



Gisburn Road Community Primary School

Together we dream it, believe it, achieve it!

Parents Code of Conduct

At Gisburn Road Community Primary School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school. The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

We expect parents, carers and visitors to:

- Respect the caring ethos of our school which values all children with their differing needs and interests.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Ensure their child is supervised until the start of any school session and collected promptly at the end of a school day.
- Ensure the school is informed of who has permission to collect the child from school each day.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Approach the school to help resolve any issues of concern.
- As part of the Government legislation (Every Child Matters), we have a responsibility to safeguard our pupils therefore if you wish to attend school activities and take photographs of your and other people's children please take appropriate images, be sensitive to other people and try not to interrupt or disrupt concerts, performances and events. **Any photographs or video footage taken may only be used for personal use and must not be forwarded to other people or broadcast on Facebook, YouTube etc.**

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office or any other area of the school grounds including attendance at sporting events.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening behaviour towards a member of school staff, Governor, visitor, fellow parent/carer or pupil.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook, Twitter or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.
- Dogs should not be brought on to school premises.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school. If you experience any issues that you feel needs attention, we have an open door policy so please come and talk to myself or your child's teacher.

As part of our creative curriculum at Gisburn Road Community Primary School, we enhance the children's learning through first-hand experiences in the form of trips and activities such as food tasting. We also take photographs of many of the learning activities which children are involved in. Please read the information below and complete the permission slips to ensure your child can be part of all our activities and we can celebrate the wide-range of creative experiences children at Gisburn Road are involved in through the local media and our school web-site.

Use of Photographic Images/Videos

Gisburn Road Community Primary School uses images of pupils for internal purposes in accordance with the Data Protection Act. Photographing and videoing the children is regular practice as we record their progress for their record of achievement, especially in their early years. However, the school also uses images which may be viewed by the general public; these tend to be images which relate to day to day events in school. These images may be displayed on the school website, the school's newsletters, as promotional material for release to the media and/or shown on School Open Evenings, on the school's private YouTube account and generally around the school buildings.

We are very careful not to have the children's names attached to photographs and where images of pupils' are used, the school abides by the codes outlined by the government to ensure child safety.

Out of School trips in Barnoldswick

For most of the trips we plan from Gisburn Road you will receive a letter home giving you details of the trip and any particular equipment your child may need. However, occasionally it is useful for us to be able to make the most of some good weather or the availability of a member of the local community to arrange a visit at short notice, for example to the park, for a sporting event or to look at an aspect of a local building. These slips enable us to take children on local visits and walks without asking for individual permission forms to be filled in each time. These trips will only involve the local vicinity, children will always be back at school before the end of the school day and risk assessments will be completed beforehand as usual. Adequate adult/pupil ratio will be maintained at all times. If parents fail to complete this form we will not be able to take their children off the school site on such occasions although we will still inform parents when such outings will be taking place.

Food tasting

In our attempts to provide a rich and varied curriculum there are occasions when the children have cookery sessions or have visitors in offering a chance to participate in taster sessions. Signing the form below ensure we are aware of any allergies your child may have.

Use of the internet and ICT systems in school

In order to prepare our pupils for modern life our curriculum requires the use of ICT equipment including access to the internet. We will teach your child about how to use this equipment safely and expect them to operate within our school e-safety policy and procedures.

If you have questions about any of these issues please contact me at school.

Yours sincerely,

Nicola Walker



Gisburn Road Community Primary School

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Permission Slips

Parents Code of Conduct

I have read and understood the Parents Code of Conduct and will ensure that adults collecting my child are aware of this policy.

Signed _____ Print name _____ (parent) Date _____

Photograph/Video permission

Please tick the appropriate box:

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| 1. I give permission for my child's photograph to be used within school, e.g. for printed publications such as the school brochure or displays around the building. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. I give permission for my child's image to be used on the school website and other official school social media sites. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. I give permission for my child's image to be used on Facebook, Twitter and in newspapers. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. I give permission for my child to appear in the media as part of the school's involvement in an event. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. I give permission for videos including my child to be used on the school website and official YouTube channel. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. Does your child have access to the World Wide Web at home? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

Child: _____ Class: _____

Signed _____ Print name _____ (parent) Date _____

Out of School Trip in the Locality

I give permission for _____ Class _____ to be taken on walks/trips in the local area.

Signed _____ Print name _____ (parent)

Food tasting

I give permission for _____ Class _____ to participate in general cookery and taster sessions.

My child is allergic to _____. I will keep you informed should I become aware of any changes to my child's allergies.

Signed _____ Print name _____ parent/guardian



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Pupil Acceptable Use Agreement (KS2)

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. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- that young 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 pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line to a member of staff.

I will act as I expect others to act toward me:

- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other user’s files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will not log on to the school network with a username and password which belongs to others

I recognise that the school has a responsibility to maintain the security of the technology

- I will not use my own personal devices in school.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

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

I understand that the school also 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 would be cyber-bullying, use of images or personal information) and contact my parents if I am using technologies not designed for my age, for example, Facebook, Instagram, Snapchat etc.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, exclusions, contact with parents and in the event of illegal activities involvement of the police.

Pupil Acceptable Use Agreement Form

This form relates to the Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school).

Name of Pupil: _____

Class: _____

Signed: _____

Date: _____

As the parent of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

I know that my son / daughter has signed an Acceptable Use Agreement and has received and will continue to receive, digital safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies, but will act promptly to prevent further access.

I understand that my son's / daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed: _____

Date: _____

With signing this document you're agreeing to make yourself aware of current digital safety advice and necessary age restrictions for films, games, music and online platforms. This can be done through attending parent school digital safety sessions, accessing the schools digital safety page or any of the agencies below.



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