



WELCOME BOOKLET

STARTING SCHOOL

AT

SHORNE CHURCH OF ENGLAND

PRIMARY SCHOOL

Part of the Aletheia Anglican Academies Trust



June 2020



Welcome to Shorne Church of England Primary School

This Welcome Booklet has been carefully put together for your reference and we hope will give you useful information to help your child settle into Shorne Primary School as quickly as possible.

School contact details

Shorne Church of England Primary School
Cob Drive
Nr Gravesend
Kent
DA12 3DU

Tel/Fax: 01474 822312
Email: office@shorne.kent.sch.uk
Website: www.shorne.kent.sch.uk

Head of School: Miss T Hewett

Deputy Head: Mr S Mallinson

Chair of Governors: Mr K Syrett

Office Managers: Miss D Mansfield
Mrs A Wellard



Shorne Church of England Primary School

At Shorne Church of England Primary School we strive to be outstanding in every area. We aim to create a safe and happy environment where every member of the school community feels valued and respected. The children that attend our school are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into thoughtful, confident and compassionate members of society. As a church school we have a responsibility to teach our Christian values to the children, which are:

Respect – through love

Achievement – through learning

Perseverance - through faith

In joining our school we hope you will work closely with us in ensuring the very best for your child. We offer many and varied opportunities for parents to get involved in school life and we hope you will take advantage of these. Look out for our regular newsletters and keep an eye on the website for weekly messages and latest events.





Aletheia Anglican Academies Trust

Shorne School is part of the Aletheia Anglican Academies Trust and we work in collaboration with our partner schools:

Saint George's Church of England Secondary School
Saint George's Church of England Primary School
St Botolph's Church of England Primary School
Horton Kirby Church of England Primary School
Stone St Mary's Church of England Primary School
Sutton at Hone Church of England Primary School
Rosherville Church of England Academy.



The Trust's Vision and Strategic Plan

Operating within the family of the Diocese of Rochester, Aletheia schools are motivated by Christian values to serve our local communities. Our schools seek to embody the Christian experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. Aletheia schools welcome those of all faiths and none, and are proud of the inclusive nature and diversity of each cohort. At the heart of the Aletheia vision is the belief in educational excellence; the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

Aletheia is committed to sustaining high quality schools, and supporting schools in need of specific improvement in some of the more challenging wards in Kent. More specifically primary sector provision in Dartford and Gravesham; Anglican and otherwise. Our focus is to provide school improvement services that draw on the wealth of practise from across our trust, broaden the expertise available to schools through flexible working arrangements and increase our capacity to quickly respond to the needs of individual schools. Pedagogical excellence is at the heart of all we do with a sustained focus on collaborative and mastery learning. Our Teacher Training 'Hub' status aids our mission to recruit, train and retain staff of the highest quality within our local community.

Belonging to a local Trust offers greater opportunities for influence than single schools can achieve: working together the Trust aims to be greater than the sum of its constituent schools. We see the growth of Aletheia as an opportunity for schools, leaders and governors to step forward as co-shapers of a school led and self-improving system in our area. The trust would like to become a sponsor to provide a credible alternative to existing providers, offering our distinctive ethos and strength of leadership to ensure all our schools are outstanding. We wish to grow our network of formal collaboration so as to broaden our ability to best match the experience and expertise of our teachers to the learning needs of individuals especially in areas of social deprivation.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, working in partnership with each other, learning from each other
- Promoting a Church of England ethos, which believes in the value and potential of every student to achieve excellence academically; in religious education and their wider studies and become fully the person God intends.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Ensuring excellence in Central Services to deliver support to academies across the Trust.



Links with the Church of St Peter & St Paul

Our school enjoys strong links with the local church in Shorne, the Church of St Peter & St Paul.

Throughout each academic year the school enjoys visits to the Church to celebrate a variety of Christian festivals plus each class will take their turn leading a Sunday morning service.

Our local vicar, The Reverend Ted Hurst (Father Ted), comes into school on a regular basis each week to take assembly.

Details of all our services held at the Church of St Peter & St Paul can be found on our school website.



The Church of St Peter & St Paul



Reception Class Curriculum

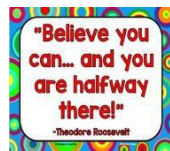
What is the Early Years Foundation Stage?

The Early Years Foundation Stage (EYFS) is the stage of education for children from birth to the end of the Reception year.

It is based on the recognition that children learn best through play and active learning.

When children join Shorne Primary School we want their experience to be happy, active, exciting, fun and secure. We will support their development, care and learning needs.

We work hard to develop an effective **Growth Mindset**. We are teaching the children to get excited by challenge and that it's ok to make mistakes as these are learning opportunities.



Within class we embrace effort, persistence, trying different strategies and learning from mistakes. The sky is the limit – we can succeed with whatever we set out to do! Some things may just take a little longer than others!

Transition to school It's **NOT** scary!

Usually children attend a visit session to the Reception Class to develop familiarity with the setting and practitioners. They receive a welcome pack all about starting school, full of photographs and information about their new class in a photographic child friendly form. The Reception teacher visits each child at their nursery setting in the summer term before the children start.

The children start school in September on a part time basis initially. In the afternoons the teacher meets with parents/ carers to discuss settling in and any worries or concerns. There is also a coffee afternoon where information is given on the teaching of phonics/reading which enables the parents/carers to support their child at home.



Inside/Outside

Children have free flow access to both indoors and outdoors. There are opportunities for learning in both areas come rain or shine.

We build ramps for cars to travel down in our building area and measure how far they go.

We role play in our theatre outside! We have made tickets and paper popcorn to sell. We even have 'agents' and judges who sit with clipboards and write down each performer's talents.

We enjoy mixing and measuring in our mud kitchen.

We develop new games to play and teach them to others.

Children have wellies and waterproofs in school.

Apart from Phonics, R.E. and Maths we do not teach subjects in isolation.

Children are given the opportunities to explore the whole curriculum by enticing activities set up within the classroom.

Adults ensure there are activities set up to cover all areas of the curriculum. We ensure children do not gravitate towards one specific area by observing interests and acting upon this.

Monitoring Progress

Throughout the year we monitor children's progress and inform parents of their 'next steps' in learning. These targets are updated regularly throughout the year to show children's development and areas where they need further support.

Any child falling behind or showing difficulties are identified almost immediately and extra support given. If they continue to struggle interventions are put into place.

How can you prepare your child for school?

Encourage them to get dressed by themselves.
Put on coats, shoes, socks.
Encourage them to go to the toilet independently.
Talk to your child.
Read stories to your child.
Play games and take turns.
Sing nursery rhymes and counting songs.
Learn how to use a knife and fork.
Say please and thank you.



If learning is not fun children are not engaged!

The School Day

Time	Activity
08.35	School gates open
08.50	School starts – registration
10.30 – 10.50	KS1 Break (Tues)
10.30 – 10.50	Whole School Break (Fri)
10.50 – 11.10	KS2 Break (Tues)
10.50 – 11.10	Whole School Break (Mon, Weds, Thurs)
12.00 – 13.10	KS1 Lunch
12.15 – 13.10	KS2 Lunch
13.10	Afternoon Registration
15.20	End of School



School Uniform

Girls	Boys
White blouse/polo shirt Bottle green cardigan or school sweatshirt (round or V necked) Plain grey skirt/tailored trousers/pinafore dress White or grey socks/tights Black shoes Summer – green and white checked dress is optional Optional – Fleece and school coat (both with school logo) School Book Bag	White shirt/polo shirt Bottle green V necked jumper, sleeveless jumper or school sweatshirt (round or V necked) Plain grey tailored trousers Dark socks Black shoes Summer - plain grey shorts are optional Optional – Fleece and school coat (both with school logo) School Book Bag

Physical Education

Boys and Girls

Bottle green round necked school T-shirt with school logo.
 Bottle green shorts.
 Plimsolls (black elasticated).
 Trainers.
 Optional – tracksuit.

PE clothing should be contained in a clearly named green draw-string bag (available through "School Time").

PE kit should be kept in school on the child's peg and taken home for washing at the end of each half term. If the weather is cold or damp children are allowed to wear a tracksuit and trainers when doing PE outside.

Uniform items embroidered with the school logo are available to purchase from School Time, 23 Railway Street, Chatham, Kent, ME4 4HU either in the shop, online (info@schooltime.co.uk) or by telephone (01634 831684).



Jewellery



The wearing of jewellery at school is not allowed. If watches and earrings are worn they must be removed for all games and PE, etc. Staff are not permitted to remove or replace earrings. The school cannot be held responsible for the safekeeping of watches, earrings or jewellery. All other forms of jewellery should be removed before coming to school.

If you were considering having your child's ears pierced please do so at the beginning of the summer holiday to allow time for the studs to be taken out.

Lost Property

Please name all clothing clearly so that it can be easily returned if lost. All unclaimed lost property is put in our lost property box and is donated to charity at the end of each term due to lack of storage space. Please ensure that any lost property is claimed promptly.

Hair

Long hair should be tied back with a hairband or ribbon matching the school colours (no large bows please).



Safety guidelines for transporting children to and from school

School drop off in the mornings

A teacher is on duty from 8.35am at the front and rear entrances to the school. Parents are asked not to come into the playground once children are settled into school. Please come into the school office if you need to leave a message.

Front entrance in Cob Drive

- Parking in Cob Drive before and after school is difficult, especially as the road is a cul de sac. However, this has been alleviated somewhat in the mornings by making use of the 'turning circle' and allowing parents to drop off children on the side of the pedestrian gate. Once your child/children have dismounted the car onto the pavement, you can move on immediately and a staff member will greet the children at the front gate to ensure they enter school safely.
- Please do not park at the end of Cob Drive as this prevents others turning easily and causes congestion.
- Please do not park at the junction of Cob Drive and Forge Lane either on the corner or opposite. It is very dangerous. It blocks the access, restricts vision and it is also illegal.
- Keep your speed down to 5 miles an hour when anywhere near the school and especially in Cob Drive. You've seen the adverts on television. The faster you are going the more likely you will kill or maim a child if an accident were to happen.
- Car share where possible. Organise a rota wherever possible. Even a few cars less at 3.20pm could make a significant difference to the dangers currently being caused by 55-60 cars arriving together.
- Remember, you chose a village school for your child/children and unfortunately its roads and pathways were never designed for the volume of traffic which flood in at 3.20pm every day. This means extra care and consideration by every family and especially by all the drivers.

Rear entrance in Hollands Close

You may walk your child/children up the back path to the school.

As with the front entrance please be very mindful of our residents in Hollands Close and take care not to obstruct drives, not to mount grass verges or block pavements.



School pick up in the afternoon

We welcome all parents onto the playground to collect their children to ensure the safety of every child. The children have been asked to wait until the arrival of their parents or the person they are expecting to collect them.

On collection, it would also be helpful if parents would keep both their pre-school children and their school age children with them. There may be an occasion when you are unavoidably detained and therefore late in collecting your child from school. Please make full contingency plans for someone to collect your child in case this should happen. Members of staff are not available to care for the children after 3.30pm as they have other commitments. You must give us prior notice of persons authorised to collect your child.

No child should remain unaccompanied on school premises after 3.20pm unless they are involved in an after-school activity. We are only responsible for those children officially participating in these activities. It is not acceptable for a child to be left to watch a football or netball match in which an older brother or sister is involved unless accompanied by an adult.



Parent, Carer and Visitor Code of Conduct

At Shorne Church of England Primary School we work in close partnership with our families and so that we are all clear about expectations we ask you to complete a Home/School Agreement.

This simply sets out from the start what you the family can expect from the school and in return what the school expects from you and your child.

Our parents recognise that educating children is a process that involves partnership between home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we 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 parent and visitors to our school about expected conduct so that we can work together to ensure a safe and positive school environment for our children.

RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS

This guidance supports implementation of the Home-School Agreement. We expect parents and carers to show respect and concern for others by:-

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- reinforcing the school's policy on Behaviour;
- respecting the learning environment appropriately (both in school and off site),
- parking with consideration and respect for others when delivering and collecting children from school.

In order to support a peaceful and safe school environment, the school does not tolerate:-

- disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- damaging or destroying school property;



- abusive, threatening, malicious or inflammatory emails, phone or social network messages
- smoking and consumption of alcohol or other drugs or accessing the school site whilst intoxicated.

The above behaviours on school premises will be reported to the appropriate authorities and Governors may prohibit an offending adult from entering the school grounds to safeguard our school community.

We trust that parents, carers and visitors will fully support this Code of Conduct.



General Information

Absence

May I remind you that we need a written note for any form of absence. A telephone call must be made to the school office on the first day of absence by 9.30am. On return to school a child must bring in a note addressed to his/her teacher.

Apparatus

No child is allowed to use the playground apparatus without the supervision of school staff.

Children are not allowed to use the playground apparatus before or after school.

Class DoJo

ClassDojo is a classroom communication app used to share what is being learnt in the classroom between parents and teachers through photos, videos, and messages and is used widely by each class.

FOSS

Friends of Shorne School (FOSS) is the name of Shorne Church of England Primary School's Parent Teacher Association (PTA). The main objective of FOSS is to raise funds to advance the education of pupils by providing and/or assisting in the provision of facilities, equipment and experiences that extend their learning.

FOSS is an open group, welcoming new members no matter how much time individuals can commit. You don't even have to go to every meeting or get involved with every single event. The more people that offer a little help here and there, the wider the workload can be spread and the easier it becomes. If you are a new parent please take the time to find FOSS on their FOSS Facebook page. Please just send a request or ask another parent to add you and you will be added. The page is used for reminders about all the large events as well as cake sales, requests for help and small every day questions about things like sports day, dinner menus etc.

The two big events of the year are the Summer Fete and the Christmas Bazaar. Other fundraising events include: Krispy Kreme donut sale; Easter Egg hunt; Non School Uniform days; Sale of second hand uniform; School Discos; Bake sales; Picnic on the Green; Children's film night and Mother's and Father's Day gift shop



Governors



Our Governors visit school frequently and monitor and evaluate the progress the school is making and act as a source of challenge and support to the Head of School.

Harley – The Dog Mentor

Harley is a 6 year old Chocolate Labrador and is a therapy dog. He is a very popular member of the school and has received the correct Dog Mentor training to ensure that he has the correct temperament to take on this role.

Harley will only be in contact with children whose parents/carers have given their permission and who voluntarily wish to work with him. There is no charge for this programme.

Harley will be on a lead at all times when moving around the school property and will always be accompanied by a trained adult. Harley is also fully insured to carry out his role thus allowing him to be on the school site. The appropriate risk assessments are in place for Harley to be in school and this has been approved by our Governors. Please see the school website for more information about Harley.

Holiday

Holiday taken in term time will not be authorised. School terms and holiday dates are available to view on the school website.

House Points

The school is divided into four ‘houses’ named in connection with our local links to Charles Dickens.

Copperfield	-	Blue
Havisham	-	Red
Pickwick	-	Green
Nickleby	-	Yellow

Each pupil can gain house points for demonstrating good behaviour e.g. good manners, a caring attitude, good effort etc.

At the end of each week House Points are added up and the winning house is announced during each weekly Celebration Assembly.

Jewellery

The wearing of jewellery at school is not allowed. If watches and earrings are worn they must be removed for all games and PE, etc. Staff are not permitted to remove or replace earrings. The school cannot be held responsible for the safekeeping of

watches, earrings or jewellery. All other forms of jewellery should be removed before coming to school.

Lateness

The school gates open at 8.35am and close at 8.50am. All the children are expected to be in school by then. If your child is unavoidably late please report this to the school office. The class registers close at 9.00am and the child would be marked in as late after this time. If your child arrives after 9.30am and the school has not received prior notification, then the absence will be marked as unauthorised for the whole of the morning session.

Pre-school Children

To help us to reinforce the high standard of behaviour in our school, I would ask parents to keep their pre-school children with them from the moment of entering the school premises.

RAP Awards

As a church school we have a responsibility to teach Christian values to the children.

Our Behaviour Policy aims to promote our 3 Christian values of:

Respect – through love
Achievement – through learning
Perseverance - through faith

The emphasis of our Behaviour Policy is on a positive approach which rewards pupils through encouragement and praise, alongside a reward system, both at a classroom level and across the school.

One way of rewarding the children is by holding a RAP Awards Assembly at the end of each school term. RAP stands for Respect, Achievement and Perseverance. Both awards and enamel badges are given out where a child has demonstrated the use of our Christian values either through their work, their own behaviour or behaviour towards others.

One child for each category is chosen in each class (3 children in total). The children keep the award at home for one term but can keep the badge and must then return the award to the school before the end of the next term.

The RAP Awards Assembly is of considerable significance to the children making them feel very privileged to receive a RAP Award.

Shining Stars

Children who demonstrate our Christian Values of Respect, Achievement and Perseverance are awarded a special certificate and appear on our Shining Stars Board. These certificates are given out in the Celebration Assembly on Fridays.

Visitors to School

All visitors to the school need to buzz in at the intercom on the electric gates outside the front of the school. You will then be directed to the School Reception. If you are going beyond Reception you must sign in and obtain a visitor's label. This is to avoid the danger of strangers gaining access to the school under false pretences and is also in line with fire regulations.



Breakfast Club

Children are welcome to attend Breakfast Club, but we do need you to book places 7 days in advance. It is a lovely calm start to the day for children and it helps parents with work and other commitments.

What we offer

A wholesome breakfast available daily consisting of:

- toast – with a choice of spreads
- cereals with milk
- yoghurts
- fresh fruits
- fruit juices
- bagels
- crumpets

We also provide a variety of activities including: board games, colouring, reading and puzzles.

Breakfast Club gives children the opportunity to socialise, meet with friends or make new ones. A relaxed atmosphere is encouraged.

General Information

- Breakfast Club runs every school day from 7.45am. Our opening days are the same as school term dates.
- The entrance for Breakfast Club is the main front entrance only. Please be aware of staff arriving in cars. Drop children at front door to either Mrs Pitcher or Mrs Hooper.
- The current rate is £4.00 per child or £6.00 for two or more siblings, per day, payable in advance.

Terms and Conditions

- Fees are due in advance.
- Refunds cannot be made if a child is absent for any reason but fees may be carried over.
- Notice must be given for any extra days or changes to the norm.



Food and Drink

School Fruit and Vegetable Scheme

You may have heard about the Government's School Fruit and Vegetable Scheme. Under the scheme, each child aged four to six in state funded schools will be entitled to receive a free piece of fruit or vegetable each school day. Scientists agree that everybody, including children, can reduce their risk of heart disease and cancer by eating at least five portions of fruit and vegetables every day. On average, children in the UK eat only two portions a day.

We are pleased to say that our school participates in this scheme, which reinforces our commitment to healthy eating, and your child will be offered a free piece of fruit or vegetable each day at morning break time.

The fruit and vegetables will be fresh and of good quality. The aim is for the children to have a positive and enjoyable experience of fruit and vegetables.

The scheme is voluntary, and although there is no obligation for your child to take part, we hope you will share our belief that it has many benefits. It is a great way to help us teach our children the benefits of healthy eating.

If you **do not** wish your child to participate in the scheme, please inform the school office **immediately**. It is essential that you inform us of any allergies your child might have so that we can ensure they are not given anything that might harm them.

School Milk

Free milk is available for all children under the age of five in school, funded by the UK government. In our school, this milk is provided by Cool Milk, the UK's leading school milk supplier. You can register your child online for FREE school milk today via their website (www.coolmilk.com).

When your child turns five, you are able to pay a subsidised rate for your child to continue to receive milk. If you wish for your child to continue receiving milk from the age of five, simply register with Cool Milk directly via their website (www.coolmilk.com) or pick up a registration form from the school office. They will then contact you at the appropriate time to arrange pre-payment.

All information handled by Cool Milk is processed in accordance with current Data Protection Legislation. The data will be stored securely on Cool Milk's UK-based servers and will not be passed to third parties other than to UK Government departments for audit purposes.



Universal Infant Free School Meals

As you are probably aware, under the Universal Infant Free School Meal scheme, every pupil in Reception, Year 1 and Year 2 is eligible for free school meals.

Good food and good food culture has been shown to lead not only to healthier, happier and more fulfilled children, but to improved educational attainment. Evidence from those areas that provide universal free school meals shows that children eat more healthily and perform better academically. Schools in these areas have also reported improved behaviour and atmosphere as a result of all pupils eating together every day.

We believe that the school lunchtime is a great opportunity for all of our children to sit down together and enjoy their healthy and tasty meal, while developing their social skills. We therefore hope that all parents will take up this offer of a free school meal for our infant pupils.

All schools in our MAT (Multi Academy Trust) use TCS (Total Catering Solutions) to provide our school meals.

A copy of the weekly menu is available to view on the school website. Children who require a special diet for medical or religious reasons can be catered for if the school cook is informed in advance.

Pupil Premium

Did you know that, even though your child is entitled to a free school meal from Reception to Year 2, if you receive certain benefits our school can still receive additional money from the Government under the Pupil Premium Grant?

For every child registered, Shorne Church of England Primary School will get £1320!

With this money we could purchase additional resources for the children of our school, such as IT and sports equipment, music lessons, additional staff etc, as well as updating our current facilities. **If you are eligible and have registered, you could also get financial help with school trips and free places in our Breakfast Club.**

How does it work?

1. First, check to see if you qualify – please look at the list below.
2. Registering is really quick and easy – if you think you qualify, you can register online at <http://www.kent.gov.uk/education-and-children/schools/free-school-meals>

Apart from a few members of staff, no one will know that you have registered or that your child is able to have free school meals and if you claim benefits it will not affect any of these.



If you have any questions regarding Pupil Premium, please contact the school office.

Do you qualify?

You can register your child for Free School Meals if you get any of these benefits:

- Universal Credit with an annual net earned income of no more than £7,400
- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit (not including Working Tax Credit) if the household income is below £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guaranteed Element of State Pension Credit
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999 if you are an asylum

Packed Lunches

If your child brings a packed lunch, please send it in a named lunchbox. We ask that children bring a nutritious meal – no sweets or chocolates are allowed – together with a drink of water or fruit juice (not too sugary) in a plastic bottle or flask



E-Safety

Responsible Use of the Internet

As part of pupils' curriculum and the development of ICT skills, Shorne Church of England Primary School is providing supervised access to the Internet.

Pupils will be able to exchange electronic mail with partner schools and research information from museums, libraries, news providers and suitable websites as part of their programme of learning.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with that possibility. We have purchased our Internet access from an educational supplier that operates a filtering system that restricts access to inappropriate materials. All our screens are in public view and, as stated above, access will be supervised.

A copy of the school's E-Safety Policy is available to view on the school website.

Use of Social Media

Social media websites are being used increasingly to fuel campaigns and complaints against schools, headteachers, school staff, and in some cases other parents/pupils. Shorne Church of England Primary School considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the Class Teacher, the Head of School or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated at Shorne Church of England Primary School is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.



Parent Consent for Using Images of Children

We need to ask for your consent before we are able to take photographs of your child during their time at Shorne Church of England Primary School.

Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and their families and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, including:

- documenting and recording education activities
- recording their learning and development progress
- recording special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other.

We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect children and young people by minimising risk.

We are mindful of the fact that some families may have reasons why protecting a child's identity is a matter of particular anxiety. If you have special circumstances either now or at any time in the future which would affect your position regarding consent, please let us know immediately in writing.

To comply with the General Data Protection Regulation (GDPR), we need your permission before we can photograph or make any recordings of your child

Please note, due to government legislation, parents/guardians/members of the audience are forbidden to photograph or film any public performance/events (eg, school performances/events or church services).



Student Acceptable Use Policy

The school has installed computers and Internet access to help our learning. Please read through the following rules with your child and complete and return the Acceptable ICT Use Policy Agreement. These rules will keep everyone safe and help us be fair to others.

Safe

- I know that my use of school computers, devices, services, e-mail and internet access will be monitored and logged.
- I understand that school systems, including the internet filter and security software are there to protect me, and I will not try to compromise or bypass it.
- I know can visit www.thinkuknow.co.uk, www.childnet.com and www.childline.org.uk to find out more about keeping safe online.

Private

- I will keep my password safe and secure, as my privacy, school work and safety must be protected at all times.
- I will protect my personal information online at all times.
- On personal devices, I will ensure my privacy settings are set appropriately and will ask for help from a member of staff if unsure.

Responsible

- I know that school computers, e-mail and internet access is a privilege to help with my learning.
- I will write e-mails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend. I will not use bad language, racist, sexist, abusive, homophobic or aggressive words that could bring the school is disrepute.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any other person.
- I will only upload appropriate pictures or videos of others online when I have permission.
- I know that bullying in any form (online and offline) is not tolerated and I know that technology should not be used for harassment or abuse in any way.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I know that other technological devices may not be allowed in school. If I am not sure, I will ask a member of staff.
- I will not interfere with another user's computer or equipment.

Legal

- I understand that it may be a criminal offence and/or breach of the school policy to download or share inappropriate images, video, sounds, text or other material online.



- I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18.
- I will not access or change other people files, accounts or information.
- I will respect other people's information and copyright by giving a reference and/or asking permission before using images or text from copyrighted online sources.

Reliable

- I know that people I meet online may not be who they say they are. If someone online suggests meeting up, I will immediately report this to a member of staff.
- I will always check that any information I find online is reliable and accurate.

Report

- I know that if the school suspect I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices.
- If I am aware of anyone trying to misuse technology, I will report this to a member of staff.
- I will report any damage to technology, whether accidental or malicious, to a member of staff.
- I will speak to a member of staff if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.
- I am aware that online actions have both online and offline consequences.



Privacy Notice – How we use pupil information

Privacy Notice (How We Use Pupil Information)

Within the Aletheia Anglican Academies Trust (AAAT) we collect and process personal information. You have a legal right to know what information we hold and how we use it. The purpose of this privacy statement is to outline what information we collect and how we use it.

The categories of pupil information that we collect and store:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as gender, ethnicity, language, nationality, country of birth, special educational needs and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Any medical conditions
- Achievement and behaviour records
- Photographs
- CCTV images
- School based assessment and examination results

Why we collect and use this information

We use the pupil data:

- To contact home
- To support learning
- To monitor and report on pupil progress
- To monitor wellbeing and provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and use your information only when and where we are legally allowed to do so. We will use your information where:

- We need to comply with the law, compliant with Article 6 (c) of the GDPR.
- We need to protect your interests and wellbeing, compliant with Article 6 (d) of the GDPR.
- We need to carry out tasks in the public interest, compliant with Article 6 (e) of the GDPR. This includes providing education services.

Collecting pupil information

Most of the pupil information that we collect is required by law. However, there are occasions when we will ask for consent for additional information. You are under no obligation to provide additional consent and can be withdrawn at any time.

This may include (but is not limited to):



- Use of a pupil's photograph
- Use of a pupil's information on the school website

Storing pupil data

We will keep personal information about you while you are a pupil at our school. Where we have a lawful basis, some personal information will be retained beyond this point.

We are currently reviewing our data retention and data destruction policies and will update the website with this information when the review process is complete.

Who we share pupil information with

We routinely share pupil information with:

- Parents or carers
- Health and social welfare authorities
- Educational establishments that the pupil attends after leaving us
- Kent County Council
- Department for Education (DfE)
- Ofsted
- Service providers (who have been verified as GDPR compliant)
- Police and legal services

Why we share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this

information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact

The Office Manager, on 01474 822312 or office@shorne.kent.sch.uk. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Office Manager, on 01474 822312 or office@shorne.kent.sch.uk.



And finally

We look forward to welcoming you and your child/children to Shorne Primary School.

If you have any questions, please do not hesitate to contact the school office on 01474 822312 or email office@shorne.kent.sch.uk.

Usually we would send out a separate folder containing the following documents for you to complete and return to school. However, due to the current Coronavirus Pandemic these will be sent out to you in another format very soon:

- Home/School Agreement
- Improving communication from school to home
- Parental Consent for Images/Use of First Name
- Local visits for educational purposes – Parental Consent Form
- Parent/Carer Acceptable ICT Use Policy Agreement
- Medical Information Form
- Dog Mentor Consent

Thank you.