

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)

Free School Meals

All children are entitled to a **FREE** school meal from starting school In Reception until the end of Year 2.

Some children are eligible for free school meals if the parent is in receipt of a qualifying benefit and, if you are on Universal Credit, that your earnings do not exceed the threshold.

What are the eligibility criteria?

Children are entitled to receive free school meals if they or their parents or guardians receive any of the benefits below:

- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

You can find out if your child is eligible to receive free school meals on the online parent portal: <https://lcc.cloud.servelec-synergy.com/parentportal>

If you are eligible, your school will be notified. Your child will receive free school meals and the school will receive extra funding.

You can find information about free school meals eligibility on the free school meal website: <https://www.gov.uk/apply-free-school-meals>

Or the Lincolnshire County Council website:

<https://www.lincolnshire.gov.uk/schools-and-education/free-school-meals/>

If you require any further information about free school meals please do not hesitate to contact the school office.

Please sign and date this 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
- Policy on the Use of Children's Images
- Privacy Notice for Pupils
- Pupil Internet and ICT Agreement
- PG Films Permission
- Library Books Permission
- Messages Sent Home
- Use of Plasters
- Tasting Foods at School
- Tapestry Online Learning Journey
- Visits within the Locality
- Attendance (Parental Requests for Absences from School)
- Agreement for Child to Wear Earrings at School

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

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.

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 consent form is attached.

I have read and understood the conditions of use below.

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

Please print name:.....

Conditions of use

- This form is valid indefinitely from the date you sign it.
- We will not re-use any photographs or recordings a year after your child leaves this school. Historic photographs will remain on our school website and social media feeds.
- We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video, on our website, on our social media platforms in our school prospectus or in any of our other printed publications.
- If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
- If we name a pupil in the text, we will not use an individual photograph of that child to accompany the article.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may use group or class photographs or footage with very general labels.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- Websites and social media platforms can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Photograph Consent Form

Name of Child:.....

Occasionally, we may take photographs of the children at our school. We use these images as part of our school displays and sometimes in other printed publications. We will also use them on our school website and Facebook page.

If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. If a child has won an award and the parent would like the name of their child to accompany their picture we will obtain permission from the parent before using the image.

For children in Reception, Tapestry is used to celebrate your child's progress throughout school. For children in year 1 – year 6 photographs are included in work books. Photographs of individuals, groups or classes of children may appear in these records.

From time to time, our school may be visited by the media who will take photographs or film footage of a high profile event. Children may appear in these images, which will sometimes be published in local or national newspapers, or on approved websites.

To comply with the Data Protection Act 1988, we need your permission before we can photograph or make any recordings of your child. Please answer the questions below and return the completed form to the school.

*Please circle
your answer*

I give permission for my child's photograph to be used within school for display purposes. Yes/No

I give my permission for my child's image to be used in work books/exercise books belonging to other children. Yes/No

I give permission for my child's photograph to be used in other printed publications. Yes/No

I give permission for my child's image to be used on our website. Yes/No

I give permission for my child's image to be used on the school's social media sites (e.g. Facebook) Yes/No

I give permission for my child to appear in the media. Yes/No

I give permission for my child to have a school photograph taken. Yes/No
I understand this printed/digital photograph can be purchased by parents.

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.

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 LA, 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.

How We Use Your Information **Privacy Notice for Pupils**

Introduction

This notice is to help parents understand **how** and **why** Old Leake Primary and Nursery School collects your child's personal information and **what** we do with that information. It also explains the decisions that you can make about your child's information.

We are giving you this notice because you are able to exercise your child's data protection rights on their behalf. When your child is older (usually when they reach the age of 13) they will be considered mature enough to exercise their own data protection rights.

If you have any questions about this notice please talk to the Headteacher.

What is "personal information"?

Personal information is information that the School holds about your child and which identifies your child.

This includes information such as their date of birth and address as well as things like exam results, medical details and behaviour records. The School may also record your child's religion or ethnic group. CCTV, photos and video recordings of your child are also personal information.

How and why does the School collect and use personal information?

We set out below examples of the different ways in which we use personal information and where this personal information comes from. Our primary reason for using your child's information is to provide your child with an education.

The admissions forms which you complete give us personal information about your child. We get information from your child, their teachers and other pupils. Your child's old school also gives us information about your child if we need this to teach and care for them.

Sometimes we get information from your child's doctor and other professionals where we need this to look after your child. We collect this information to help the School run properly, safely and to let others know what we do here. Here are some examples:

- We need to tell all appropriate members of staff if your child is allergic to something or might need extra help with some tasks.
- We may need to share information about your child's health and wellbeing with the School Nurse or solutions-focused therapist.
- We may need to report some of your child's information to the government. For example, we may need to tell the local authority that your child attends our school or let them know if we have any concerns about your child's welfare.

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.

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.

Agreement for Child to Wear Earrings at School

Small stud earrings only may be worn if parents accept responsibility for injury or loss in writing or by completing the 'Agreement for Child to Wear Earrings at School' form which can be obtained from the school office or by completing the slip at the end of this brochure.

By signing this you are confirming that you understand that your child will be required to remove their earrings or cover them for any physical activities (tape to be supplied from home).

You are also confirming that you, as parent/carer, accept full responsibility for any injury caused or for any accidental loss.

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.

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.

- We may need information about any court orders or criminal petitions which relate to your child. This is so that we can safeguard your child's welfare and wellbeing and the other pupils at the school.
- Depending on where your child will go when they leave us we may need to provide their information to other schools. For example, we may share information about your child's results and provide references. We may need to pass on information, which they need to look after your child.
- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry. For example, if one of your child's classmates is injured at school or if there is a burglary.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your child's information with them if this is relevant to their work.
- If your child have misbehaved in a serious way, and the police have become involved, we may need to use information about the action taken by the police.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- We may share your child's academic and (where fair) their behaviour records with you or their education guardian so you can support their schooling.
- We will only share your child's information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your child's use of email, the internet and mobile electronic devices e.g. iPads. This is to check that your child is not misbehaving when using this technology or putting themselves at risk of harm. If you would like more information about this you can read the acceptable use of IT and email policy or speak to the Headteacher.
- We may use photographs or videos of your child for our websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after your child has left the school.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson. If you have any concerns about us using photographs or videos of your child please speak to your child's class teacher
- We publish our public exam results, sports fixtures and other news on the website and put articles and photographs in the local news to tell people about what we have been doing.

- We sometimes use contractors to handle personal information on our behalf. IT consultants who might access information about your child when checking the security of our IT network are an example.
- If you have any concerns about the above, please speak to your child's class teacher.

Who do we share pupil information with?

We routinely share pupil information with:

- The Department for Education. We share pupils' data with the Department for Education on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.
- Our local authority. We are required to share information about our pupils with our local authority under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- We are required to pass information about our pupils to the Department for Education (DfE) under regulation 4 of The Education (Information About Individual Pupils) (England) Regulations 2013.
- Schools that the pupil's attend after leaving us.

Our legal grounds for using your information

This section contains information about the legal basis that we are relying on when handling your child's information.

Public interests

This means that the processing of your child's data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your child's information.

Specifically, the School has a public interest in:

- Providing your child with an education.
- Safeguarding and promoting your child's welfare and the welfare of other children.
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

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 admissions form giving permission for your child to wear plasters and advise us of any allergies your child may have.

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 admissions form giving permission for your child and inform us of any food allergies your child may have.

Tapestry Online Learning Journey

All Foundation Stage 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. Please note that we ensure that you get paper copies of all letters that are sent home.

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 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.

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.

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 the admissions form giving us the relevant contact details. Please be assured, that all information supplied will be kept completely private.

If you object to us using your child's information where we are relying on our public interests as explained above please speak to the Headteacher.

Legal obligation

Where the School needs to use your child's information in order to comply with a legal obligation, for example to report a concern about your child's wellbeing to Children's Services, we may also have to disclose your child's information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by the rights or freedoms of the child.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Collecting Personal Information

We may ask for your consent to use your child's information in certain ways. If we ask for your consent to use your child's personal information you can take back this consent at any time. Any use of your child's information before you withdraw your consent remains valid. Please speak to your child's class teacher if you would like to withdraw any consent given.

Sending information to other countries

We may send your child's information to countries which do not have the same level of protection for personal information as there is the UK. For example, we may store your child's information on cloud computer storage based overseas or communicate with you about your child by email when you are overseas (for example, when you are on holiday).

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:
http://ec.europa.eu/justice/data-protection/international-transfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and

Iceland) then, it might not have the same level of protection for personal information as there is the UK.

We will provide you with details about the safeguards which we have in place outside of this privacy notice. If you have any questions about the safeguards that are in place please contact the Headteacher.

For how long do we keep your child's information?

We keep your child's information for as long as we need to in order to educate and look after them. We will keep certain information after your child has left the School.

In exceptional circumstances, we may keep your child's information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

What decisions can you make about your child's information?

From May 2018 you will be able to make various decisions about your child's information. Some of these are new rights whilst others build on your child's existing rights. Your child's rights are as follows:

if information is incorrect you can ask us to correct it;

- you can also ask what information we hold about your child and be provided with a copy. We will also give you extra information, such as why we use this information about your child, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about your child in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about your child in a format that can be read by computer;
- our use of information about your child may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance

This notice is to explain how we look after your child's personal information. The Headteacher can answer any questions which you might have.

Please speak to the Headteacher if:

- you object to us using your child's information for marketing purposes e.g. to send your child information about school events. We will stop using your child's information for marketing purposes if you tell us not to; or
- you would like us to update the information we hold about your child; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your child's personal information you can contact the Information Commissioner's Office: ico.org.uk.

Pupil Internet and ICT Agreement

This is to be read through with your parent(s) and then the slip at the end of the brochure signed. You will be allowed Internet Access after this is returned to school.

At Old Leake, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use.

Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter any such material accidentally, they are expected to report it immediately to a teacher.

Pupils are expected not to use any rude language in their email communications and contact only people they know or those the teacher has approved. It is forbidden to be involved in sending chain letters.

Pupils must ask permission before accessing the Internet.

Pupils should not access other people's files unless permission has been given.

Computers should only be used for schoolwork and homework unless permission has been granted otherwise.

No program files may be downloaded to the computer from the Internet.

No programs on disc or CD Rom should be brought in from home for use in school.

Homework completed at home may be brought in on CD ROM or memory stick, but this will have to be virus scanned by the class teacher before use.

Personal printing is not allowed on our network for cost reasons (e.g. pictures of pop groups/cartoon characters).

No personal information such as phone numbers and addresses should be given out and no arrangements to meet someone made unless this is part of an approved school project.

Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to Internet resources.

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.