

## Home School Agreement

Our Home School Agreement describes ways in which the school can work in partnership with parents and children. We believe that an effective home-school partnership is essential for the successful education of children. By working together we can ensure that each child becomes happy, confident and secure and will grow up to be a valuable member of the community. Alongside our vision we will develop confident communicators, independent learners and global citizens.

### **The Parents/Carers**

It is my/our responsibility to:

- See that my child attends school daily by 8.50am, with everything needed to be ready for learning. (Staff will be on duty from 8:35am)
- Support the school in promoting a healthy lifestyle e.g. healthy eating, including eating breakfast and walking or cycling to school where possible
- Let the school know about any concerns or problems that might affect my child's work or behaviour by  
leaving a message with playground or door staff asking for the class teacher to contact you.
- Support the school's policies and guidelines for behaviour and anti-bullying (Policies can be found on the school's website)
- Support the school's child protection procedures, in particular the use of photographic images and the Internet e.g. Facebook, twitter
- Support the school's policies as detailed on school website.
- Support my child's homework and other opportunities for home learning and ensure that it is returned by the designated day in each class.
- Support the school in maintaining high standards of appearance by wearing school uniform
- Avoid taking holidays in school time
- Attend parents' evening and discussions about my child's progress
- Contact the school if my child is absent by 9am in the morning.
- Inform school of any concerns in line with procedures highlighted on the website rather than using social media to discuss concerns.

### **The School**

It is our responsibility to:

- Care for your child's safety and happiness
- Provide a balanced curriculum and meet your child's individual needs
- Be open and welcoming at all times and offer opportunities for parents to become involved in school life, please refer to weekly school alerts.

- Contact parents if there is a problem with attendance, punctuality or equipment
- Let parents know about any concerns or problems that affect their child's work or behaviour
- Send home an Annual Report to Parents in July.
- Set, mark and monitor work, as detailed in Marking and Feedback Policy.
- Arrange Parents' Evenings during which progress will be discussed
- Keep parents informed about school activities through regular letters home, weekly alerts , website, newsletters and notices about special events

### **The Child**

It is my responsibility to:

- Respect the rights of others, by following our classroom agreed charters
- Attend school regularly and on time
- Bring everything I need every day, including PE bag and book bag
- Wear the school uniform and be tidy in appearance
- Do all my class work and homework as well as I can

A statement of the school's aims and values can be found in the School Prospectus and on the school's website

A summary of the Special Needs and Inclusion Policy can also be found on the school's website.

### **Food Preparation and Tasting**

The Foundation Stage Curriculum is based on first-hand experiences and we believe much of our curriculum can be delivered through food preparation and cooking activities. Our 'Personal and Social' curriculum will be enhanced by the children eating together at snack time.

As we intend to provide as many activities throughout the year as possible, we would like permission just once to cover all these opportunities.

It is important that we are aware of any food allergies that your child has and that you inform us if your child develops an allergy during the year.

As part of our Healthy Schools status, we request that sweets are not brought into school.

Please sign and return the form below giving permission for your child to take part in these activities.

### **Minibus**

Occasionally in order to transport as many children as possible on some of our trips we need to sit children on the seats in the front of the minibus alongside the driver.

In order for children to do so, we need to have parent/carer permission.

Please could you confirm on the attached form whether you would be happy for your child to sit on the front seats if necessary.

### **Calpol**

Occasionally children may not feel too well at school whether this is due to a cold or a slight temperature and all that is needed is a dose of Calpol to keep the child in school.

To this aim the school has purchased Calpol and if it is felt that a dose of Calpol is needed to keep the child in school, we will phone parents/carers to confirm that they agree with this.

Please could you confirm on the attached form that you would be happy for us to contact you regarding administering Calpol to your child if the need arises.

### **Cool Milk Scheme**

You may have heard about the Government's free milk scheme. Under the scheme, each child in Oak Base will be entitled to receive free milk each school day.

Our school has been given the opportunity to participate in this scheme which reinforces our commitment to healthy eating.

Your child will be offered a cup of milk during their morning session. If you do not wish for your child to be offered milk please indicate on the form below. Although you have completed an allergy form, it is important to remember that if your child's allergies change during the year that you contact your child's class teacher.

If you have any questions please do not hesitate to contact your child's class teacher.

### **Getting Children Changed**

We understand that young children can forget to use the toilet when they are busy and sometimes have accidents.

The staff in the base are happy to support your child to change into clean clothes.

Please complete the slip below to indicate if you wish your child to be supported when changing clothes by a member of our staff.

If you do not give permission, it remains your responsibility to change your child. In the event of your child having an accident, we will contact you to come into the school and change your child.

## **Local Visits**

We are keen to give children a wide range of experiences outside the classroom and as such regularly plan visits in the local vicinity of the school. Such visits may include walking the Church, visiting the local shops, exploring the heath land and play park.

Please indicate on the form below if you are happy for your child to be taken on local visits. You will always be given notice that the children are being taken off site.

Whole day trips and those beyond walking distance will require separate permission and letters will be sent as needed.

## **Acceptable Use of IT**

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. People should have an entitlement to safe access at all times.

This Acceptable Use Policy is intended to ensure:

- That people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. The school will try to ensure that everyone has good access to digital technologies to enhance their learning and will, in return, expect them to agree to be responsible users.

### **Terms of Use**

- **Responsibility:** School IT systems must be used in a responsible way, to ensure that there is no risk to your safety or to the safety and security of the IT systems and other users.
- **Monitoring:** The school will monitor use of the systems, devices and digital communications.
- **Vandalism:** Please report any cases of vandalism to the IT support team/School/Trust, and appropriate action will be taken by the school to recover any costs for loss or damage. In case of students vandalising any equipment, parents may potentially be asked to pay for any damaged equipment.
- **Personal Use:** The school systems and devices are primarily intended for educational use and you cannot use them for personal or recreational use unless you have permission.
- **Own Devices:** If allowed to use your own devices in school, you agree to follow the rules set out in this agreement, in the same way as if you were using school equipment.
- **Concerns:** If you have any concerns about the validity of an email (due to the risk of the attachment containing viruses or other harmful programmes), please inform the IT support team immediately.
- **Data Security & Retention:** Data is encrypted and backed up each day (Monday – Friday). If you should accidentally delete/lose files in your folder or shared area, please inform the ICT support team immediately so that they can check if it can be recovered.

DOs	DONTs
<ul style="list-style-type: none"> <li>Keep usernames and passwords safe and secure</li> </ul>	<ul style="list-style-type: none"> <li>Do not share it, or use any other person's username and password.</li> <li>Do not write down or store a password where it is possible that someone will steal it.</li> </ul>
<ul style="list-style-type: none"> <li>Be aware of "stranger danger", when communicating on-line.</li> </ul>	<ul style="list-style-type: none"> <li>Do not disclose or share personal information about yourself or others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)</li> </ul>
<ul style="list-style-type: none"> <li>Report any unpleasant or inappropriate material, messages, or anything that makes you feel uncomfortable when you see it online.</li> </ul>	<ul style="list-style-type: none"> <li>Do not make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.</li> </ul>
<ul style="list-style-type: none"> <li>Respect others' work and property</li> </ul>	<ul style="list-style-type: none"> <li>Do not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.</li> </ul>
<ul style="list-style-type: none"> <li>Report any damage or faults involving equipment or software, however this may have happened.</li> </ul>	<ul style="list-style-type: none"> <li>Do not take or distribute images of anyone without their permission.</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that you use any remote access systems from safe locations where you cannot compromise any sensitive information that you may need to access</li> </ul>	<ul style="list-style-type: none"> <li>Do not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others</li> </ul>
<ul style="list-style-type: none"> <li>Lock screen if away from desk</li> </ul>	<ul style="list-style-type: none"> <li>Do not use any programmes or software that might bypass the filtering/security systems in place to prevent access to inappropriate content.</li> </ul>
<ul style="list-style-type: none"> <li>Use secure systems for file transfers and/or sharing. Where possible keep all files stored on the school network and provide the location to the person so they can access it from there, rather than emailing the document.</li> </ul>	<ul style="list-style-type: none"> <li>Do not send emails with personal details that could identify a data subject</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Do not forward emails to home computers or personal email addresses</li> </ul>
	<ul style="list-style-type: none"> <li>When using social media, do not share information that can identify a data subject without permission</li> </ul>

## **School Specific Systems**

### **Email**

You will be provided with an email address by the School, and the expectation is that you will use this facility for legitimate educational and research activity. You are expected to use email in a responsible manner. The sending or receiving of messages which contain any material that is of a sexist, racist, unethical, illegal or likely to cause offence should not take place.

Remember when sending an email to:

- Be polite - never send or encourage others to send abusive messages.
- Use appropriate language - remember that you are a representative of the School on a global public system. What you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language.
- Do not reveal any personal information about yourself or anyone else, especially home addresses, personal telephone numbers, usernames or passwords. Remember that electronic mail is not guaranteed to be private.
- Consider the file size of an attachment, files exceeding 1MByte in size are generally considered to be excessively large and you should consider using other methods to transfer such files.
- Do not download or open file attachments unless you are certain of both their content and origin. File attachments may contain viruses that may cause loss of data or damage to the School network

### **Printers and Consumables**

A printer security and accounting system is in operation across the school. This facility is used to monitor staff and student use. Where students are unable to act responsibly when using the printing services, their use of these facilities will be removed. Staff must not allow students to use their badges/codes to access the printers

Usage of school systems is subject to agreement to abide by this policy and any breach of the conditions will be dealt with in line with the school behaviour and/or disciplinary procedure:

- A warning
- A removal of access to services and/or devices i.e. internet, email, school computers and mobile devices
- Letter home to parents
- Consequences such as missing a break time.

In more serious cases or persistent breaches of this policy:

- Parents called into school
- Report to the school Governors

- Report to appropriate external agencies like the Police, CEOP or Trade Union
- Consequences such as Inclusion/Exclusion for students or disciplinary action for staff

All students must agree to the terms of this policy and a signed agreement by the parents. Failure to do so will result in no access to the systems.

All staff must sign and return this policy where it will be kept on their personnel file.

### **Pupil Photograph & Video Consent Form**

Occasionally, we may take photographs of the pupils at our School. We may use these images in our schools' prospectus, other printed publications, websites, social media platforms (e.g. Facebook, Twitter, etc.) and/or on display boards.

We may also take videos for educational use and/or use as evidence for Ofsted. These videos may potentially also be used in websites, social media platforms and display screens.

Hamwic Education Trust may also use the photographs/videos of pupils in publications, publicity materials and internet platforms.

We may also send the images to the news media (or they may come into the school and take pictures/videos), who may use them in printed publications and on their website, and store them in their archive. They may also syndicate the photos to other media for possible use, either in printed publications, or on websites, or both. When we submit photographs and information to the media, we have no control on when, where, if or how they will be used.

#### **Terms of Use**

- We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers, or for any consequences arising from publication.
- We will not use the personal details of a Pupil, including their full name, alongside a photographic image on our website, in our school prospectus or in any other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
- If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason.
- We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are 'at risk' or disallowed from having their photographs taken for legal or social reasons.
- We may use group or class photographs or footage with very general labels e.g. 'maths lesson'.

***Please retain this information for future reference.***

