



# 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)

### 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.

## Free School Meals (Pupil Premium) Information

We want to make sure that we are providing your child with the best education and support we can. Healthy school food has obvious health benefits and can help pupils establish healthy habits for life and it can also help to improve pupils' readiness to learn.

**ALL** children are entitled to a **Universal Free School Meal** from starting school In Reception until the end of Year 2.

Families who receive certain benefits may be eligible for **Free School Meals (Pupil Premium Funding)**. Your child is eligible for this if you're in receipt of one of the benefits listed on the previous page

Registering for free meals could also raise an extra **£1,320** for our school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of these benefits. To check if your child is eligible, we need some information about you.

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

### **How this information will be used:**

The information you provide in this form will be used by the local authority to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money our school will receive each year.

All pupils currently receive free meals in reception, year 1 and year 2. However, it is worth completing the information so that we can check if your child is also eligible for Pupil Premium funding.

Your child may also be eligible to receive free school meals and Pupil Premium funding when they are in KS2.

You only need to complete this form once and it will last for the duration of your child's time at our school. You should contact us at school or the local authority if you have a change in financial circumstances.

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information. We will use the information you provide to assess entitlement to free school meals.

## FAMILY INCOME AND BENEFIT DETAILS:

If you receive any of the benefits listed below, please place an X in this box.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit (with no Working Tax Credit)
- Working Tax Credit run-on
- Universal Credit

### Universal Credit

If you are in receipt of **Universal Credit**, is your net earned family income over £7,400 per year? (Please place an X in the appropriate box). Your net earned income is your household income after taxes and deductions. It does **not** include income through Universal Credit or other benefits that you may receive.

Yes  No  Unsure

### Child Tax Credit

If you are in receipt of **Child Tax Credit**, is your joint gross annual income over £16,190 per year? (Please place an X in the appropriate box). Your joint gross income is your household income before taxes are taken into account.

Yes  No  Unsure

If you're not sure whether you receive one of the listed benefits, or what your household income is, but you would still like us to check whether your child is eligible for free school meals, please place an X in this box.

### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

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

**Thank you for completing this form and helping to make sure our school is as well funded as possible.**

- 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.





## 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 well-being 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

## Confirmation of Permissions Given

Name of Child: .....

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: (please tick as appropriate):

- |   |  |
|---|--|
| <input type="checkbox"/> Home School Agreement            | <input type="checkbox"/> Use of Plasters   |
| <input type="checkbox"/> Privacy Notice for Pupils        | <input type="checkbox"/> Tapestry Online Learning Journey                        |
| <input type="checkbox"/> Pupil Internet and ICT Agreement | <input type="checkbox"/> Visits within the Locality                              |
| <input type="checkbox"/> PG Films Permission              | <input type="checkbox"/> Attendance (Parental Requests for Absences from School) |
| <input type="checkbox"/> Library Books Permission         | <input type="checkbox"/> Agreement for Child to Wear Ear-ings at School          |
| <input type="checkbox"/> Tasting Foods at School          |  |
| <input type="checkbox"/> Messages Sent Home               |  |

### Photograph Consent Form

*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. I understand this printed/digital photograph can be purchased by parents. Yes/No

I have read and understood the conditions of use set out in the leaflet.

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

Please print name:.....



## **Photograph Consent Form**

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 overleaf and return the completed form to the school.

### **Conditions of Use**

- The 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.



***Please detach and return the remaining section of the booklet to the school office***



child attends our school or let them know if we have any concerns about your child's welfare.

- 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.

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.

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 head teacher at the school. We appreciate your cooperation in this matter.

## 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.

## Parental Requests for Absence from School

The Education (Pupil Registration) Regulations 2006 have been amended and came into force from 1<sup>st</sup> 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

- 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.
- 

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](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

giving us the relevant contact details. In addition to this, please download the Parent Hub app to your mobile device. Please be assured, that all information supplied will be kept completely private.



## Old Leake Primary and Nursery School

would like you to join their channel on Parent Hub.

Just tap "Add a School" in the app and enter the handle below...

@OldLeake

The Parent Hub app is FREE to download and use.

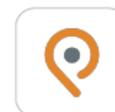


### What is Parent Hub?



Parent Hub is a FREE app that helps keep you up to date with what's going on at school. You'll receive messages, pictures, documents and newsletters, all in one handy place.

### Instructions for Parents



1. Download the Parent Hub app from your app store (iPhone or Android).
2. Create yourself an account.
3. Choose "Add a School" and enter the school handle (above).

Visit [www.parenthub.co.uk](http://www.parenthub.co.uk) to find out more

## **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.

## **Lincolnshire County Council Home to School Transport**

Lincolnshire County Council will provide transport to a primary school depending on certain criteria is met. Please see the Lincolnshire County Council website: [www.lincolnshire.gov.uk/schooltransport](http://www.lincolnshire.gov.uk/schooltransport) for information.

It is advisable to apply at the same time as accepting your child's school place on the on-line school offer form before you child starts at the school. However, you can apply for transport at any time, for example, if you change address,

If you do not have access to the internet you can apply over the phone by contacting the customer service centre on 01522 782020 or request a paper application from them.

## **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 via the Parent Hub app. 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

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](http://ico.org.uk).

## **Pupil Internet and ICT Agreement**

This is to be read through with parent(s) and then the slip at the end of the brochure signed. Pupils are 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.

### **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.

### **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.

### **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.

### **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.