

# Cullercoats Primary School

Name \_\_\_\_\_ Class \_\_\_\_\_

September 2019

Nursery



Cullercoats Primary School  
Marden Avenue  
Cullercoats  
North Shields  
Tyne & Wear  
NE30 4PB

Tel: (0191) 200 8721 E-mail  
Cullercoats.Primary@northtyneside.gov.uk  
www.cullercoatsprimaryschool.org.uk

Dear Parent/Carer

We are very pleased that your child has joined Cullercoats Primary School Nursery and I would like to take this opportunity to welcome you and your child, we look forward to a happy association with you and your family during your time with us.

There are a number of policies that need to be read together with general information about the school, some of which require discussion with your child and a signature before being returned to school. This booklet contains **Pack A**. This pack should be read in conjunction with **Pack B** which can be found on our website <https://cullercoatsprimaryschool.org.uk/> **Pack A to be completed and returned to the school office no later than Tuesday 18<sup>th</sup> June (parents information evening).**

If for any reason you are unable to access our Pack B booklet from our website, please email [sophie.lisle@ntlp.org.uk](mailto:sophie.lisle@ntlp.org.uk) and she will be happy to forward a copy.

**Pack A:**

- Parental consent form
- e-Safety Policy
- School Fund

Most Newsletters and General Information letters are sent out to parents via the 'Schoolcomms' system but I would also suggest that you ask your child or check your child's bag each evening.

On occasions your child may spend a considerable part of the school day outdoors following Outdoor Learning in the Curriculum and therefore it is advisable to ensure they are full equipped for all weathers. For example during the summer months sun screen, a light weight waterproof jacket and a sun hat. In the winter months a warm waterproof coat, hat and gloves. Please send sunscreen into school in a clear polythene bag clearly marked with your child's name and class.

You are asked to make a voluntary contribution of £10.00 per year per child to School Fund. There are many calls made on School Fund and we are very dependant and grateful for the support of parental contributions.

Please do not hesitate to speak to your child's Class Teacher, the office staff or myself if there are any matters which require clarification or if you have any other concerns at any time about your child or the school.

Yours sincerely

A handwritten signature in black ink that reads 'Gavin Storey'. The signature is written in a cursive style with a horizontal line underneath the name.

Mr G Storey

Headteacher



# PACK A

TO BE COMPLETED, SIGNED AND RETURNED TO  
THE SCHOOL OFFICE

Please tick and return with the enclosed forms:

- Parental consent form
- e-safety policy sign and return sheet



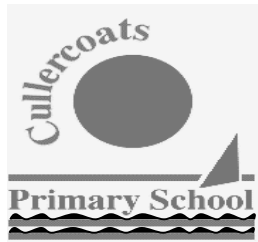
# Parental Consent Form

Full name of child \_\_\_\_\_

Please print

	I consent and wish to opt in	No, I do not consent and wish to opt out
<p><b>Home School Agreement</b></p> <p>I have discussed with my child, the Cullercoats Primary School Home School Agreement and agree to abide by the rules of the school.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>Behaviour Policy</b></p> <p>I have received, and discussed with my child, the Cullercoats Primary School Behaviour Policy.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>e-Safety Policy</b></p> <p>I have discussed with my child, signed and returned the Cullercoats Primary School Acceptable Use and E-Safety Policy.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>Photography and Images of Children</b></p> <p><b>I have read the information with regard to the use of photography and images of the children. I give permission for images of my child to be taken and used in accordance with that information.</b></p> <p>For display purposes within school (for up to 2 years after they leave school)</p> <p>Used for school publications for students being distributed on DVD, CD or through other secure internal electronic systems (for teaching purposes or on newsletters, prospectus etc.)</p> <p>Images of my child being used on the school's website or trusted party i.e.: The Local Authority (for up to 2 years after they leave school)</p> <p>School or class Twitter and Facebook accounts, school or class blogs (automatically fed through the website) No new images will be added once a child has left the school or consent withdrawn)</p> <p>Do you consent to your child being photographed by the local newspapers and other news media, on the basis that their full names will not be published along with their picture.</p> <p>On Video or Webcam (for teaching purposes)</p>	<input type="checkbox"/> - yes  <input type="checkbox"/> - yes  <input type="checkbox"/> - yes  <input type="checkbox"/> - yes  <input type="checkbox"/> - yes  <input type="checkbox"/> - yes	<input type="checkbox"/> - no  <input type="checkbox"/> - no  <input type="checkbox"/> - no  <input type="checkbox"/> - no  <input type="checkbox"/> - no  <input type="checkbox"/> - no
<p><b>Confidentiality Policy</b></p> <p>I have received the Cullercoats Primary School Confidentiality Policy.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>Privacy Notice – GDPR</b></p> <p>I have received a copy of the Privacy Notice.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>Visits to the Local Area</b></p> <p>On occasion, if the weather permits, we try to use the local amenities (e.g. the beach, the quarry) to enhance the teaching of the curriculum. I am happy for my child to partake in such events.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>Sex Education</b></p> <p>I am happy for my child to receive sex education information lessons in year 5/6.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>Sun Screen Application</b></p> <p>I give permission for staff to supervise the application of sunscreen to my child as necessary.</p>	<input type="checkbox"/> - yes	<input type="checkbox"/> - no
<p><b>I understand that it is my responsibility to inform the school office, in writing, should there be any change to the information I have given above or on the Data Collection Form for my child.</b></p>		

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_



Please turn over to continue



## **CULLERCOATS PRIMARY SCHOOL**

### **E-SAFETY POLICY FOR CHILDREN**

#### **e-Safety**

Children interact with the Internet and other communications technologies such as mobile telephones and tablets on a daily basis, and experience a wide range of opportunities, attitudes and situations. The exchange of ideas and social interaction are both greatly beneficial but can occasionally place children in danger.

e-Safety comprises all aspects relating to children and their safe use of the internet, mobile telephones and other technologies, both in and out of school.

Schools need to protect children by making it clear that the use of school equipment for inappropriate reasons is unauthorised.

#### **Statement of Intent**

Our school recognises the need to ensure children are educated about the benefits and risks of using communications technologies and to provide safeguards and awareness for users which will enable them to control their online experience. The school will include e-safety in the curriculum and ensure that every child is educated about safe and responsible use. Staff will be vigilant in planning and supervising appropriate and educational ICT experiences.

School personal data will be collected, stored and used according to the principles of the Data Protection Act.

The Computing coordinators will have joint responsibility with the Child Protection Coordinators for monitoring the School e-Safety Policy, managing e-safety training and keeping up to date about e-safety awareness issues.

#### **School Aim**

To promote responsible ICT use by children through education of appropriate and effective practices and procedures.

#### **Teaching and Learning**

Internet use is a part of the statutory curriculum and a necessary tool for staff and children. Internet access at school is filtered by the local authority so content is appropriate for primary age children. The children will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Care must be taken when using content found on the internet so as not to plagiarise or break copyright law.

Staff and children need to understand that the use of the school's network is a privilege which can be removed should reason arise. All children are expected to adhere to the following rules of network etiquette:

- Be polite.
- Use appropriate language.
- Do not get abusive in your messages to others.

- Do not reveal the personal address, telephone number or other personal details of yourself or other users.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Illegal activities are strictly forbidden.
- Remember that email is not guaranteed to be private.

These rules will be displayed in wording appropriate to the age group being taught. A copy of these rules will be sent to parents yearly.

The use of safe search engines is encouraged. Potential risks of using open search engines are discussed with the children and children are made aware of steps to follow if inappropriate content is found. If children discover an unsuitable site, it must be immediately reported to a teacher.

The children need to understand that unselective copying of information from the internet is worth little. They need to be taught to evaluate the information for accuracy and acknowledge the source of information they have used. They should be taught to respect copyright when using internet material in their own work.

### **Mobile phones**

Mobile telephones will not be used by children during lessons or formal school time; mobile phones brought into school by children are left at the school office for the duration of the day and collected at home time.

### **Use of email by children**

- Children will only use approved email (NTLP) accounts on the school system.
- Children must immediately tell a teacher if they receive offensive email.
- Children must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission.
- All emails sent by children to an external person must be first checked by the teacher.

### **Use of social network sites by children**

- Children must not access social media sites in school.
- Responsible use of social networking sites outside of school, forms part of the new computing curriculum.
- School social media accounts are run and managed only by staff who model and teach responsible use of such platforms to prepare pupils for when they reach the appropriate age to access them independently.

### **Roles and Responsibilities**

The school will take all reasonable precautions to ensure that children access only appropriate material.

Both children and their parents/carers are asked to sign the 'Our School esafety Rules' agreement to show that the esafety rules have been understood and agreed.

This Policy will be discussed with staff and governors and their roles clarified. It will be reviewed annually during the autumn term of the school year. All students School E-Safety Policy.

*Updated March 2016*

*Reviewed February 2019*

## **E-SAFETY RULES FOR EYFS, KS1 AND KS2 CHILDREN**

- We only use the internet when an adult is with us.
- We ask permission before using the internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We can click on the buttons or links when we know what they do.
- We always ask if we get lost on the internet.
- We can send and open emails together.
- We can write polite and friendly emails to people that we know.
- We only email people an adult has approved.
- We send emails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we do not know.
- We do not open emails sent by anyone we do not know.
- We do not use internet chat rooms.
- We do not access social media sites in school.



**CULLERCOATS PRIMARY SCHOOL**

**OUR SCHOOL E-SAFETY RULES**

***All children use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both children and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.***

**Name of Child:** ..... **Class:** .....

**Child's Agreement**

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

**Signed:** ..... **Date:** .....

**Parent's/Carer's Consent for Web or North Tyneside Learning Portal Publication of Work and Photographs**

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my child may be published subject to the school rule that photographs will not be accompanied by his/her name.

**Parent's/Carer's Consent for Internet Access**

I have read and understood the school e-Safety Rules and give permission for my son/daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that children cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of Internet facilities.

**Signed:** ..... **Date:** .....

**Please print name:** .....

**Please complete and return this form to the School Office.**

**Thank you.**



# Cullercoats Primary School

## School Fund

You are requested to make a voluntary contribution of 10.00 to school funds. This money is used to purchase extra resources for the children or for extra curricular activities which they may be involved in. There are many calls made on School Fund and we are very dependant and grateful for the support of parental contributions. Please find enclosed an envelope for this use.

Thank you in anticipation.

A handwritten signature in black ink that reads 'Gavin Storey'.

Mr G Storey

Headteacher