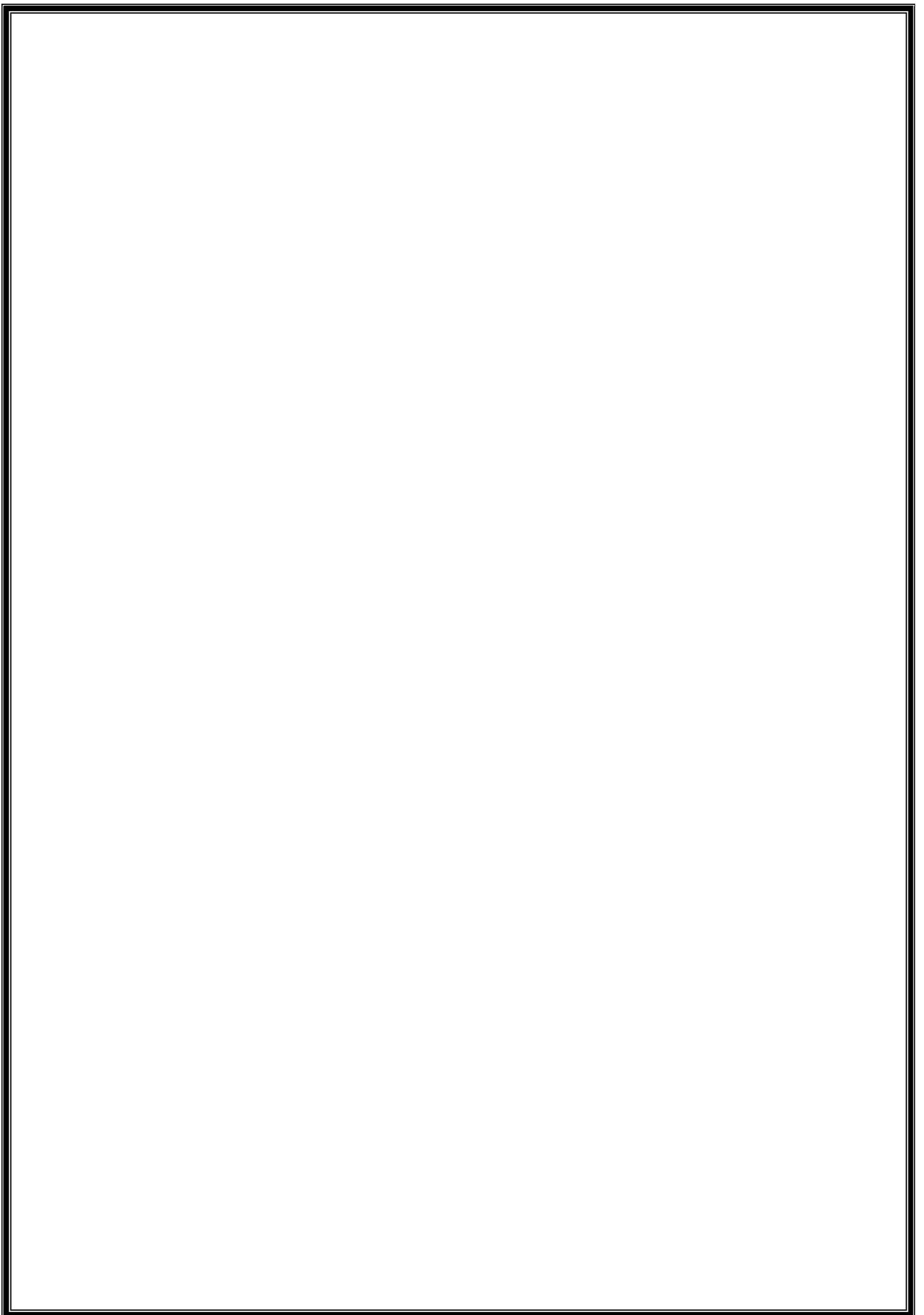


# FORMS

PLEASE COMPLETE AND RETURN TO SCHOOL

PLEASE ALSO LET US HAVE SIGHT OF YOUR  
CHILD'S BIRTH CERTIFICATE





Bream C of E Primary School  
 High Street  
 Bream  
 LYDNEY  
 Glos  
 GL15 6JW  
 ☎ 01594 562628  
 ☎ 01594 563644  
 ✉ admin@bream.gloucs.sch.uk  
 www.breamcofeprimary.co.uk

## Data Collection Sheet

Please complete and return to the school office together with your child's birth certificate

<b>Surname:</b>		<b>Legal Surname:</b>	
<b>Forename:</b>		<b>Middle name:</b>	
<b>Chosen name:</b>		<b>Gender:</b>	
<b>Date of Birth:</b>			
<b>Pupil Home Address:</b>			
<b>Post Code:</b>			
<b>Telephone:</b>			
<b>Email:</b>			

Please give details of all persons who have parental responsibility and anyone else you wish to be contacted in an emergency. Place them in the priority order that you wish them to be contacted.

Priority	Name / Relationship	Home Address/Phone/Mobile	Work Address Phone/Email
1		<b>Tel:</b> <b>Mobile:</b>	<b>Tel:</b> <b>Email:</b>
2		<b>Tel:</b> <b>Mobile:</b>	<b>Tel:</b> <b>Email:</b>
3		<b>Tel:</b> <b>Mobile:</b>	<b>Tel:</b> <b>Email:</b>

<b>Doctor:</b>			
<b>Medical Practice:</b>		<b>Telephone:</b>	
<b>Address:</b>			

<b>Medical Conditions:</b>	
----------------------------	--

<b>Ethnicity:</b>	Please see overleaf for list of choices.  Please state if ethnicity information is provided by Parent or Pupil.	
<b>Home Language:</b>		<b>Religion:</b>

<b>Travel Arrangements – please circle main one only:</b>						
<input type="checkbox"/> Bicycle	<input type="checkbox"/> Train	<input type="checkbox"/> Walks	<input type="checkbox"/> Car	<input type="checkbox"/> Taxi	<input type="checkbox"/> School Coach	<input type="checkbox"/> Public Transport
<b>Bus or Taxi company (if applicable):</b>						

<b>Dietary Needs:</b>					
<b>Meal Arrangement -</b>		<b>please circle main one only:</b>			
<input type="checkbox"/>	Free School Meal	<input type="checkbox"/>	Paid School Meal	<input type="checkbox"/>	Sandwiches
<input type="checkbox"/>		<input type="checkbox"/>	Home	<input type="checkbox"/>	Other

Please list details of previous School(s)/pre-school experience		
<b>School Name</b>	<b>Address and Telephone Number (if known)</b>	<b>Start and Finish Dates</b>

**Data Protection Act 1998:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfES.

**Signature:**

**Ethnicity List:**

**White:**

- English
- Scottish
- Welsh
- Other White British
- Irish
- Traveller of Irish Heritage
- White Eastern European
- White Western European
- White other
- Gypsy/Roma

**Mixed:**

- White and Black Caribbean
- White and Black African
- White and Asian
- White and Chinese
- Other mixed background

**Asian or Asian British:**

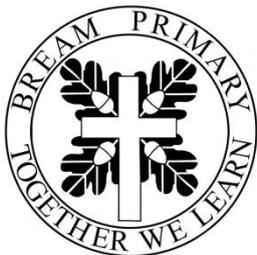
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

**Black or Black British:**

- Caribbean
- African
- Any other Black background

**Other Ethnicity Choices:**

- Chinese
- Any other ethnic background
- Ethnicity Refused



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## Internet Use Policy

### THE PURPOSE OF THE INTERNET USE POLICY

Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils. The purpose of internet use in Bream C of E Primary School is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and administration systems. This policy sets out the strategies used to ensure safe effective internet use in school.

### BENEFITS OF INTERNET USE IN SCHOOL

Benefits of using the internet in school include:

- access for pupils and staff to world-wide educational resources
- educational and cultural exchanges between pupils world-wide
- inclusion in the National Grid for Learning (NGfL)
- communication with support services, professional associations and colleagues through email, forums, blogs and learning communities
- continued professional development for staff through national initiatives, linked materials and examples of good practice
- exchange of curriculum and administration data with the LA and DCSF
- the development of skills for use outside school, e.g. cultural, vocational, social and leisure use in libraries, cafes, on the move and at home

### AUTHORISING INTERNET ACCESS

The school will keep a record of all staff and pupils who are granted internet access at Bream C of E Primary School. Staff will therefore be aware if there has been a withdrawal of a pupils' access. Use of the internet will be by directly supervised access to specific approved online materials or areas of research selected by the teacher.

### STAFF AND E-SAFETY

All teaching staff members are given training in e-safety on a regular cycle. They are made aware that internet traffic may be monitored and can be traced back to the individual user. Discretion and professional conduct is expected of all staff whilst using school equipment to access the internet. Misconduct may result in disciplinary procedures. All teaching staff will be required to read and complete a Staff Internet User Agreement Form (Appendix 4) at the beginning of their contract of employment.

## PUPILS AND E-SAFETY

E-safety rules and guidelines will be posted in all classrooms and will be discussed at the beginning of the school year. Teachers will draw attention to the rules and guidelines regularly throughout the year on a level appropriate to the age of their pupils. Assessment of the understanding of Key Stage Two Pupils will take place through the Key Stage Two Internet User Check-up sheet (Appendix 5). 'Hector's World' and 'ThinkUKnow' resources will be used to teach e-safety throughout the school. Pupils will be informed that their network and internet use can be monitored and that misuse may result in their access being denied.

## USING THE INTERNET TO ENHANCE LEARNING

School internet use has been designed to enable safe use by pupils and staff and includes filtering via the SWGfL. Staff undergo training to enable them to help pupils learn the skills necessary to benefit from internet use. They also help pupils to develop strategies to guard their own safety whilst using the internet. Pupils are taught what is acceptable and what is not acceptable and are given clear objectives for internet use across the curriculum by their teachers. Teachers will consider the following when planning how the internet will be used in lessons:

- How does the use of the internet enrich and extend the learning that will take place?
- Is the material to be accessed by the pupils suitable with regard to curriculum requirements and the level at which pupils are working?
- What guidance will be provided in order to support the learning intentions?
  
- How will the pupils be encouraged to evaluate content whilst using research skills such as quick location and effective retrieval?

## PUPILS EVALUATING CONTENT

The quality of information received via the internet is variable. Pupils need to develop key skills in handling information to enable efficient selection and well informed evaluation. In particular it may be difficult to determine the origin and accuracy of content as the contextual clues normally present with books or television programmes may be missing or difficult to read. Pupils will be taught to develop an awareness of these issues and techniques to deal with them including:

- the use of search engines and ways to refine searches further
- the use of alternative sources of information for the purpose of making comparisons
- ways to validate information before accepting it as accurate
- respect for copyright and the correct usage of published material
- the need to acknowledge the source of information when using source material in their work
- what to do if they experience inappropriate material, i.e. click on the Hector Protector button to cover the screen and report the matter to the teacher
- how unsuitable sites must be reported to the Internet Service Provider via the ICT Subject Leader and Head Teacher

## MANAGING E-MAIL

Pupils may only use approved e-mail accounts on the school system. Pupil access in school to external personal e-mail accounts, e.g. Gmail, may be blocked. Whole-class or group e-mail addresses will be used if necessary. Pupils must tell a teacher immediately if they receive offensive e-mail. Pupils must not reveal details of themselves or others such as an address or telephone number or arrange to meet anyone via school e-mail. E-mail to be sent to an external organisation should be written carefully and authorised before sending. The forwarding of chain letters is banned.

## MANAGING THE SCHOOL WEBSITE

The school website should reflect the ethos of the school in the following ways:

- the information provided on the website will be accurate, informative and positive

- website photographs that include pupils will be selected carefully and will not enable individual pupils to be easily identified
- the full names of pupils will not be used alongside associated photographs
- the Head Teacher will take overall editorial authority and responsibility in ensuring the content of the website is accurate and appropriate
- permission to reproduce copyright material must be held by the school
- sources of information will be acknowledged

## CHATROOMS

Pupils will not be allowed access to public or unregulated chatrooms.

## RISK ASSESSMENT

The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Parents will be informed at the beginning of each school year that neither the school nor Gloucestershire Local Authority can accept liability for the material accessed or any consequences of internet access by pupils. The Head Teacher and Governors will ensure that the Internet Use Policy is implemented and compliance with the policy will be monitored.

## MANAGING FILTERING

The school will aim to work in partnership with parents, the LA, DCSF and Internet Service Provider to ensure systems to protect pupils are reviewed regularly. If staff or pupils discover unsuitable sites the URL (address) and content must be reported to the Internet Service Provider via the Computing Subject Leader and Head Teacher. Any material that the school believes is illegal must be referred to the relevant authorities.

## MAINTAINING THE SECURITY OF THE NETWORK

Wireless access is secured by a password which will not be shared with unauthorised parties. Loading unapproved software is forbidden. The server operating system must be secured to a high level by technical support staff. Virus protection for the whole network must be installed and kept updated by technical support staff. Executable files will not be allowed in pupils' work areas or attached to e-mail.

## ENLISTING PARENTAL SUPPORT

Parents will be sent a letter about internet use in school, a copy of the Responsible Internet Use document and a Responsible Internet Use Form (Appendices 1, 2 and 3) at the beginning of each academic year or on the entry of their child to the school, should it be during the year. Internet issues will be handled sensitively to provide information to parents without undue alarm. A partnership approach with parents will be encouraged, e.g. through demonstrations, practical sessions and the recommendation of 'KnowItAll' materials.

### Appendix

1. Bream C of E Primary School Responsible Internet Use document
2. Letter to parents about responsible use of the internet
3. Responsible Internet Use form

Dear Parents/Guardians

### **Responsible Internet Use**

As part of the curriculum and the development of your child's ICT Skills, Bream C of E Primary School is providing supervised access to the internet. We believe that the use of the web and e-mail is worthwhile and an essential tool for children as they grow up in the modern world.

Although there have been concerns about pupils having access to undesirable materials, we are taking positive steps to deal with this risk in school. Our school internet service provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, Bream C of E Primary School cannot be held responsible for the nature or content of materials accessed through the internet by your child. The children will, however, be taught how to deal with a situation in which inappropriate material might be viewed by mistake. On the advice of the Local Authority, the school will not be liable under any circumstances for any damages arising from your child's use of the internet facilities.

It would be helpful if you could read the 'Responsible Internet Use' rules with your child. Then we would ask you to please sign and return the acknowledgement form. If your child is in Key Stage 2 (Years 3-6) please ask them to sign the pupil agreement part of the slip and return it to the school office. Should you wish to discuss any aspect of internet use, please contact your child's class teacher or the Head Teacher.

### **Responsible Internet Use Rules**

We use the school computers and the internet to help us with our Learning. These rules will help us to be fair to others and keep everyone safe:

- I will ask permission before entering any website unless my teacher has already approved the site or area for research
- I will not look at other peoples' files without their permission
- I will not delete other peoples' files
- I will not bring memory sticks from home to use in school without permission from my teacher
- I will only e-mail people my teacher has approved
- The e-mails I send will be polite and sensible
- When sending e-mails I will not give my home address or telephone number or arrange to meet someone
- I will ask permission before opening an e-mail or e-mail attachment sent by someone I do not know
- I will not use internet Chatrooms
- If I see anything I am unhappy with or I receive messages I do not like I will tell a teacher immediately
- I know that the school may check my computer files and may monitor the internet sites I visit
- I understand that if I deliberately break these rules I could be stopped from using the school computers and/or the internet

***Pupil:***

***Class:***

### **Pupil's Agreement**

I have read and understand the Rules for Responsible Internet Use. I will use the computer system in a responsible way and obey these rules at all times.

***Signed:***

***Date:***

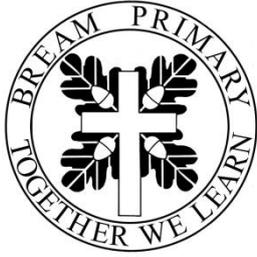
### **Parent's Consent for Internet Access**

I have read the Rules for Responsible Internet Use. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school is not liable for any damages arising from use of the Internet facilities.

***Signed:***

***Date:***

***Please print name:***



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## Home School Agreement

<b>Child's Name</b> .....	<b>Class</b> .....
------------------------------	-----------------------

### The Pupil

I shall try to:

- attend school regularly and on time
- bring all the equipment I need every day
- wear the school uniform and be tidy in appearance
- do all my classwork and homework as well as I can
- be polite and helpful to others
- uphold the Rights and Responsibilities of the school community

**Signature** .....

**Date** .....

### The Parents/Guardians

I/We shall try to:

- see that my child goes to school regularly, on time and properly equipped
- make the school aware of any concerns or problems that might affect my child's work or behaviour
- support the school's policies and guidelines for behaviour including upholding the Rights and Responsibilities of the school community
- support my child in homework and other opportunities for home-learning
- attend parents' evenings and discussions about my child's progress

**Signature** .....

**Date** .....

**Signature** .....

**Date** .....

## **Bream Church of England Primary School**

The School will try to:

- uphold the Rights and Responsibilities of the school community
- care for your child's safety and happiness
- ensure that your child achieves his/her full potential as a valued member of the school community
- provide a balanced curriculum and meet the individual needs of your child
- achieve high standards of work and behaviour through building good relationships and developing a sense of responsibility
- keep you informed about general school matters and about your child's progress in particular
- be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school

Signature(s) .....

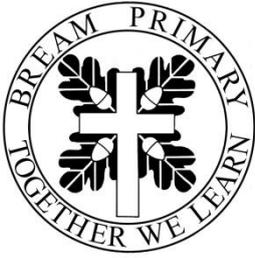
(Class Teacher)

Date .....

*F White*

(Head Teacher)





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Gloucestershire  
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✉ admin@bream.gloucs.sch.uk

**PARENTAL CONSENT FORM 2019/2020  
CONFIDENTIAL**

Data Protection Act. The information being collected on this form will only be used for the purpose of school administration of visits and journeys under Department of Education and Skills guidelines. The data will not be disclosed to any external sources other than in an emergency, or to the Local Authority, without your written consent.

Re: Activities, Visits, Sports and Swimming Sessions

I give permission for my child, as detailed below, to take part in the activities mentioned above during the school year 2019/2020. I understand the school will still notify me of any activities, visits, sports and swimming sessions taking place whereupon I will be given the opportunity to update any medical details and/or withdraw my consent if applicable.

1. Child's name .....  
Class.....
2. Address ..... Telephone Number .....
3. Age ..... Date of Birth .....
4. Alternative Address and Telephone Number .....
5. Personal Information: Please give details requested below or personal information which might be relevant.
  - a. Does he/she suffer from allergies, Diabetes, migraine, Epilepsy or any other illness or disability?  
YES / NO If yes, please give details .....
  - b. Is he/she allergic to anything (eg, antibiotics, Elastoplast, aspirin or any such medicines, any particular food, etc)?  
YES / NO If yes, please give details .....
  - c. Is he/she receiving any medical treatment at present?  
YES / NO If yes, please give details .....

- .....
- d. Date of last anti-tetanus injection .....
- e. Does he/she have any special dietary needs? .....
- .....
- f. Can he/she swim 50 metres? YES / NO
- g. Name and Address of own Doctor .....
- .....

**6. PARENTAL CONSENT:**

- (i) I agree to my son/daughter taking part in the above activities. I understand that the staff responsible for the activities will take all reasonable care of participants.
- (ii) I agree for my child on occasions to be involved in small group and individual activities lead by the Family Support Worker.
- (iii) I consent to any emergency treatment necessary. I therefore authorise the party leader(s) to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment (a surgical operation or injection) be deemed necessary, provided that the delay required to obtain my signature might be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.

**7. PHOTOGRAPH CONSENT:**

From time to time, local or regional press or television may approach the school to take pictures of children if, for example, there has been a particular event that they wish to cover. Or, the county council as the local education authority or the school itself may wish to produce a video, literature or create a website which may include images of your child or a group of children. The school and Gloucestershire County Council take the issue of child safety extremely seriously and that includes the use of images of children. It may be that, for personal or other reasons, you do not want an image or photograph of your child to be taken for publicity purposes and so it is extremely important that we have a signed form to make your wishes clear.

Please note that this does not apply to the school photograph that is taken of your child/class for your own use.

Also, the school and county council have no control over any images or photographs that are taken of the children at school by other parents/guardians for their own use.

I have read and understood the information given to me about the possibility of an image or photograph being taken of my child for publicity purposes while at school. Please indicate below as appropriate:

\* I give permission for any image or photograph to be taken of my child while at School for use in the public domain.

\* I do not give permission for any image or photograph to be taken of my child while at School, for use in the public domain.

SIGNATURE ..... DATE .....

(Please print your name alongside your signature)

7. Please return this form to BREAM CHURCH OF ENGLAND PRIMARY SCHOOL as soon as possible.