



2016/2017

Home School Agreement

Purpose

This agreement explains Ernehale Junior School's aims, values, and responsibilities toward our pupils. It also sets out our expectations of parents and carers and what we expect from our pupils.

You will find enclosed a number of forms that need to be signed and returned to school to be kept on file, if you could return these to the school office, it would be much appreciated. We hope that you find it informative, we welcome your feedback so please do not hesitate to contact us if you have any queries.

Mission Statement

Ernehale Junior School's mission is to provide a happy and caring environment in which pupils feel secure, enjoy themselves and strive to achieve their educational potential.

We aim to:

- Develop the whole child and create inquisitive learners.
- Enable all children to be confident, building on strengths and improving in areas of need.
- Enable children to understand the part they play in the world in the future as a positive citizen and a driver of business and enterprise.
- Create high aspirations for all school stakeholders.
- Ensure high quality teaching and learning.
- Support the development of all teachers and leaders to be the best they can be and to realise their career potential.
- Support the development of effective teaching across the region and country.

Statement on Inclusion and Equality

At Ernehale Junior School we believe that all children in our community should have access to an appropriate education which gives them the opportunity to reach their full potential. This is an inclusive education which seeks to extend learning, remove barriers to learning and increase participation.

Inclusion means that this school publicly recognises that we are all different and that we celebrate and value our differences. We see diversity as a rich source which will enhance our life experiences and learning.

This school is fully committed to challenging **all** forms of discrimination and promoting equality and this Equality statement is relevant to the whole Ernehale Junior School community.

Pupils will:

- Respect each member of the school community;
- Be polite and helpful to others;
- Follow Ernie's Non-negotiables in behaviour and learning;
- Attend school regularly and punctually and bring the correct equipment;
- Do all my classwork and home learning as well as I can;
- Follow the school dress code;
- Demonstrate the school's Take Care Values.

Signature: _____
Pupil

PLEASE KEEP THIS COPY FOR YOUR HOME RECORDS

The Agreement – School Copy

Parents/carers will:

- Support the school in its aims and values;
- Ensure their child's regular and punctual attendance;
- Notify the school as soon as possible on the first day, and subsequent days, the reason for their child's absence. A telephone call is all that is needed;
- Support the school's Behaviour Policy;
- Support their child with homework according to the school's Homework Policy;
- Inform the school of any circumstances which may affect their child's behaviour or performance in school, eg medical, domestic;
- Attend parents' evenings;
- Follow the school's dress code; provide correct PE kit and other equipment.

Signatures: _____
Parent/Carer

Parent/Carer

Child's name: _____

Class: _____

Pupils will:

- Respect each member of the school community;
- Be polite and helpful to others;
- Follow Ernie's Non-negotiables in behaviour and learning, and dress code
- Attend school regularly and punctually and bring the correct equipment;
- Do all my classwork and home learning as well as I can.

Signature: _____
Pupil

PLEASE SIGN THIS COPY AND RETURN TO SCHOOL

Pupil Internet Agreement

Please read through this agreement with your parent or carer and sign. You will be allowed Internet and network access once the signed agreement is returned to school.

- At Ernehale Junior School, we expect all pupils to be responsible for their own behaviour on the Internet, just as they are anywhere else in school. This includes materials they choose to access, and language they use. All use is monitored by IMPERO and records kept.
- Pupils using the World Wide Web are expected not to deliberately seek out offensive materials. Should any pupils encounter such material accidentally, they are expected to report it immediately to a teacher.
- All pupils will have their own username and password to access the school network, these should be kept confidential.
- Pupils are expected not to use rude or offensive language in their e-mail communications or on forums and contact only people approved by the teacher. It is forbidden to be involved in sending chain letters. This will be explained as part of our PSHE e-safety curriculum.
- Pupils must ask permission before accessing the Internet on either tablets or computers. Pupils should not access other people's files or move files on the network unless permission has been given by the teacher.
- Computers/tablets should only be used for schoolwork and homework unless permission has been granted otherwise.
- Homework completed at home may be emailed in to school. This will be subject to virus checks.
- Personal printing is not allowed on our network for cost reasons (eg pictures of pop groups/cartoon characters.) Children will have a code to access the printer.
- No personal information such as phone numbers, addresses, school, name, or email address should be given out and no arrangements to meet someone should be made. This is reinforced in our E-safety lessons (PSHE)
- Pupils consistently choosing not to comply with these expectations will be warned and subsequently may be denied access to Internet, or media resources via Impero.
- Children will be taught e-safety as part of the ICT and PSHE curriculum.

I have read through this agreement with my child and agree to these safety restrictions.

Signature: _____
Parent/Carer

Date: _____

Signature: _____
Pupil

Date: _____

Child's name: _____

Class: _____

Photography Consent Form

(Permission to Use Images for Promotional Purposes Outside of School)

Photographs and recordings are made by staff and parents in school of a variety of events including lessons, sports day, school trips, concerts and class assemblies. These photographs and recordings taken during the school day are by people within the school community and are not used for promotional purposes or on the internet.

Should we also wish to use these images or recordings for promotional purposes outside of school, to comply with the Data Protection Act 1998 we must seek your permission. For instance we may wish to use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

- Please answer questions 1 to 4 below, then sign and date the form where shown.
- Please return the completed form to the school as soon as possible. If a signed form is not returned, it will be assumed that your answers are yes.
- Please note that websites can be viewed worldwide
- The conditions for use of photographs are set out on the next page

Please circle your answers

1. May we use your child's photograph in the school prospectus and other printed publications that we produce for promotional purposes or on project display boards?

Yes / No

2. May we use your child's image on our Website/Twitter?

Yes / No

3. May we share your child's image with other school websites eg Arnold Hill?

Yes / No

4. May we record your child's image on video or webcam?

Yes / No

5. Are you happy for your child to appear in the media?

Yes / No

Signature: _____

Parent/Carer

Date: _____

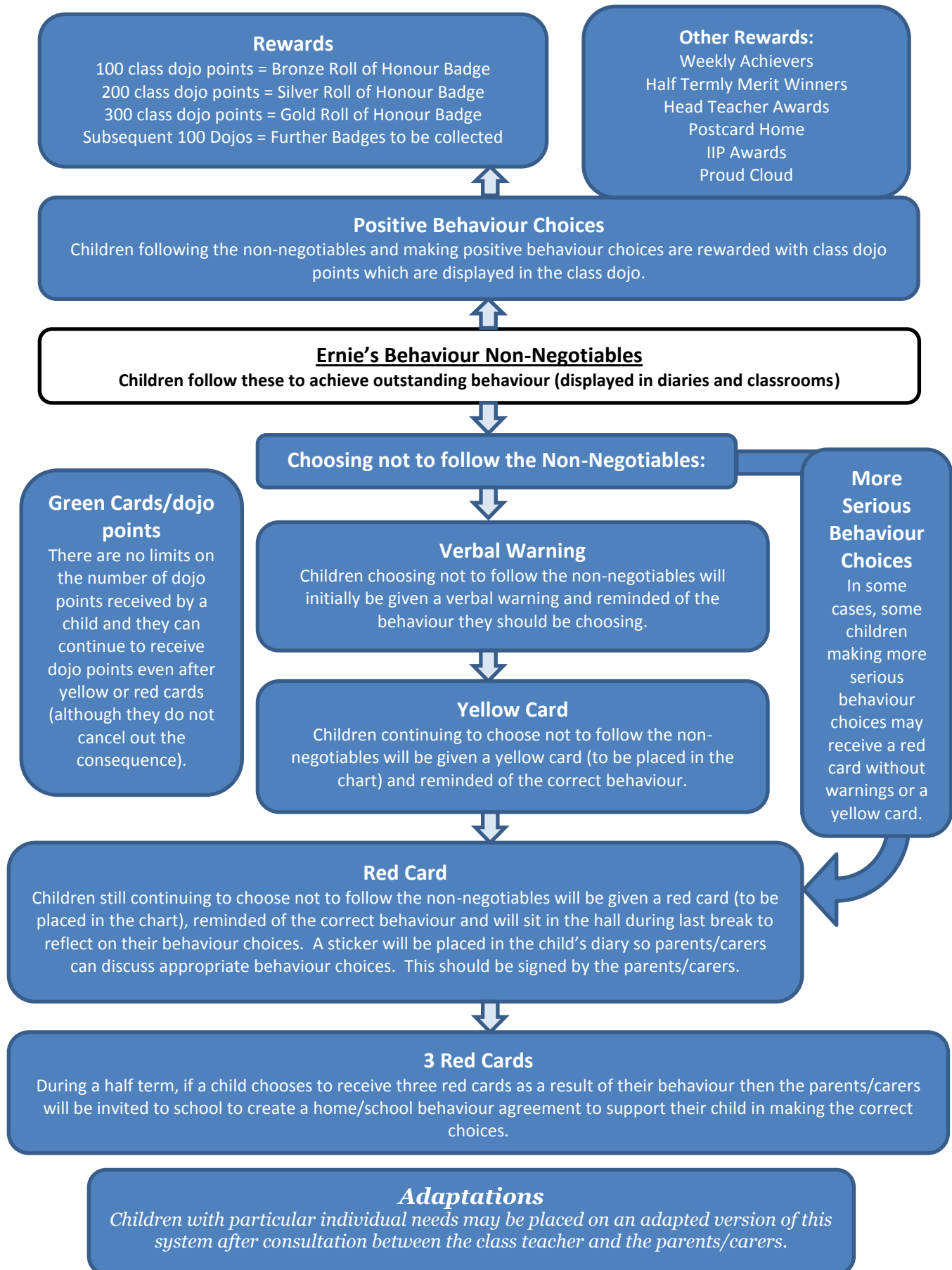
Child's name: _____

Class: _____

Photography Consent Form Conditions of Use

1. This form is valid for four years from the date you sign it, or for the period of time your child attends this school.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
5. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a pupil in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of pupils and teachers that have been drawn by the pupils.
8. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
9. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

The Ernehale Behaviour System – Step by Step Guide



Home Learning Policy

At Ernehale Junior School we recognise and value the contribution that learning in the home environment can make to children's education. This policy sets out the purpose of and benefits of home learning, and the guidelines we follow when setting home learning activities for our children.

Aims:

Our school believes that home learning should:

- Involve parents and carers in their child's education
- Consolidate and reinforce class learning to help raise children's confidence and achievement
- Provide children with the opportunity to learn in different settings
- Encourage children to talk about what they are learning and foster good home-school links
- Encourage children to develop the self-confidence and discipline needed to study independently
- Prepare children for the transition to secondary school

General Principles

Home Learning will be given to all pupils and will be appropriate to their age and ability.

It will consist of:

- Reading for pleasure
- English task (generally spelling or grammar)
- Maths task
- Times table practise
- Plus occasional activities to support learning within in school.

Class teachers will be responsible for giving home learning and will set deadlines. The amount and frequency will increase with the age of the child. Where possible, teachers will be consistent in the day home learning is handed out and the day it is due back in to make this as manageable as possible for the children.

Where possible we would like you to be able to support your child with their home learning. However, we do not wish for it to be a cause of anxiety or stress for either child or parent. If there are any issues, children are encouraged to talk to the class teacher prior to the hand in date.

Your child will be given a school diary. This can also be used for communication between you and your child's class teacher, as can class emails.

How can you help?

- support your child with their home learning, but don't be tempted to do it for them;
- regular home reading (a minimum of twice a week);
- help to learn times tables and spelling patterns;
- listen, discuss, support, make it fun!

Home learning should a positive opportunity for parents to share in their children's learning.

School Uniform Policy

Dress code is as follows:

- White school logo or plain white polo shirt (no blouses)
- Royal blue sweatshirt or cardigan **with school logo**
- **Black** trousers, skirt or pinafore. Skirts must be knee length.
- Black or white socks or tights
- Smart black school shoes must be worn. **Trainers, plimsolls, boots or heels are not acceptable.**

Ernehale Junior School fleeces and jackets are also available for outside wear.

In the summer pupils may choose to wear

- Blue gingham or stripe dress
- Black school shorts

Please ensure that during hot spells pupils wear sunscreen and bring a sun hat.

Headwear

- If a hat is required to provide protection from the weather it must be **plain** and without logo/decoration.
- Items of headwear worn for religious reasons must be plain black.

Hair

- Hair colour should be natural.
- Extreme hairstyles are not allowed.
- If worn, hair accessories should be simple neutral, blue or white bobbles, clips or headbands.

Make up

- No make-up should be worn.

Nails

- Nails should be an appropriate length for the learning environment.
- No nail varnish should be worn.

Jewellery

- For those with pierced ears, a **single pair of plain stud earrings** can be worn in the **lobe** of each ear, these **must** be removed for PE.
- **No other jewellery is allowed**, apart from watches.
- If parents wish their child to have their ears pierced we ask that this is done at the start of the **summer** holiday so it is fully healed by the start of term.

PE Kit:

- White t-shirt
- Navy shorts
- Suitable trainers
- Navy tracksuit for the winter months
- **No logos** except Ernehale Junior School logo

PE Kits should be brought in on a Monday and left at school all week

ALL CLOTHING SHOULD BE CLEARLY LABELLED

School Meal service at Ernehale Junior School

The School Meals service at Ernehale Junior School operates under the Local Authority's scheme and the children are under the immediate supervision of 7 midday assistants. Overall organisation and discipline is still, of course, the responsibility of the Head Teacher.

SQuid and collection of money

We now operate a cashless school office. Your child has been given a sQuid account for you to access where you can pay for school meals, school trips/residentials. We encourage you to use this account. Please do not send cash to the office. You should receive a letter from school before the end of July with your child's unique 16 digit sQuid number and a 3 digit security code. Follow the on line instructions and remember, if you have more than one child you must create an account for each with different passwords etc. This must be done before the first day of school in September and money put into your account in advance to enable you child to receive a meal on the first day. If you cannot access your account please contact the school office and they will help you. Some parents prefer to pay for half term in advance and we are happy to provide you with the cost if you wish.

If you need to send a cheque (no cash) to the school office, Monday is the only day when dinner money can be collected, except for those children who are absent on that day. The cheque should be sent in a sealed envelope. On the envelope please write clearly the child's name and class and the days of the week which your child wishes to stay for lunch.

Child's name Class
Amount enclosed: (i.e. £11.25 per week/£2.25 per day)
No. of days and which (if not 5)

If your child is entitled to free meals, it will be assumed a dinner is required unless the parents notify us differently.

Packed Lunches

Facilities also exist for children to eat packed lunches on the premises. We encourage healthy school lunches and drinking water is provided on each table.

If children wish to change from dinners to sandwiches or visa versa, a form must be collected from the school office, signed by the parent/carer of the child and returned to the office by no later than the **Thursday of the week prior to the change** in lunch time arrangement. This enables the school kitchen to know in advance how many meals are required for the Monday of the following week. If your child decides to change permanently to sandwiches, any outstanding money in their sQuid account must be used up first, we cannot give refunds.

School Privacy Notice

What is a Privacy Notice?

The purpose of a Privacy Notice is to explain how you and your family's personal information may be used. It details why we collect information and who we may share it with.

Who are we?

We, Ernehale Junior School, are a Data Controller for the purposes of the Data Protection Act 1998. We collect information from you and your family and may receive information about you and your family from your previous school and the Learning Records Service.

Why is information collected?

The reasons we keep records about you and your family are to:

- Support teaching and learning;
- Monitor and report on progress;
- Provide appropriate pastoral care,
- Give the best possible service,
- Provide statutory services (e.g. assessment for free school meals eligibility),
- Safeguard Children and Young People from harm,
- Assess how well schools are doing.

What information is collected?

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

Who may my/my family's information be shared with?

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

We are required by law to pass some of your/your child's information to Nottinghamshire County Council and the Department for Education (DfE). Nottinghamshire County Council uses information about children for whom it provides services, to enable it to carry out specific functions for which it is responsible. These functions may include the assessment of any special educational needs a child may have, assessment for free school meals eligibility, support the process of admissions to schools and provide information for children, young people and family support services. The Council also uses the information to derive statistics to inform decisions on (for example) the funding of schools, and to assess the performance of schools and set targets for them. The statistics are used in such a way that individual children cannot be identified from them.

Nottinghamshire County Council may also share information, when appropriate and within the legal framework, with other organisations for example:

- Primary Care Trusts (PCT).
- Police forces.
- Provider of youth support services in your area.
- Other local authorities if you live in their area.
- Further educational colleges.

Organisations have a legal right to share information when it is in the best interests of the child or young person.

Sometimes we have a duty (2) to share information and would need to justify why we did not. However, we only share information with professionals who have a legitimate need in order to provide you or your family with support or an intervention. If you require more information about how the Local Authority (Nottinghamshire County Council) and the DfE store and use your information, then please go to the following websites:

<http://www.nottinghamshire.gov.uk/learning/schools/child-data-security/>

<http://www.education.gov.uk/researchandstatistics/datatdatam/b00212337/datause>

If you are unable to access these websites, please contact the Local Authority or DfE as follows:

Nottinghamshire County Council

Data Management Team
 Children, Families & Cultural Services
 Nottinghamshire County Council
 County Hall, West Bridgford,
 Nottingham, NG2 7QP
 Email: data.collections@nottscc.gov.uk

Department for Education

Public Communications Unit
 Department for Education
 Sanctuary Buildings, Great Smith Street
 London, SW1P 3BT
 Website: www.education.gov.uk
 Email: <http://education.gov.uk/help/contactus>
 Telephone: 0370 000 2288

Once a child is aged 13 or over we are required to pass on certain information to the provider of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the address of all pupils and their parents (and date of birth) and any further information relevant to the support services' role (e.g. school name, ethnicity and gender). However, until a child is aged 16 or older, their parent(s) can ask that no information beyond a child's name, address and date of birth (and parent's name and address) be passed on to the youth services provider. This right transfers to the child on their 16th birthday.

Please inform the School Business Manager, Ernehale Junior School, if you wish to opt-out of this arrangement. For more information about young peoples' services, please go to the 'Directgov' Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the LA website shown above.

Can I see the information held about me and my family?

Under the Data protection Act 1998 you and your family are entitled to know what information is held about you. If you want to see a copy of the information we hold and share about you and your family then please contact the School Business Manager, Ernehale Junior School.

What can I do if the information held is incorrect?

If you suspect that you or your family's information is out of date or incorrect you have a right to request that the data is amended. To do so, please contact the School Business Manager, Ernehale Junior School.

Want to know more?

If you have any further questions about information sharing within Nottinghamshire schools or Nottinghamshire County Council please contact:

Data Management Team
Children, Families & Cultural Services
Nottinghamshire County Council
County Hall, West Bridgford
Nottingham, NG2 7QP
Email: data.collections@nottscc.gov.uk

For independent advice about data protection, privacy and information sharing issues you can contact: The Information Commissioner - 08456 30 60 60 <http://www.ico.gov.uk>