

## Altarnun Primary School

### 2019/20 Key Stage 2 Home School Agreement

As we begin another year at Altarnun Primary School I need to ask you to read this consent form carefully and then please complete the relevant sections, deleting options where appropriate and adding medical information if needs be, so that your child can take part in the various activities.

**Please complete the shaded areas and other sections required on the form and return to school by \*\*\*\*\*. \*\*\*\*\*. If you have more than one child in the school please use a separate form for each child.**

**Child's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

<u>Altarnun Primary School</u>	<u>Parents / Carers</u>	<u>The Pupil</u>
<p>We shall:</p> <ul style="list-style-type: none"> <li>• Care for your child's safety, well being and happiness</li> <li>• treat pupils fairly and encourage children to develop positive relationships.</li> <li>• Encourage your child to follow the school values and do his/her best at all times</li> <li>• Provide a broad balanced and exciting curriculum to meet your child's needs</li> <li>• Keep you informed about your child's progress and how you can help at home</li> <li>• Set regular homework which is marked and responded to</li> <li>• Be open and welcoming at all times</li> <li>• Communicate when possible in a timely, clear and concise manner with sensible timescales and demands for parents.</li> <li>• Provide interesting and exciting extra curriculum activities.</li> <li>• Contact you immediately if we have any concerns and will be honest and transparent in any communication.</li> <li>• Value and reward behaviour that maximises pupil learning.</li> </ul>	<p>I shall:</p> <ul style="list-style-type: none"> <li>• See that my child goes to school regularly, on time and properly equipped for school, with school uniform and P.E. kit</li> <li>• Make the school aware of any concerns or problems that might affect my child's behaviour</li> <li>• Support my child with his/her homework, reading and home learning opportunities</li> <li>• Attend parents' evenings and discussions about my child's progress</li> <li>• Inform the school on the day if my child is absent from school before 9.30am each day</li> <li>• Encourage my child to keep the school's rules</li> <li>• Support the School's ethos</li> <li>• Act in a way which upholds the reputation of the school, including using social media responsibly</li> <li>• Use Parent Pay to settle any school accounts or debts .</li> <li>• Use ParentPay to book school lunches and pay for these if not funded.</li> </ul>	<p>I shall:</p> <ul style="list-style-type: none"> <li>Attend school regularly and on time with my equipment</li> <li>• Wear school uniform and be tidy in my appearance</li> <li>• Do all my class work and homework as well as I can and on time</li> <li>• I will take responsibility for my own learning, including my homework.</li> <li>• I will tell a member of staff if I am worried about something.</li> <li>• Keep the school's rules</li> <li>• I will respect myself, others and the environment (core values)</li> <li>• Respect of Trust and School values and demonstrate these in my life and work at school.</li> </ul>
Signed (Principal)	Signed (parent /carer)	Signed (pupil)

## **Consent for local walks, sport (including swimming), music and drama events**

Periodically the children will be included in sporting events or the class may wish to walk outside the perimeter of the school for local studies. You will always be informed of such activities before they take place. However, to save asking for individual consent on each occasion we ask you to sign this annual consent form.

## **PG Films**

From time to time Key Stage 2 staff are following topics for which there may be appropriate films to enhance the learning experience for the children. Sometimes these are PG (Parental Guidance) certificate films. We will ensure that any such films are appropriate viewing for your children but would like to confirm that you are comfortable with your child viewing material that has a PG certificate.

## **Data and images**

Following the Data Protection Act of 1998, the personal data that we have has to be securely held on the school computer system. We have to register and comply with a number of regulations issued by the Information Commissioner. All of the information you provide is of course completely confidential. Please see our GDPR 2018 updates on the website.

We regularly take digital photos of the children as evidence of their learning and progress; these are displayed and held internally. Occasionally, children may be photographed or filmed for external purposes such as for the school website, community Facebook page, newspapers and other media. We love to celebrate the school and children's achievements in this way, but please indicate if you are not happy for your child to feature in such photos or filming.

The law states that private citizens are able to take photos and video footage for their own personal record, and as such we are happy for you to take photos and video at school events.

We ask that you do not upload these photos or videos to social networking sites such as YouTube and personal Facebook accounts as you contravene the wishes of other parents by doing this.

No photos or video should be taken during swimming.

## **Medical Information**

We update our records regarding children's medical conditions annually. Please provide details of any medical conditions your child may have. Children with detailed medical problems will already have had their information passed to their new class teacher.

Any medical conditions we should be aware of e.g. asthma, diabetes, allergies, need to wear glasses. **If none please state none**

## **Leave of absence**

Following a change in Government legislation, a leave of absence request will only be granted in exceptional circumstances and therefore requests made for family holidays or annually recurring events are unlikely to be authorised. Please obtain a form for holiday requests from the school office.

## Free School Meals

Your child might be able to get free school meals if you get any of the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Your child might also get free school meals if you get any of these benefits and your child is both:

- Younger than the compulsory age for starting school
- In full-time education

### Infant free school meals

Your child will be able to get free school meals if they're in:

- Year R
- Year 1
- Year 2

If you think you may be entitled please contact the school office for further details of how to apply. Children receiving infant free school meals do not need to complete an application form although if you qualify for any of the above it is important to complete a separate application form to qualify for the additional pupil premium funding.

Information taken from HMRC website, last updated: 3 July 2018 <https://www.gov.uk/apply-free-school-meals>

### Pupil Premium

Pupil premium funding is additional funding provided by the government to support specific children in school. **Please tick any of the following that apply to your child.**

• Your child is adopted	
• Your child has a parent/carer in the Services/armed forces	
• Your child is, or has been, in care	
• Your total family income is less than £16,190 per year	

**We are able to check if you are entitled to Free School Meals before completing an application form, this would ensure your child receives this provision and the school receives additional funding. Please complete your National Insurance Number below if you would like us to run this check for you.**

**Many thanks for your co-operation.**

## Parents/Carers NI Numbers:

Full Name
1. _____
2. _____
National Insurance Number
1. _____ 2. _____
Date of Birth
1. _____ 2. _____

## Acceptable Use Policy - Rules for using IT equipment and the internet

### ***For my own personal safety:***

- I understand that Altarnun Primary School will monitor my use of the systems, devices and digital communications
- I will keep my username and password safe and secure - I will not share it or try to use another person's username and password
- I will be aware of "stranger danger" when communicating online
- I will not tell people or share personal information about myself or others online (e.g. name, age, address, school etc)
- I will tell a teacher or suitable adult if I see anything that I am unhappy about or receive messages I do not like

### ***I will act as I expect others to act towards me:***

- I will respect other's work and not access, copy or delete other people's files
- I will be polite and responsible when I communicate with others
- I will not take or distribute images of anyone without their permission

### ***When using the internet for research or recreation, I recognise that:***

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (Including music and videos)
- When I am using the internet to find information, I should take care to check that the information is accurate

***I understand that I am responsible for my actions, both in and out of school:***

- I understand that Altarnun Primary School has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples include, cyber-bullying, use of personal images or personal information)
- I understand that if I fail to comply with this Acceptable Use Policy, I will be subject to disciplinary action. This may include loss of access to the school IT equipment, detentions and contact with my parent/carer

**Parental Consent - please delete where appropriate**

- **I do / do not** give consent for my child to be taken out of school for walks in the local area or, when my child is included in school events, for him/her to undertake local journeys out of school, either walking, by car or school mini bus.
- **I do / do not** give consent for my child to watch PG certificate films that are deemed to be appropriate by the school
- **I do / do not** give consent for photos of my child to be used in newspapers and other publications
- **I do / do not** give consent for my child's name to be used in the press.
- **I do / do not** give permission for photos of my child to be used on the school website
- **I do / do not** give permission for photos of my child to be used on a school Facebook community.
- I understand that to use IT equipment and access the internet my child must agree to and follow the Acceptable Use Policy set out in this form
- I understand the changes regarding leave of absence requests

**Parent and Pupil Consent**

I have read and agree to the Acceptable Use Policy set out in this form, which I will follow when using Altarnun Primary School systems and devices (both in and out of school) and when I use my own equipment in school.

Signed (parent /carer)	Signed (pupil)
Print name	Print name
Date	Date