# Air Balloon Hill Primary School
# Home School Agreement

**A Home-School Agreement is a statement explaining your child's school's aims, values, policies and procedures, its responsibilities towards its pupils, the responsibilities of the pupil's parents, and what's expected of pupils.**

At Air Balloon Hill Primary School, we recognise each child as an individual, and aim to give all children every opportunity to realise their full potential. We believe that a close partnership between the school, parents and the child is essential if we are to achieve this aim.

It is therefore an expectation that all parents of pupils at Air Balloon Hill Primary complete the Home-School Agreement.

We also ask parents to ensure that their children sign the Home- School agreement.

**The Responsibilities of the School**

At Air Balloon Hill Primary School, we will:

- Provide a welcoming learning environment for all children and families.
- Promote good attendance and punctuality.
- Provide a broad and balanced curriculum which fulfils the requirements of the National Curriculum and challenges your child to reach their full potential.
- Nurture life-long learners who understand why the world is like it is whilst exploring ways they can make it a better place.
- Value and celebrate the progress and achievements of all children.
- Set appropriate home learning expectations for all children.
- Support children to understand their emotions and manage their behaviour and well-being to help keep the school a safe, kind and respectful place.
- Carry out our safeguarding responsiblities in line with statutory guidance and school policy to help keep children safe.
- Allow children safe and secure use of the internet and, through teaching them how to keep themselves safe online and effective partnership with parents, foster safe and responsible attitudes to being online.
- Foster positive relationships with parents and carers so they are actively engaged with and well-informed about their child's time at school and have opportunities to contribute to school life and developments.
- Keep parents and carers informed about their child's progress, behaviour, and well-being.
- Ensure equality and inclusivity, supporting all children regardless of their background and needs, so everyone can learn, everyone can achieve and everyone belongs.

Signed on behalf of Air Balloon Hill Primary School:



Mr Browse, Headteacher

Pupil's Name _____

**The Responsibilities of the Parents/Carers**

All parents/carers will:

- Support the school's values, policies and procedures so that the school can achieve its aims to help my child achieve.
- Ensure that my child attends school punctually every day during term time, unless there is a good reason for absence (e.g. illness).
- Promptly notify the school (via phone call or email) of any concerns or problems that may affect my child's attendance, learning, behaviour, or well-being.
- Keep the school informed of emergency contact details and complete all necessary paperwork (e.g. consent forms, IT acceptable use agreements) that help the school to manage my child's safety in school.
- Support the school's uniform policy to help instil pride and respect for the school community and provide appropriate resources for your child to bring to school. (e.g. water bottle, waterproof coat, bookbag)
- Attend parent/teacher meetings to discuss my child's progress, behaviour, well-being and ongoing development and endeavour to participate in school events and activities.
- Support my child with any home learning that has been arranged by the school, including reading, ensuring that this is completed on time.
- Provide safe and secure use of the internet at home (including the use of mobile devices) and, through effective partnership with school, help your child to develop a safe and responsible attitude to being online.
- Model and encourage safe, kind and respectful behaviour in and around school at all times.

…… (Parent/Carer) Date ……

…… (Name)

**The Responsibility of the Child**

I agree to:

- Arriving at school on time and being ready to learn.
- Wearing my school uniform with pride, showing that I care about our school and its values.
- Doing my best in all my work and asking for help when I need it.
- Using my GEM powers and seeing challenges as opportunities to learn and improve.
- Being safe, kind and respectful in and around school; working well and playing nicely with others.
- Using the internet, and all IT resources, responsibly, following the rules I've learned at school to keep myself and others safe online.
- Talking to trusted adults if I have any problems or worries.

Signed…… (Child)

# Appendix A – Parent Consent Forms

## AIR BALLOON HILL PRIMARY SCHOOL PARENTAL CONSENTS

| | |
|---|---|
| **Child's Name:** | |
| **Date of Birth** | |

Please tick each box to confirm if you give consent to each of the statements below

| **GENERAL CONSENTS** | |
|---|---|
| **I give permission for my child to take part in supervised walking trips within the local area (e.g. to the postbox, bakery or library)**<br>Sometimes during the year, local trips are taken as part of the planned curriculum. We will inform parents and carers when a trip is due to take place but by giving your consent now, we don't have to ask every time a trip in the local area is planned | |
| **I give permission for my child to use the internet in school**<br>In Reception, children will be supervised to use computers in the classroom. From Year 1 upwards, they will use one of the schools ICT suites. We have strong firewall protection on our internet which is managed both locally in school and additionally thought Bristol City Council so children are only able to access pre-approved websites. | |
| **I give permission to share information about my child with other professionals when necessary or appropriate**<br>For example, Speech and Language Therapists, Community Pediatricians, School Counsellor or the school's Art Therapist. We will share certain information with the NHS School Nursing Team as part of our statutory duty. More information can be found in our Privacy Notice on our website. | |
| **Jewelry**<br>Children may not wear jewellery to school, with the exception of a watch or jewellery which is of a religious significance. If ears are pierced children may wear studs or very small hoops, maximum 8mm. These should not be worn to school on PE or swimming days. If they are worn the child must remove them for PE, swimming and certain technologies. Staff will not do this for them. I understand that the school will not take any responsibility for any jewellery that is lost at school, nor for any accidents that occur due to jewellery being worn | |
| **Consent to watch carefully chosen PG-rated Films and TV programmes**<br>Sometimes, there may be occasions where staff would like to show the class a film or TV programme - perhaps as a reward or as part of an Inquiry Project. The film or programme shown may be PG rated and we therefore need your permission for your child to watch them. (This will not be usually be in Reception but maybe in Year 1 or above)<br>If you wish to be advised on the film choice before it is shown, please speak to your child's teacher. | |
| **NOTES ON CONSENTS:** | |
| | |

During the course of their school life, there will be occasions where we would like to take photographs of pupils for use in displays in the classroom and/or in areas of the school which are on public display, on the school website, school YouTube channel or in school brochures or other printed materials authorised by the school in order to promote the school and the achievements of pupils in an appropriate way. There will also be times where we would like to take photographs or make video recordings of children for school projects. Parents and Carers should be aware that, photographs displayed on the school website or YouTube channel, may be disseminated worldwide.

There will also be lots of events in school at which parents/carers will want to take photographs or record video images of their children performing.

In addition, we may also be approached by members of the media wanting to take pictures or record film footage of our pupils in connection with activities such as productions, concerts, or other activities taking place at the school. Publicity can be of great benefit in the wider recognition it offers for the achievements of children at the school. We would therefore like to be able to offer the media the chance to take pictures and film where this is appropriate.

We recognise that there may be circumstances where a parent or carer will not wish their child to be filmed or photographed. We are therefore inviting you to give us your consent for the use of your child's photograph by filling in this form and returning it to the school. If you tick 'No', that's not a problem and we will accommodate your preferences.

Any photographs or video images taken by parents, carers or family members on the school site or as part of a school-led activity (e.g. a school WOW event) are done so in good faith and for personal use only. Images must NOT under any circumstances be posted on or uploaded to the internet and, in particular, to social media or networking sites such as Facebook.

We would like your consent to take and use your child's photographs in the ways described above. Please read the statements below and tick either Yes or No to indicate if you give your consent.

Under the UK's General Data Protection Regulations, from May 2018, consent cannot be inferred through silence or inactivity and therefore, if we do not receive a completed form from you, we have to assume that you do not give your consent for the taking and use of photographs and therefore will have no choice but to withdraw your child from the event or activity at which photographs are being taken.

It is intended that the preferences you indicate below will remain in place throughout your child's time at Air Balloon Hill Primary School, however, if you change your mind at any time, you can update your preferences by emailing the Data Manager - airballoonhillp@bristol-schools.uk

| PHOTO CONSENTS | | |
|---|---|---|
| **I give consent to my child's photograph being used on the school website** | **A** | |
| **I give consent to my child's image being used in videos that are published on the school YouTube channel** | **B** | |
| **I give consent to my child's photograph being included in public displays around the school.** | **C** | |
| **I give consent for my child's image to be used in Learning Records / Journals belonging to other children.** | **D** | |
| **I give consent to my child's photograph being used in printed school literature** | **E** | |
| **I give consent for my child's photograph to be used in the press (local or national)** | **F** | |
| **I give consent to my child appearing on TV, or being included in radio programmes in connection with the school.**<br>We will always try to inform parents in advance if any filming is to take place in school | **G** | |
| **I give consent for my child to participate in events at school, at which photographs and video images are being taken by other parents/carers**<br>Including, but not limited to, events such as Class Assemblies, May Day celebrations, the Nativity Play and Sports Days | **H** | |
| **I give consent for my child to have an official school photograph taken. I understand in the case of class or year group photographs, printed/digital copies can be downloaded or purchased by other parents.** | **I** | |
| **I agree that any photographs or video footage that I take at school events will NOT be uploaded to the internet or posted on any social media or networking sites - including Facebook and YouTube** | **J** | |
| **NOTES ON CONSENTS:** | | |
| | | |

Form completed by: _____ Date: _____

## Appendix B – ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS (KS2)

| **Name:** | **Class:** |
|---|---|

When I use the school's IT systems (like computers) and internet at school I will:

- Always use the school's IT systems and the internet responsibly and for educational purposes only
- Only use them when a member of staff is present, and with their permission
- Keep my username and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a member of staff immediately if I find any material which is not safe, kind or respectful
- Always log off or shut down a computer when I'm finished working on it
- Immediately report any damage or faults involving equipment or software, however this may have happened
- Understand that information on the internet may not always be reliable and I should take care to check that the information that I access is accurate.

I will not:

- Access any inappropriate websites including: social media or gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Access personal email accounts or instant messaging in school
- Use any inappropriate language when communicating online, including in emails
- Log in to the school's network using someone else's details
- Download any software from the internet or access any materials which are illegal or inappropriate
- Try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

Personal mobile phones and other personal electronic devices in school:

- I know that if I walk to or from school unaccompanied by my parent/carer, I may bring a mobile phone into school.
- I understand that this must be handed into my class teacher, school office or the Headteacher first thing in the morning to be locked away.
- I understand that my phone remains my responsibility and is left at my own risk.
- I understand that the online contents of my mobile phone may be searched by the school if there is reasonable suspicion of misuse or violation of school policies.
- I know that if I use my mobile phone on the school site, it will be confiscated and my parent or carer will have to collect it from the Headteacher.
- I will not take or distribute images of anyone without their permission.

I understand that the school will monitor my use of the systems, devices and digital communications. I understand that I will only be allowed to use the internet if I use it responsibly and if I do not, I may not be allowed to use the internet at school. The school also has the right to take action against me if I am involved in incidents of inappropriate behaviour covered in this agreement.

| Signed (pupil): | Date: |
|---|---|
| Signed (parent/carer): | Date: |

**Appendix C – ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS (KS1)**

<table>
<tr><td colspan="2">ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS (EYFS/KS1)</td></tr>
<tr><td>Name:</td><td>Class:</td></tr>
<tr><td colspan="2">At Air Balloon Hill Primary School, we believe that pupils have the right to safe internet access at all times. We ask parents of children in Reception and Key Stage 1 to discuss the points below with their child regarding online safety.<br><br>This is how we stay safe when we use computers:<br><br>• Children must ask a teacher or trusted adult if they want to use the computers<br><br>• Children will only use activities that a teacher or suitable adult has told or allowed them to use.<br><br>• Children will take care of the computer and other equipment<br><br>• Children will ask for help from a teacher or suitable adult if they are not sure what to do or if they think they have done something wrong.<br><br>• Children will tell a teacher or trusted adult if they see something that upsets them on the screen.<br><br>• Children know that if they break the rules they might not be allowed to use a computer.</td></tr>
<tr><td>Signed (pupil):</td><td>Date:</td></tr>
<tr><td colspan="2">Parent / Carer Countersignature<br><br>I have discussed the above points with my child and agree to them being allowed to use the computers and internet whilst at school</td></tr>
<tr><td>Signed (parent/carer):</td><td>Date:</td></tr>
</table>

## Appendix D – Parent/Carer ICT Acceptable Use Agreement

| Pupil name: | Class |
|---|---|

This Acceptable Use Policy is intended to ensure that:

- young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users. Parents/carers are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Photographs/Video Images

Air Balloon Hill Primary School respectfully requests that Parents/carers refrain from using mobile phones in the playground so that their motives cannot be misinterpreted due to the sensitivities regarding the photographing of children. However, we recognise that there are many circumstances where a parent or carer will wish to take photographs or video images of their child at school events.

In order to comply with GDPR we invite parents/carers to inform us if they do not wish their child to be filmed or photographed completing the Photograph Consent Forms on Arbor or in Appendix E

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use in not covered by the Data Protection Act).

To respect everyone's privacy and in some cases protection:

- Images taken on the school grounds must not be published/made publicly available on social networking sites (for example Facebook).
- Parents/carers must not comment on any activities involving other pupils in the digital / video images.
- We would expect other parents to report anything that they see on social media sites or online that they are unhappy about, including photographs of children at the school or other material which is detrimental to the school or individual children. This should be reported to the Headteacher and we may, in turn, report the matter to the Police.

It is expected that parents/carers taking photographs or video images at school events will abide by the above guidelines. Any parent/carer found to be uploading images taken at school events or sharing those images with others will be asked to take down the images and may be requested to meet with the Headteacher and Chair of Governors and/or may be banned from any future school events or from the school site.

Declaration and Permission Form

- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.
- I have read and discussed the Online Safety and Social Media Policy and Acceptable Use Policy Agreement with my child and agree to support the school's policy.
- I have read the above information about the taking of photographs/video images at school events and I agree to abide by the guidelines. I understand that any breach of these guidelines may result in me being banned from attending future school events.
- As the parent / carer of the above pupil, I give permission for my son / daughter to have access to the internet and to ICT systems at school.

| Signed (parent/carer): | Date: |
|---|---|
| Signed (parent/carer): | Date: |