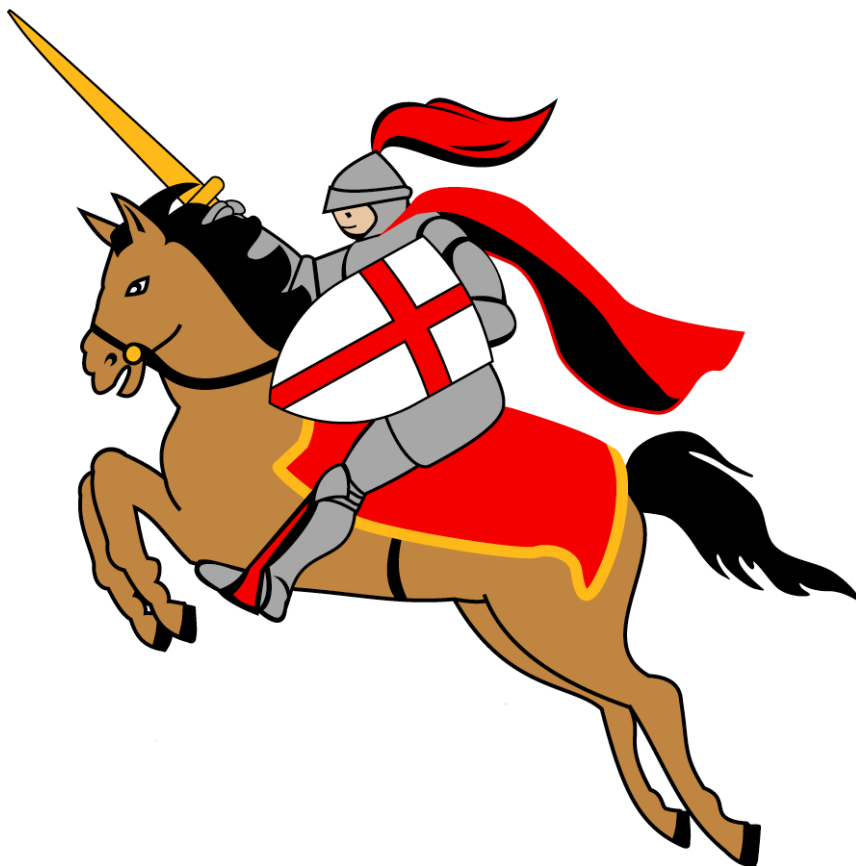


# Conisbrough Ivanhoe Primary Academy

Head: Mr J Brian

## INFORMATION FOR PARENTS 2017-18 (Main School)



Old Road  
Conisbrough  
Doncaster  
South Yorkshire  
DN12 3LR

**Email Address:**  
[admin@ivanhoe.doncaster.sch.uk](mailto:admin@ivanhoe.doncaster.sch.uk)  
**Website:**  
[www.ivanhoeschool.co.uk](http://www.ivanhoeschool.co.uk)

Tel: 01709 862307  
Fax: 01709 861633  
Nursery Tel: 07754 907 806

## CONTENTS

**WELCOME!**

**ACADEMY AIMS**

**ACADEMIC DAY**

**ABSENCE AND ILLNESS**

**ATTENDANCE**

**ACCESS TO IVANHOE ACADEMY**

**BREAKFAST AND AFTER ACADEMY CLUBS**

**EMERGENCY/UNFORESEEN CLOSURE OF IVANHOE ACADEMY**

**PRIVACY NOTICE - DATA PROTECTION ACT 1998**

**ACADEMY MEALS (INCLUDING FREE SCHOOL MEALS) AND MILK**

**TRUSTEES AND GOVERNORS**

**HEALTH AND SAFETY POLICY**

**HOLIDAY PATTERNS**

**MEDICATION AND FIRST AID**

**ACADEMY DRESS AND PE KIT**

**SCHOOL MEALS DEBT RECOVERY PROCEDURES**

**MISSION STATEMENT**

(Information, policies etc are also available on the Academy website [www.ivanhoeschool.co.uk](http://www.ivanhoeschool.co.uk))

**DISCLAIMER:**

The information contained in this Welcome Pack was correct when printed (May 2016). References have been made to other sources of information (ie internet sites) that may have since changed.

# Welcome to Conisbrough Ivanhoe Academy!

We hope that this pack will answer any questions or concerns that you might have to make the transition from Nursery to Reception as smooth and successful as possible. It's quite a step from Nursery to 'big school' so we do all need to work together to make it an easy one for the children...

At Ivanhoe we work very closely with parents to ensure that our children get the most out of school. Ofsted have told us this year (though we knew it already) that our teaching assistants are 'exceptional' and that children at this school make better than expected progress and leave the school in Y6 **above** the national average. This is all lovely for parents to know, but we like to think that we also make school a fantastic place for our children and give them opportunities that they are unlikely to get at any other school in the area.

It doesn't matter how good a school is, a child will not fulfil their potential unless parents take a real interest in what they are doing at school. Every week, we send homework home that allows parents to discover what their children are learning, and we send reading books home every day. We write reports to parents each term so that they are on top of how their children are doing. In addition, we are always there for parents to talk to - and we like to get feedback on what we do, even if you find fault with us: we know that parents have a different perspective from teachers sometimes and that we can improve even further if we listen.

We hope that new parents will become involved in the life of the school and help us to continue with our success. We can assure you that we will do our best to make school an exciting, enjoyable place for your children and a welcoming environment for you.

Mr J P Brian

Head Teacher

June 2016

## ACADEMY AIMS

- ✓ We will ensure that there is a nurturing environment in our Academy in which all children feel happy, safe and secure.
- ✓ We will promote excellent attendance through making school an exciting place for children.
- ✓ We will provide a broad, balanced and stimulating curriculum.
- ✓ We will ensure that children have at least three educational visits each year.
- ✓ We will offer children a range of extra-curricular activities supported by all teachers as well as outside agencies.
- ✓ We will promote self-respect as well as respect for others.
- ✓ We will have high expectations of behaviour and consult with children to produce golden rules and guidelines.
- ✓ We will enable children to reach their learning potential through encouraging academic excellence whilst, at the same time, meeting the special educational needs of all children.
- ✓ We will encourage children to understand how they can contribute to their own health and we will promote healthy lifestyles in all aspects of academic life.
- ✓ We will ensure that children have the opportunity to make a positive contribution within Ivanhoe Academy, local and wider community and that they gain the benefits of an Academy committed to community cohesion.
- ✓ We will ensure that children have a voice in day-to-day issues within the school and that they have their say when important changes are made.
- ✓ We will ensure that parents/carers know what their children are engaged in doing at school through carefully considered weekly homework and through other regular communication.
- ✓ We will consult with parents/carers regularly to ensure that their voices are heard when decisions are made.
- ✓ We will ensure that parents/carers know that they are welcome in our Academy and that their views are important.

# ACADEMIC DAY

The bell rings at 8.40 am to allow time for children to be ready for lessons as 8.45 am.

It should not be necessary for any children to arrive before 8.30 am unless they are attending the Breakfast Club.

<b>NURSERY</b> (Foundation 1)	7.30am – 5.30pm
<b>KEY STAGE 1</b> Reception ((Foundation 2) Year 1) Year 2)	8.40am to 11.45am 1.00pm to 3.15pm
<b>KEY STAGE 2</b> Year 3) Year 4) Year 5) Year 6)	8.40am to 12.25pm 1.25pm to 3.15pm

## Morning and afternoon breaks (15 minutes)

There is a morning break for all children. Key stage 1 children also have an afternoon break.

# ABSENCE AND ILLNESS

## Absence

This Academy has a first rate attendance record that is well above the national average. It is of the first importance that children understand how vital good attendance is to their success in our Academy. Punctuality is equally important – children do not enjoy arriving late and they often miss important aspects of learning if they arrive after 8.40 am. It is essential that children do not miss school unless they are poorly. It is unfair to children to keep them out of the schooling except under the correct circumstances.

If your child **is absent** from Ivanhoe Academy, please let the Administration Office know on the first day of absence (by telephone, letter or personal visit) the reason for the absence. Ivanhoe Academy needs to know where children are – if a child does not arrive at Ivanhoe Academy and we do not hear from parents, we need to know that the child has not been involved in a mishap on the way to Ivanhoe Academy.

We may come out to homes to check if we have no contact and cannot get in contact – **this is to ensure that children are safe.**

In case of an emergency, accident or illness in our Academy, we will try to contact you immediately.

## Emergency Details

If Ivanhoe Academy has to close in the case of an emergency, it is essential that your child has a safe place to go. Always inform us immediately of any change of phone numbers or emergency contact details.

# ATTENDANCE

## Why Must My Child Go to School Regularly?

Having a good education will help to give your child the best possible start in life. Here are a few reasons why it is important to attend school regularly:

- They will be more able to keep up with school work.
- Employers will want to be sure that the people they are hiring are reliable. So children who have attended their school regularly have a better chance of getting a job.
- Young people who are off school are at risk of becoming victims of crime or abuse, and may also be drawn into antisocial or criminal behaviour.

## What Can I Do to Help?

The most important thing you can do is to make sure your child goes to school regularly, arrives on time and keeps to the school's rules of attending all lessons. Start these good habits at an early age while your child is in primary school and you will make things easier for yourself in the long run. Here are a few more tips:

- If your child starts missing school, help the school to put things right. Make sure your child understands that you do not approve of them missing school.
- If your child is ill, contact the school on the first day of your child's illness. Staff will be concerned if they do not hear anything.
- If your child is ever off school, you must tell the school why. Do this by following the arrangements made by the school.
- If you want permission for your child to miss school for a special occasion such as a wedding, you should ask for permission well in advance and give full details.
- Do not expect the school to agree to shopping trips during school hours.
- Take an interest in your child's schoolwork.
- Support the school in its efforts to control bad behaviour.

# ACCESS TO OUR ACADEMY

(PEDESTRIANS, VEHICLES AND PARKING)

## VEHICLES

It is essential that parents/carers do not use Ivanhoe Academy car park during the day unless there is a need to use the designated disabled parking space.

Parents/carers and children are put in danger if there are cars moving during the day in the car park. Please help to keep children safe by parking outside Ivanhoe Academy if you are visiting or dropping children off.

## PEDESTRIAN ACCESS

The gateway **Junior Pedestrian Entrance** is accessed via the path leading off from Grove Road and the gateway Infant and Nursery Entrances are accessed via the path leading off from Old Road. There is also an access gateway from Old Road leading onto the Junior playground. For security reasons, these gates are locked during Academy hours.

For safety reasons, pupils are **not allowed to walk down the main drive way** to our Academy.



# **BREAKFAST AND AFTER ACADEMY CLUBS**

## **BREAKFAST CLUB**

Every school day, the Breakfast Club is open for pupils from Reception to Year 6 between 7.45am and 8.30am. The cost is 35p per item or 3 items for £1 (payable on line through your child's SIMs Agora account. If you haven't already activated this, please see the school office). Breakfast club offers toast, bagels, cereals, fruit and juices. Various activities such as drawing, lego and board games, as well as the playground facilities, are also available to the children.

Attendance is on an informal ad hoc basis – no pre booking is required.

Our own staff run the Club.

## **AFTER ACADEMY CLUBS**

Our Academy offers a variety of After Academy Clubs throughout the week from 3.15pm until 4.15pm. The choice of Clubs on offer changes each term. The focus of Clubs include: cookery, board games, films, sport activities, drama, art, etc.

Each term our Academy sends letters/booking forms home giving details of the Clubs on offer for the term. Places to some Clubs are limited and may be selected on a first-come, first-served basis, so please return your forms as soon as possible.

From September 2016, there will be a charge of £1 for each club (payable on-line through your child's SIMs Agora account).

Our own staff usually run the Clubs. Although there are occasions when external organisations are involved in the Clubs (for example, sports coaches), our teachers are also present.

# **EMERGENCY/UNFORESEEN CLOSURE OF OUR ACADEMY**

Should our Academy need to be closed in an emergency, or an unforeseen event (for example, catastrophe, adverse weather conditions or heating/boiler problems), our Academy will do its utmost to contact parents/guardians.

In the event of closure due to

- problems (ie heating) during the day: Ivanhoe Academy will endeavour to contact parents/guardians and make arrangements, as appropriate to ensure the well being of pupils whose parents/guardians Ivanhoe Academy has been unable to contact.
- a catastrophe during the day: Ivanhoe Academy will put into operation an appropriate procedure (ie evacuation into our grounds or to a neighboring school) and parents/guardians will be informed as soon as possible via the Teachers2Parents text messaging service.
- adverse weather conditions before the start of school day: broadcasts will be made via
  - our school website ([www.ivanhoeschool.co.uk](http://www.ivanhoeschool.co.uk))
  - Teachers2Parents text messaging service.

**Privacy Notice - Data Protection Act 1998**  
**for**  
**Conisbrough Ivanhoe Primary Academy**

We, Conisbrough Ivanhoe Primary Academy, are a data controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>1</sup> and personal characteristics such as your ethnic group, any special educational needs and relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

***We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE)

We are required by law to pass some information about you to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact Christine Foster, School Business Manager.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[www.doncaster.gov.uk](http://www.doncaster.gov.uk)<sup>2</sup> and

<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>

<http://www.education.gov.uk/researchandstatistics/childrenandyoungpeople/a0064391/who-the-department-passes-pupil-data-to>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

- SIMS Support Team
- Tel: 01302 737277
- Address:
- Floor 1
- Civic Building
- Doncaster
- DN1 3BU
  
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288

---

<sup>1</sup> Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools as part of Censuses for the Department for Education. This footnote can be removed where Local Authorities collect attendance for under 5s for their own specific purposes.

<sup>2</sup> Local Authority to provide a link to their website with information on uses they make of data and any other organisations they share data with. Ideally they should also provide an address where parents without internet access can write for information.

30/05/2017

G:\Ivanhoe Original Images\latest\20170526parentpacks\Parent Info Pack (all school) 2017-18.doc

# ACADEMY MEALS (FREE SCHOOL MEALS) AND MILK

Are you eligible to apply for Free School Meals and Milk? If you need any help or advice, please speak confidentially to the Administration Office.

Academy milk is now provided by *Cool milk*. To register your child for milk, you can apply on line or by post, using the leaflet in this information pack. Spare registration forms are also available from the Administration Office. The cost of milk is 19p per daily carton. [www.coolmilk.com](http://www.coolmilk.com).

## ACADEMY MEALS

At lunchtime, pupils may either eat their own packed lunch or a meal provided by our Academy. Children in Reception, Y1 and Y2 do not have to pay for their meals under the Universal Infant Free School Meals scheme, provided by the government. (This may change in the future). Children in Y3, Y4, Y5 and Y6 have to pay for their school meals at a cost of £2.00 per day. Please pay £10 each week into your child's on-line Agora account. If you haven't already activated your account, please see the school office for details.

Parents in receipt of certain benefits are eligible to claim for free school meals entitlements (see Free School Meals). A school meal consists of a dinner and a pudding. Academy meals are provided by a company called Chartwells, who produce a daily selection of interesting and nutritious meals. The menus are displayed on the school entrances and are also on the school website.

The following information has been obtained from the Local Authority's website ([www.doncaster.gov.uk](http://www.doncaster.gov.uk)).

## Great Reasons to Eat School Meals

### School Meals are great because:



1. Children can sit down together and enjoy their meal, whilst at the same time developing those social skills of eating together that are so important in later life.
2. Children develop the confidence to make choices at meal times.
3. A well-fed and happy child is more likely to be receptive to participating in the afternoon's activities.
4. Children join in our theme day promotions.
5. A balanced diet in childhood can help prevent numerous health problems both in the short term and in later life, as some adult diseases start early in life.
6. They have the benefits of someone else preparing and cooking lunch for your child which saves you worrying about a packed meal every day.
7. Our staff are well trained and committed to providing healthy and nutritious meals served in a safe supervised environment.
8. We offer a balanced diet throughout a 3 week menu cycle.



## TRUSTEES AND GOVERNORS

Category	Name
PARENT	Mrs C Lee (Chair) Mrs Joanne Toller (Trustee and Vice Chair) Mr M Taylor (Trustee) Mr A Nixon Mr A Harris Mrs V Thomas McArthur
STAFF	Mr J Brian (Head Teacher and Trustee) Mrs K Wild SENCO (Deputy Head Teacher) Mrs V Sedgwick (Teacher) Miss N Brown (Teacher) Mrs J Sutton (Support Staff)
MEMBERS APPOINTMENT	Mr D Sedgwick Mr D Lee

# HEALTH AND SAFETY POLICY

Our Health and Safety Policy is accessible by going to the Ivanhoe website [www.ivanhoeschool.co.uk](http://www.ivanhoeschool.co.uk) Parent Area – Ofsted stuff, scroll down to find the Health and Safety Policy. If you are unable to access it on-line, just ask a member of the Academy Administration team.



# CONISBROUGH IVANHOE PRIMARY ACADEMY

## HOLIDAY PATTERN TERM DATES: ACADEMIC YEAR 2017/2018

	<b>Closes at 3.15pm</b>	<b>Opens at 8.40am</b>
Autumn Term		Monday 4 <sup>th</sup> Sept 2017
Autumn Half Term Holiday	Fri 27 <sup>th</sup> Oct 2017	Mon 6 <sup>th</sup> Nov 2017
Christmas Holiday	Wed 20 <sup>th</sup> Dec 2017	Wed 3 <sup>rd</sup> Jan 2018
Spring Half Term	Fri 9 <sup>th</sup> Feb 2018	Mon 19 <sup>th</sup> Feb 2018
Easter Holiday	Fri 23 <sup>rd</sup> Mar 2018	Mon 9 <sup>th</sup> Apr 2018
May Day	Fri 4 <sup>th</sup> May 2018	Tues 8 <sup>th</sup> May 2018
Summer Half Term	Thur 24 <sup>th</sup> May 2018	Mon 11 <sup>th</sup> Jun 2018
Academic Year End	Tues 24 <sup>th</sup> Jul 2018	

***Training Days (5) are included in the above dates:***  
***Thursday 21<sup>st</sup> December 2017***  
***Friday 22<sup>nd</sup> December 2017***  
***Thursday 5<sup>th</sup> April 2018***  
***Friday 6<sup>th</sup> April 2018***  
***Friday 25<sup>th</sup> May 2018***

**Nursery closure due to Polling Day – Thursday 3<sup>rd</sup> May 2016**

**YEAR 6 SATS EXAMINATIONS: MONDAY 14<sup>th</sup> – THURSDAY 17<sup>th</sup> MAY 2018**



# MEDICATION AND FIRST AID

## Medication

Ivanhoe Academy is willing to administer most **prescribed medications** *subject to the following provisos:*

- Parents/guardians are required to discuss the medication with a member of staff (preferably a member of the Administration Team) to ensure we fully understand exactly what we are required to do as well as to determine whether staff are trained to administer the medication (ie in the case of rectal medication).
- Parents/guardians complete a medication consent form.
- The medication is in the packaging as supplied by the pharmacist.

Asthma inhalers are kept in classrooms. All other medication is stored, under lock and key, in the Administration Office.

**Please note: medication (such as antibiotics), which need to be taken 3 times a day, should be administered before school, after school and before bedtime.**

## First Aid

We will (unless you give other instructions)

- administer basic first aid ie clean and dress a graze, or apply a cold compress to a bump
- advise you, either by telephone or letter, of
  - any accident or incident which is consequential
  - involves a severe bump/injury to a child's head

# ACADEMY DRESS AND PE KIT

Our **Academy dress** consists of a:

- Grey, white or polo shirt
- Grey trousers or shorts
- Grey skirt or pinafore dress
- White or grey socks
- Black or navy footwear (suitable for school – no heels, no flip flops, no crocs or shoes without ankle support)
- Blue check dress (summer)
- Either navy or grey sweatshirts with the exception of Year 6 pupils. The colour of the Year 6 sweatshirts varies from year to year.
- Black shoes/trainers

Polo and sweat shirts with our embroidered logo (and other non-obligatory items such as reversible fleeces and PE kits) are obtainable from Tesco on-line Embroidery Service. Leaflets are available from the school office or go to: [tesco.com/ues](https://www.tesco.com/ues)

## PE kit

For indoor physical education lessons all children should change to another white top and black or navy shorts, or leotard.

For outdoor activities, children should change into another white top, black or navy shorts and trainers or pumps. This applies to all children from Reception (F2) to Y6.

In colder weather, tracksuits or jogging bottoms may be worn.



**SCHOOL MEALS  
DEBT RECOVERY PROCEDURES  
DECEMBER 2012-2014**

- 1 A text message, preferably on the first day, will be sent to inform the parent/guardian a meal was provided but no payment was received at the school office.
- 2 If no response is received, the academy will attempt to telephone the parent/guardian, within a couple of days, requesting payment.
- 3 At the end of the first week of debt, a letter will be posted home stating the amount outstanding and requesting payment.
- 4 During the second week of non-payment, further attempts will be made to contact the parent/guardian, requesting the parent/guardian to contact the School Business Manager.
- 5 When the debt amounts to £20.00, a letter will be posted requesting settlement of the debt and advising the parent/guardian:
  - home packed lunches will need to be provided until the debt is settled
  - to contact the School Business Manager within 5 days from the date of the letter to discuss and agree a payment plan when the debt will be settled
  - payments can be made in installments, if arranged with the School Business Manager
- 6 If a home packed lunch is not sent to school, a telephone call will be made to remind the parent/guardian of the need to bring one into school before 11.30 am.
- 7 If no communication is made within 5 days, or the payment plan is not fulfilled, a letter will be sent informing the parent/guardian
  - that unless school is contacted within a week and a payment schedule timescale established, or the payment schedule is not adhered to, **formal debt recovery procedures will be set in motion** and
  - all expenses incurred by the Academy in connection with debt recovery will be added onto the amount owed for meals.



If you would like to know more about how we process personal information, please refer to PRIVACY NOTICE - DATA PROTECTION ACT 1998 (one of the documents contained in our Welcome Pack and re-issued yearly to parents) or contact us.

CHILD'S FORENAME		SURNAME	
------------------	--	---------	--

DATE OF BIRTH		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	(Please tick as appropriate)
---------------	--	-------------------------------	---------------------------------	------------------------------

CHILD'S HOME ADDRESS (If this varies ie custody is split between parents, please talk to administrative staff to clarify who to contact in an emergency, etc).	ADDRESS
	Post Code                      Tel No

PREVIOUS SCHOOLS

NAME/S OF SIBLINGS, STEP BROTHERS/SISTERS, OR OTHER FAMILY MEMBERS LIVING AT THE SAME ADDRESS ATTENDING OUR ACADEMY	
---	--

<b>PARENT (1)</b> <input type="checkbox"/> Sole responsibility <input type="checkbox"/> Joint responsibility NAME Mr/Mrs/Miss ADDRESS  POST CODE <u>Telephone Numbers</u> HOME MOBILE WORK (if we can use this number in an emergency)	<b>PARENT (2)</b> <input type="checkbox"/> Sole responsibility <input type="checkbox"/> Joint responsibility NAME Mr/Mrs/Miss ADDRESS  POST CODE <u>Telephone Numbers</u> HOME MOBILE WORK (if we can use this number in an emergency)
--	--

<u>If we fail to get in touch you when your child is ill/has been involved in an accident, who should we contact in an emergency?</u> Please bear in mind: the contact should, preferably, be someone who lives near to Ivanhoe Academy.	
First contact: Name Relationship/family friend/etc. Mr/Mrs/Miss  Telephone number/s Address	Second contact: Name Relationship/family friend/etc. Mr/Mrs/Miss  Telephone number/s Address

MEDICAL INFORMATION: Please give details of any medical conditions etc which you feel we should be aware of (ie asthma and instructions re inhalers, hay fever, hearing/sight/speech impairments, epilepsy, allergies, prone to nose bleeds, etc)

GP and Surgery address

Medication required to be taken during the day (ie inhaler, Ritalin) subject to an agreed Consent Form.	
---	--

ADDITIONAL INFORMATION (delete/add as appropriate)

Religion:	Ethnic Origin:
Free Meals Entitlement: Yes/No	Sandwiches/School Meal
How pupil travels to Ivanhoe Academy: Walks/car/public transport	
English as a 2 <sup>nd</sup> language: Yes/No	

CONSENT FOR EMERGENCY MEDICAL TREATMENT: In the event of an accident or serious illness, occurring during the day, I agree to my child receiving any emergency treatment as considered necessary by hospital staff. (I understand that Ivanhoe Academy will endeavour to contact me prior to any emergency treatment.)

Signed	Name of Parent/Guardian	Date
--------	-------------------------	------

CONSENT FOR ACADEMY VISITS: I consent to my child taking part in local out of Academy visits subject being informed beforehand.

Signed	Name of Parent/Guardian	Date
--------	-------------------------	------



This form is to be completed for annual blanket consent for regular rout  
(To be completed by establishment)

Establishment:	<b>CONISBROUGH IVANHOE PRIMARY ACADEMY</b>
Period of Consent:	ACADEMIC YEAR: SEPTEMBER 2016 TO AUGUST 2017

(To be completed by parent/carer)

Name of young person:	
-----------------------	--

I hereby agree to my young person participating in recognised, routine activities that are organised by the school, taking place off the site, but within the local area. Such activities would include for example, environmental/field studies, sports fixtures, joint activities with other schools, visits to the local shop/church/library/museum/theatre etc.

I understand that:

- such activities will not normally extend beyond the school day, however if they are likely to do so, such as in the case of sports fixtures, adequate advance notice and details will be provided by the school so that I can make appropriate arrangements for my young person's safe return home;
- my specific permission will be sought for any out-of-school visits and activities beyond those outlined above, which involve overnight stays, journeys beyond the local area, non-routine visits taking place outside of normal school hours, visits which involve high risk activities/environments etc.;
- there is some level of risk in every activity, but that all reasonable measures will be taken to minimize the risks involved;
- my young person will be under an obligation to follow all directions given by staff and observe all guidelines governing the visit/activity along with following all other policies applied by the school.
- I will inform the school of any changes to medical or other information which staff should reasonably be aware of, and which might affect the safety and welfare of my young person or other group members during an offsite visit;

Name of Parent/Carer:

.....

Relationship to Young

Person:.....

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

## RESPONSIBLE INTERNET USE/NEWSPAPER/WEBSITE

As part of your child's curriculum and the development of ICT skills, Ivanhoe Academy provides supervised access to the internet. We believe that the use of the internet and e-mails are worthwhile and essential skills for children as they grow up in the modern world.

We believe it is beneficial for your child to use the internet and to learn about how to do this safely. With this in mind, we hope you will continue to allow your child to take part in this aspect of the curriculum. If you decide to support your child's application for access to the internet, please read the **Rules for Responsible ICT Use**, discuss them with your child and then complete and sign the attached permission form before returning it to your child's class teacher. (Permission lasts for 5 years.)

The use of the internet provides valuable resources for delivering many areas of the curriculum. On some occasions, children may be asked to research a topic using a search engine. Children will be fully supervised during these times.

Although there have been concerns in the press about pupils having access to undesirable materials, we are taking positive steps to deal with this in school. Our school internet provides operates a filtering system which restricts access to inappropriate materials. We have not experienced any problems with this service to date.

We have many events in school which are covered by the local press. Please read the attached consent forms carefully and complete as necessary.

Should you wish to discuss any aspect of the above, please do not hesitate to contact us.

## CONISBROUGH IVANHOE PRIMARY ACADEMY

### RULES FOR RESPONSIBLE INTERNET USE

I will only use the internet when my teacher tells me I can.

I will only use the internet to do the task that the teacher has asked me to do.

If I use a search engine, I will only enter the words which have been agreed in class.

I will not put my name, address, telephone number or details of my family or those of anyone else, on the internet.

I will not attempt to use any internet chat room.

I know I must not send e-mails unless my teacher has read them and said I can send them.

I must not open any e-mails, or attachments, unless my teacher has said I can open them.

I know that anything I do on the computer can be monitored by my teachers.

***I will tell a teacher immediately if I see anything which upsets me or which I know is wrong!***

**If I break the rules for using the internet in school, I understand my parent will be informed and I will be banned for using computers. My parent will then have to sign a new consent form before I am allowed to use computers again.**

### INTERNET CONSENT

I have read the rules for using the internet in school and would like my parents to allow me to use the internet in school.

<b>Name of child</b>		<b>Class</b>	
<b>Child's signature</b>		<b>Date</b>	

I have discussed the Use of Internet Rules with my child. I understand that school will continue to take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed if my child breaks the rules.

<b>I give consent for my child to use the internet.</b>			
<b>Name of child</b>		<b>Class</b>	
<b>Parent/Carer's signature</b>		<b>Date</b>	

<b>I do not give consent for my child to use the internet.</b>			
<b>Name of child</b>		<b>Class</b>	
<b>Parent/Carer's signature</b>		<b>Date</b>	

### SCHOOL WEBSITE

<b>I give consent for my child to have his/her work published on the academy website.</b>			
<b>Name of child</b>		<b>Class</b>	
<b>Parent/Carer's signature</b>		<b>Date</b>	

<b>I do not give consent for my child to have his/her work published on the academy website.</b>			
<b>Name of child</b>		<b>Class</b>	
<b>Parent/Carer's signature</b>		<b>Date</b>	

### PHOTOGRAPHS

<b>I give consent for my child to have his/her photograph to appear in the media eg newspapers.</b>			
<b>Name of child</b>		<b>Class</b>	
<b>Parent/Carer's signature</b>		<b>Date</b>	

<b>I do not give consent for my child to have his/her work photograph to appear in the media eg newspapers.</b>			
<b>Name of child</b>		<b>Class</b>	
<b>Parent/Carer's signature</b>		<b>Date</b>	



PLEASE COMPLETE  
AND RETURN TO THE  
SCHOOL OFFICE

**BEFORE** YOUR CHILD

STARTS SCHOOL IN  
SEPTEMBER.

THANK YOU ☺