



"To go further than we thought,
To run faster than we hoped,
To reach higher than we dreamed,
To become the best we are able to be."

Home, School and Learner Agreement (1)

Image Consent (2)

Internet Use Consent (3)

Food Tasting Consent (4)

School Fruit & Vegetable Scheme Consent (Infant Children Only) (5)

A1 & A2 Visits Permission (Inc Risk Assessment 2015/2016) (6)

Privacy Notice - Data Protection Act 1998 (7)

Consent & Agreements Form (to be signed and returned to school)

Student Data Sheet (to be signed and returned to school)

This document is issued as your child begins their education at **Helmshore Primary School** and you are providing consent for the time they are at the school. It is the responsibility of parents/carers to inform the school if there is a change in circumstance affecting the consents and agreements signed. The school will display an updated A1 & A2 Visits Risk Assessment on the school website annually and contact parents if there is any significant change to the attached document.

1) Home, School and Learner Partnership

At Helmsore School we aim, in partnership with parents and guardians, to provide a high quality learning environment to help all children realise their full potential, intellectually, physically and socially. Our specific aims are to help children:

- To enjoy learning and to become independent, self-disciplined and self-motivated and to achieve the highest standards of which they are capable
 - To develop lively, enquiring, imaginative and creative minds, the confidence to question, and the ability to argue rationally
 - To acquire the knowledge, skills and relevant training to prepare them for the opportunities, responsibilities and experiences of adult life
 - To develop, recognise and value a sense of right and wrong and to understand the society in which they live and recognise their obligations towards it
 - To experience a rich, broad and balanced curriculum, matched to individual need and enhanced by a wealth of high quality first hand learning experiences
 - To develop spiritually, morally and socially and to gain an understanding of other beliefs and cultures
- whatever their faith, age, race, sexual orientation, gender or disability**

The School will:

- Encourage all children to develop to their full potential in a caring, friendly and secure environment
- Help each child to become increasingly independent, confident and competent, and develop in them the skills and attitudes which can help them to become active members of a modern society
- Foster in the children an understanding of tolerance and respect for themselves and others
- Deliver a broad and balanced curriculum in line with the requirements of the National Curriculum
- Teach personal, social and health education, thereby preparing children to live and work in the wider community
- Provide equal opportunities for all pupils to reach their full potential
- Set homework in accordance with the school's homework policy

- Provide regular assessments and reports
- Discuss, in confidence with parents, any concerns there might be about their child
- Send regular newsletters to update parents on matters relating to school
- Send home each term information regarding the main teaching topics to be covered

The Family will:

- Support the school's efforts and encourage good behaviour
- Ensure regular and punctual attendance
- Ensure that clothing appropriate for school is worn at all times
- Support the aims of the school
- Maintain an interest in the child's work and ensure completion of any homework set
- Encourage the child to do his/her best and praise his/her achievements
- Inform the school if the child is going to be absent, and give the reason
- Attend consultation evenings and meetings to discuss the child's progress, and contact school to discuss any issues concerning the child's education whenever necessary during the year

The Child will:

- Help to look after our school by taking good care of the equipment and the building
- Respect everyone's right to learn
- Work hard to the best of his/her ability
- Be polite and treat other people with care and respect
- Try to arrive at school on time and attend regularly

Together we will:

- Adopt these principles to become the best we are able to be

We would be grateful if you could discuss the contents of this agreement with your child helping them to understand the importance of their contribution to this partnership. Please acknowledge this by signing the sheet at the end of this document.

2) Image Consent

At Helmshore Primary School we regularly take and use photographs/images of pupils to capture their learning and enjoyment. Staff take pride in displaying your children's achievements and pupils love to look at and discuss these photographs.

Images may also be used in our school prospectus, on the website or in video or webcam recordings for school-to-school conferences or other educational purposes.

In order to protect pupils' interests, we require your permission to continue to take photographic and video images of your child for the purposes outlined above.

Please return the signed consent to indicate whether you are happy for your child to be photographed/recorded in school.

3) Internet Use Consent

As part of the curriculum and development of ICT skills, we provide supervised access to the internet and use of e-mail.

Naturally we are concerned about pupil's access to undesirable materials and I am writing to inform you of the steps we take to reduce this risk. Our Internet Service Provider operates a filtering system that restricts access to inappropriate sites and material.

Every effort is made to ensure that pupils cannot access unsuitable information, however, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable, under any circumstances, for any damages from your child's use of School's internet facilities.

Please note below the "Rules for Responsible Internet Use" that we operate at Helmshore Primary School.

Please return the signed Internet Use consent as soon as possible.

'Responsible Use of the Internet'

At Helmshore Primary School we have installed computers and Internet access to assist our learning.

These rules will protect everyone and help us to be fair to each other

- I will seek permission from a member of staff before using the Internet
- I will only use my own login and password and I will not tell it to anyone else

- I will not access other peoples' files
- I will use the computers for homework and schoolwork only
- I will only e-mail people I know, or my teacher has approved of
- The messages I send will be sensible and polite
- I will not bring floppy discs/memory sticks into school without permission
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent, carer or teacher has given permission
- To help protect other pupils and myself, I will tell a teacher if I see anything that I am unhappy with or I receive messages I do not like
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

4) Food Tasting Consent

During the course of food activities being carried out in school, your child may need to taste certain types of food.

Please return the attached consent slip informing school of any special dietary requirements which may prevent them from tasting certain types of food.

5) School Fruit & Vegetable Scheme Consent (Infant Children Only)

As part of the School Fruit and Vegetable Scheme, every child in our EYFS, Year 1 and Year 2 classes who wishes to will receive a free piece of fresh fruit each day.

We feel that this scheme provides an excellent opportunity for our pupils to have a healthy snack at no cost to families. It ties in with our other initiatives in school to promote healthy eating and a healthy lifestyle.

We are pleased to be taking part in this scheme and hope that you will give your consent on the slip attached.

6) A1 & A2 Visits Permission (inc Risk Assessment 2014/2015)
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Lancashire LEA places high value on educational visits and recognises the considerable contribution that such visits bring to children in terms of their personal and social development.

The safety of pupils and staff is always a priority of any policy relating to educational visits and at Helmshore Primary School we take this very seriously whilst emphasising the importance that educational visits continue. We intend to produce written Risk Assessments for each visit undertaken and all visits have to be approved by the Educational Visits Co-ordinator (C Myers) in consultation with the Governing Body.

Visits have been categorised as follows:

- A1 visits: walk in the local environment with no road crossings (e.g. to church)
- A2 visits: walks in the local environment with road crossings (e.g. to local shops, sports centre, neighbouring schools)
- A3 visits: activities requiring transport (e.g. trips to museums, galleries)

Type B visits, which require the approval of the LEA, include:

- Off-site visits on or near still or moving water
- Visits involving adventurous activities
- Visits involving an overnight stay

We are seeking your permission for the A1 and A2 visits for this and future academic years, so that you do not have to sign a form on each occasion. As always, separate permission will be sought for all A3 and Type B visits. Please read the following Risk Assessment and return the signed consent to school as soon as possible. **If we do not receive your completed form, we cannot take your child on local visits.**

RISK ASSESSMENT FOR EDUCATIONAL VISITS			
School: Helmshore Primary School		Venue / Activity: A1 & A2 visits: to church, the local shops and housing, Sports Centre, Helmshore Textile Museum, neighbouring schools, parks etc.	
ASPECTS TO CONSIDER (List only actual hazards)	LEVEL OF RISK? (L - M -H)	WHO IS AFFECTED?	CONTROL MEASURES
		Pupils (P) Staff (S) Visitors (V)	
1: PEOPLE			
1.1 Pupils / Performers:	M	P & S	Children instructed to walk in pairs and in class groups and to keep from the road side of the pavement.
1.2 Teachers	L	S	Staff to be vigilant. Staff to liaise with each other using mobile phones and 'walkie talkies'.
1.3 Support Staff	L	S	As above.
1.4 Others:			

2 CONTEXT:			
2.1 Journey: ~ crossing the road ~ children stumbling and falling ~ cars mounting the pavement ~ children leaving the group	M	P & S	Staff/pupil ratio 1:5 for EYFS; 1:6 for pupils in Y1-Y3 and 1:10 for pupils in Y4-Y6. The children are to walk in two's forming an orderly line. There will be regular stops to enable the rear of the line to catch up. Hazards will be identified by accompanying adults.
2.2 Procedures:	M	P & S	Staff to monitor their own class/group. Group to stay together. The teachers to advise group on behaviour, First Aid, hazards, road safety etc.
2.3 Security of accommodation:			Not applicable
2.4 Equipment:	L	P & S	All inhalers are clearly labelled and carried by staff members known to respective pupils. Mobile phones and 'walkie talkies' will be used to aid communication.
2.5 Seasonal Considerations:	L	P & S	Journey in the local vicinity will be postponed (if possible) in the case of bad weather. Children will be encouraged to bring appropriate outdoor clothing.
2.6 Transport:			Not applicable
2.7 Other:			
3 ORGANISATION			
3.1 Class Organisation	M	P & S	Children divided into groups of 5 to 8 with a named adult in charge. 1-1 support for pupils identified with additional needs.
3.2 Activity Programme			Not applicable
3.3 Behaviour / Discipline	M	P	Children instructed in groupings, expected behaviour, what to do in cases of emergency etc. Additional support for some pupils.
3.4 Working area			
3.5 Assemble / Dispersal	L	P	Children assemble in their classrooms. They line up in twos and form an orderly line. The teacher communicates with other members of staff and directs the children when to set off.
3.6 Emergency Action	M	P & S	"999" call or child(ren) brought back to school or taken to / sent to hospital.
3.7 Other			
SCHOOL AUTHORISATION			
Signed: Headteacher		C A Myers	Date of Assessment: 8 th September 2015
EVC		C A Myers	

7) Privacy Notice - Data Protection Act 1998

We, Helmshore Primary School, are the 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. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care;
- help and improve health and wellbeing, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information¹, characteristics such as ethnic group, special educational needs and any relevant medical information.

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

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact the school office in writing to Helmshore Primary School, Gregory Fold, Helmshore, Rossendale, BB4 4JW or by email to bursar@helmshore.lancs.sch.uk

If you require more information about how the LA and/or DfE store and use this data please see related documents:

- **What the LA does with Pupils' and School Workforce data**
- **What the DfE does with Pupil data**
- **Who the DfE passes Pupil data to**

If you need any further clarification, please contact the LA or the DfE as follows:

- Data Collection Manager - 01772 531317
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk

¹ Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools

Please read the contents of this document carefully and acknowledge this by completing the consent and agreement form below.

Please return this form to the school office as soon as possible, together with your child's signed **Data Collection Sheet**, changing any information to be updated.

CONSENT and AGREEMENT

Name of Pupil: Class:

1) Home, School and Learner Partnership

I acknowledge that I/we have discussed the contents of this agreement with my child to help them to understand the importance of their contribution to this partnership involving the school, parents and children.

Signed: (Parent/Guardian) (Date)

2) Image Consent

I give/do not give* consent for images of of Class..... to be taken at Helmshore Primary School for educational purposes.

Signed: (Parent/Guardian) (Date)

3) Internet Use Consent

I give permission for of Class to use internet facilities at school. I understand that School does not accept responsibility for the nature and content of materials accessed by my child.

Signed: (Parent/Guardian) (Date)

4) Food Tasting Consent

I give permission for of Class to take part in curriculum food activities. Please delete as appropriate below:

*He/she** can eat a variety of foods ~

*He/she** should not eat the following foods ~

Signed: (Parent/Guardian) (Date)

continued overleaf.....

5) School Fruit and Vegetable Scheme (INFANT CHILDREN ONLY)

*I wish/do not wish** my child to participate in the School Fruit and Vegetable Scheme.

Signed: (Parent/Guardian) (Date)

6) A1 and A2 Visits Permission

I have read and understand the Risk Assessment for A1 and A2 visits and give permission

for of Class to make such visits.

Signed: (Parent/Guardian) (Date)

7) Privacy Notice - Data Protection Act 1998

I have read and understand the Privacy Notice - Data Protection Act 1998.

Signed: (Parent/Guardian) (Date)