each week.
- Endeavour to provide a safe, secure and happy environment at home for my child, acknowledging that they learn at home.
- Let the school know of any concerns or worries that may be affecting my child's learning, behaviour or ability to do homework, as this can then be resolved quickly.
- Support the school by encouraging my child to develop a positive attitude towards our diverse, multi-cultural community.
- Attend meetings with my child's teacher and other staff, aiming to be positive and productive, working towards moving my child on in their learning.
- Support and work with you to ensure that the behaviour management policies of the school are maintained, particularly with my child.
- Encourage a positive attitude towards my child's education and our school. If I have any concerns, I will come and discuss them with you as it is much healthier to work out solutions and move on.
- Read all information sent home as this gives me important details of relevant policies, meetings, workshops, activities, newsletters and open days.
- Support school in the teaching of safe and secure Internet use at home.
- We expect parents will not discuss the business of school or children attending school in any public forum including social networking sites.

The Responsibility of the Child

I will try my best to:

- Do all classwork and homework as well as I can, asking questions when I don't understand.
- Respect other children's culture, race, feelings, beliefs and values.
- Accept responsibility for the things that I do.
- Ensure that I take home all school letters.
- Follow the school's golden rules:

Be kind and speak politely to everyone in school.

Take good care of the building, equipment and school grounds.

Behave in a safe way.

Be helpful.

Tell a member of staff if I am worried or unhappy.

Use the Internet safely as I have been taught in class.

Visits within the Locality

From time to time we would like to use the locality as a resource for teaching. This would include visiting places within walking distance of the school. For example the park, different buildings, church yard, church, etc. Obviously times are varied and chosen to fit fine weather.

To save you having to complete permission slips on every occasion we would appreciate if you could complete the slip at the end of the brochure. Obviously all safety procedures as per the School Policy are followed and the office would have a list of children out on a visit and their location.

Plasters / Food Tasting Permission Slip

I give/do not give my permission for my child to use plasters in school (delete as appropriate).

Does your child have any known allergies? Yes No

I give/do not give my permission for my child to eat any foods that they shall make or be given (delete as appropriate).

Does your child have any known food allergies? Yes No

If yes, please give details below:

.....
.....
.....

After School Arrangements

Please tick one box:

(If more than one box applies please ensure that you give FULL details of your situation in the box below)

My child is collected from school by a parent/guardian

My child has a bus pass and will be collected from school by the School Bus

My child is collected by another adult known to my child (please give name and relationship to child in box below)

My child has my permission to walk/bike home alone

Additional Information:

Signed (Parent/Carer):..... Date:.....

Policy on the Use of Children’s Images

*The word images is used here to include photographs, digital photographs, webcam, film and video recordings.

Introduction

Old Leake Primary and Nursery School believes that the responsible use of children’s images can make a valuable contribution to the life and morale of the school. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school’s achievements.

We only use images that the Head Teacher and Governing Body consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.

Through this policy we aim to respect young people’s and parents’ rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of both data protection and child protection issues.

Data Protection

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer. A sample consent form is attached.

In seeking consent we will ensure that parents are clear why we are using a child’s image, what we are using it for, and who might want to look at the pictures.

All images will be stored securely and used only by those who are authorised to do so.

Child Protection

We will only use images of children in suitable dress. The Head Teacher and Governing Body will decide if images of some activities – such as sports or arts – are suitable without presenting risk of potential misuse.

Pupil Premium Registration

From September 2014 a universal eligibility checking service for free school meals was introduced which enables us to check all primary and secondary school pupils for free school meal eligibility. This system determines eligibility for Pupil Premium for all children, including Nursery aged children. Schools receive an extra 53p per hour on top of the Early Years Entitlement for every eligible 3 and 4 year old and £1,300 per year for eligible school aged pupil from central government to fund valuable support such as extra tuition, additional staffing and enrichment activities such as helping families with the cost of school trips.

To help ensure that we are able to claim the correct level of funding, please provide the details requested below. Parents do not have to provide this information but we would encourage you to register so that we receive as much Pupil Premium funding as possible. **If you do not wish to provide the information please make a note on the form.**

To avoid requesting this information again, Lincolnshire County Council will store your data securely and it will be checked periodically for eligibility. We will write to you if your child becomes eligible.

Child’s Name:.....

PARENT/CARER DETAILS

Parent’s Surname	DOB	National Insurance Number												

DECLARATION

The information I have given on this form is complete and accurate. I understand that any personal information I provide on this form will be held securely on Lincolnshire County Council systems and used only for the purpose of checking free school meal eligibility. I consent to this information being used to undertake an eligibility check for free school meals which also determines eligibility for Pupil Premium. I understand that my information will be returned so that periodic checks to be undertaken.

Signed (Parent/Carer):.....Date:.....

Section 103 of the Education and Inspections Act 2006 makes it a duty for parents in relation to pupils subject to a fixed period or permanent exclusion to ensure that their child is not present in a public place during school hours, without reasonable justification, during the first five days of any such exclusion. If a child is present in a public place during the first five days of an exclusion during school hours the parent may be guilty of an offence for which they can be prosecuted by the Local Authority before a magistrates' court or issued with a Fixed Penalty Notice for £60 or £120.

Please note that Fixed Penalty Notices are issued per parent in a household. For the purposes of education law and this code of conduct a "parent" means all natural parents whether they are married or not; and includes any person having parental responsibility for a child (a person under 18 years of age) who, although not the child's natural parent, has care of that child. Having care of a child means an adult with whom the child lives and who looks after the child on a day to day basis. Any reference to a "parent" in this code of conduct is a reference to anyone having care of a child as set out above.

If a child is absent from school for a period of time and the parent is at risk of receiving a Fixed Penalty Notice the school have the right to conduct an unplanned home visit. If nobody is at home a calling card (which may be used as evidence in court) will be placed through the letterbox.

If you have any concerns regarding this please do not hesitate to contact the headteacher at the school. We appreciate your cooperation in this matter.

Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection designated teacher, the LEA, Social Services and/or the police as appropriate.

Individual pupils will not be named in conjunction with their image without appropriate consent. We will carefully consider the use of an image of a child where there may be child welfare issues. Addresses will not be disclosed.

Websites

We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently a greater risk of misuse of images, via the internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

Mobile Phones

Mobile phones that can take and transmit images will not be permitted in areas of the school, such as changing rooms or sports facilities, where they could be misused. Misuse will be regarded as a breach of school discipline and dealt with accordingly.

External Photographers and Events

If the school invites or permits an external photographer to take photographs within school, we will:

Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour.

Issue the photographer with identification which must be worn at all times.

Let children and parents know that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.

Not allow unsupervised access to children or one-to-one photo sessions at events.

The same conditions will apply to filming or video-recording of events.

Photographs taken by journalists are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press.

Privacy Notice - Data Protection Act 1998

We, Old Leake Primary & Nursery School, are a data controller for the purposes of the Data Protection Act. We collect information from your child and may receive information about you from their previous school and the Learning Records Service. We hold this personal data and use it to:

Support teaching and learning;
Monitor and report on pupil progress;
Provide appropriate pastoral care, and
Assess how well the school is doing

Information will be shared with the LA in order to arrange funding for the placements of Pupils.

Contact details will be shared with the LA for the purpose of the provision of information about the Primary School application process. (for Early Years Settings only).

This information includes your contact details, your child's national curriculum assessment results, attendance information and personal characteristics such as their ethnic group, any special educational needs and relevant medical information.

We will not give information about your child to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some information about your child to the Local Authority and the Department for Education (DfE). If you want to see a copy of the information about your child that we hold and/or share, please do not hesitate to contact the school.

If you require more information about how the Local Authority (LA) and/or DfE store and use your child's information, then please go to the following websites:

<http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/>

and

<http://www.education.gov.uk/researchandstatistics/stats/schoolcensus/a0064418/privacy-notices-for-the-school-census>

Parental Requests for Absence from School

The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1st September 2013. The amendments remove references to 'holiday' from school and extended leave of absence as well as the statutory threshold of ten school days. (i.e. the previous arrangement whereby schools could grant up to 10 days authorised holiday/absence).

As a result, a request for leave of absence will not be granted for the purpose of a holiday **unless deemed to be exceptional circumstances.**

If you wish to seek approval for any request of absence for your child(ren) from School, then you must apply in writing to the Head Teacher at least four weeks in advance of the requested absence. You should only then remove your child(ren) if the absence has been authorised, and notified to you in writing by the School. Any exceptional circumstances must be clearly set out in the written request to the Head Teacher who will consider each case upon its merits.

If you then choose to take your child out of school during term time and it is not deemed to be exceptional circumstances and/or has not been approved by the School, then this will be coded as unauthorised absence and a Fixed Penalty Notice will be issued for the period of absence. Failure to pay the Fixed Penalty may result in further legal action being taken against you.

A Fixed Penalty Notice is a strategy used by schools to address the unacceptable levels of attendance of children at their school under the following legislation:

Section 7 of the Education Act 1996 places upon parents a duty to ensure that their child receives efficient full-time education either by regular attendance at school or otherwise.

Where a child is a registered pupil at a school and the parent fails to ensure that child's regular attendance at school the parent is liable to be prosecuted for a criminal offence under Section 444 of the Education Act.

In cases where this duty is not being fulfilled Section 444B of the same Act empowers the Local Authority to issue a Fixed Penalty of either £60 or £120.

Please note: A Fixed Penalty Notice can also be issued if your child is seen in a public place within the first 5 days of an exclusion from their school.

Tapestry Online Learning Journey

All Foundation Stage and Key Stage One children attending our school now have a personal online Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of your child's experiences during their time with us.

We use Tapestry which benefits yourselves as it is online and means you will have secure access (via a website which you login to using your email address and a password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments, or commenting on observations made by us.

Each child has their own secure learning journey, which once you have provided the school with an e-mail address we will be able to set you up with an account. We will also give you detailed information on how to view/use your child's Learning Journey. If you do not have access to e-mail your child is still able to have an online Learning Journey which you can access through the use of school computer equipment during specific dates throughout the year. It is also possible to provide print outs of the Learning Journeys, each child will receive a CD with their Learning Journey on at the end of the Reception Year.

If you have any questions or queries about the on-line Learning Journeys please do not hesitate to ask your child's class teacher.

Tasting Foods at School

As part of our topics and to enhance your child's learning it is nice to be able to bake or taste cakes, bread, fruits and other foods.

However due to possible food allergies we are unfortunately not able to allow your child to participate in these activities unless we have your permission.

Please could you sign the slip at the end of the brochure and inform us of any food allergies your child may have.

<http://www.education.gov.uk/researchandstatistics/stats/earlyyearsensus/a0064459/early-years-census-privacy-notice>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites please contact the LA or DfE as follows to obtain a copy of this information.

InformationGovernance@lincolnshire.gov.uk

Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

You can find out more about how Lincolnshire County Council use your child's data at:

<http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection?tab=downloads>

You can read a copy of the Education and Skills Act 2008 at www.legislation.gov.uk

For more information about young peoples' services, please go to the Direct.gov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm

Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5's for their own specific purposes.

PG Films Permission

Occasionally, we may wish to watch a PG rated film. Whilst we try and watch U-rated films as much as possible, there are occasions when the curriculum may be benefited by watching films that are PG rated. The children attending Breakfast Club and After School may at times choose to watch a film. We will always ensure that the film selection is suitable for all age groups to view.

Use of Plasters at School

To save upset and time on your child's behalf and to avoid having to contact parents for minor cuts and grazes we are prepared to give pupils plasters where needed. As a precaution we will only use hypo-allergenic plasters in school and would insist on parental permission in writing to ensure we have been alerted of any possible allergies beforehand.

Please could you sign the slip at the end of the brochure to give permission for your child to wear plasters and advise us of any allergies your child may have.

Messages Sent Home

We aim to keep you and informed about what is happening within school by communicating as frequently as possible. Sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

We use a facility which enables us send letters and messages direct to parents by email and text message. We hope the result of this will be that you receive information from the school in a more reliable and efficient manner, and that you will no longer need to trawl through the contents of your children's school bags!

In order to use this facility we need to collect parent email addresses and mobile telephone numbers and would ask you to complete and return the form at the end of this booklet. Please be assured, that all information supplied will be kept completely private.

Library Books Permission

As a privilege, the school now allows pupils to borrow books from the school library. We hope to promote reading at home and hope that you and your child enjoy the opportunity.

- The children visit the library during the week and are allowed to choose a book that they would like to take home and read and/or share with their family. .
- They can keep their chosen for one week and return it on the following Friday, when they can exchange it for another book.
- If your child forgets their book they will have to wait until the following the week.
- New books will only be issued after the previous one has been returned.

As we have spent a lot of money on purchasing such a wide variety of books, we would appreciate your co-operation by agreeing to the terms and conditions below.

We expect the books to be treated with respect as they are property of the school and they are returned in the same condition.

If any of the books are lost or damaged we would expect you to pay a donation of £5 to help cover the cost of a replacement.

Without your consent or permission your child will not be entitled to borrow books from the school library.

Thank you for your co-operation and support.

By completing the slip at the end of this brochure you are agreeing that your child will treat any books borrowed from the library with care and will be responsible for any contributions necessary if any damages are incurred whilst their care.