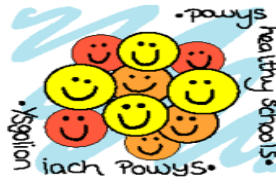


Maesyrhandir C.P. School



School Prospectus

“Everybody’s Somebody” “Mae Pawb yn Rhywun”



Dear Parents and Carers,

Welcome to Maesyrrhandir C.P. School. By reading this prospectus we hope that you will learn a little about the life and work of our school. If you are choosing a school for your child we recommend that you visit us and see our school at work.

Maesyrrhandir C.P. School is a primary school located on the fringe of Newtown serving a wide catchment area and sited conveniently close to Newtown High School and the Maldwyn Leisure Centre.

Our buildings are spacious and well equipped providing a quality learning environment for our pupils.

Code of Conduct

At Maesyrrhandir School we take great pride in seeing ourselves as an extension of the home where the children are encouraged to act with responsibility and maturity from an early age. Our mission statement is Everybody's Somebody this is underpinned by our school values:- **To be Ready, Respectful and Safe.**

We look forward to welcoming you and your child to Maesyrrhandir Community Primary School and hope your child will be happy and secure here.

Mrs C. Bufton

Ms S. Walters

Head Teacher



Chair of Governors



Contents

	Page no.
Invitation to Visit	2
Details about the school	4
School Governors	5
List of Staff	6
Daily Routines	7
The Curriculum	8
Use of the Welsh Language	9
Homework	10
Sex Education	11
Complaints Procedure	11
Additional Learning Needs	11
Daily Assembly	12
Leaders of learning	13
Dress code	14
Health, Care and Behaviour	14
Equal Opportunities	15
Charging policy	15
Lunchtime arrangements	16
Attendance	17
Parent Helper form	25
Anti Bullying Policy	28
Home School Agreement	30

Enclosures: (or can be found on the school website)

- Home School Agreement
- Parent Helper Form
- School Holiday Dates
- National Curriculum Assessment Data and most recent school data
- Attendance Data
- Uniform order form
- Application form for Free School Meals
- Admission Form
- Publicity Consent form
- Holiday Application form
- Acceptable use of the internet policy
- Fair processing notice

School Details

Address:

Maesyrhandir Community Primary School
Plantation Lane
Newtown
Powys
SY16 1LH

Telephone Number: 01686 626337

Email: office@maesyrhandir.powys.sch.uk

Website: www.maesyrhandirprimary.co.uk

Local Authority:

Powys County Council
County Hall
Llandrindod Wells
Powys
LD1 5LG

Number on Roll: 85 (September 2025)

Age Range: 4 - 11 years

Acting Headteacher: Mrs C. Bufton

Assistant Headteacher: Miss B. Williams

The School:

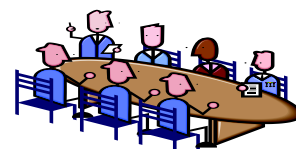
The school was built in 1975 and mostly serves the south ward of Newtown, although some families choose to travel across town for their children to attend Maesyrhandir CP. The majority of our children have English as their first language. Welsh is taught as a second language.

Admissions Policy

As we are a Community Primary School we are subject to the County Council's Admissions Policy which is detailed in a booklet entitled "Primary & Secondary Information & Admissions Arrangements". Copies of this may be obtained from the Admissions Officer, Powys County Council, County Hall, Llandrindod Wells, Powys. Copies are also available from the school office.

Our School Governors

Mr Daryl Gwilt	Minor Authority Governor	
Mrs Sue Wilcox	L.A. Governor	Vice Chair
Mrs Val Evans	L.A. Governor	
Ms Sarah Walters	Community Governor	Chair
Mr Graham Jennings	Community Governor	
Ms Monique Bell	Parent Governor	
Mrs Laura Thomas	Parent Governor	
Mr Robert Allum	Parent Governor	
Miss Lynne Hughes	Teacher Governor	
Mrs Yuko Allen	Staff Governor	
Mrs Caroline Bufton	Headteacher	



Clerk to the Governors: Mrs Jennifer Wilde

The day to day management of the school is the responsibility of the Headteacher, but the Governing Body has general oversight of the school, particularly in matters relating to finance, staffing, the curriculum and discipline. They meet at least once a term and then as needed in their role within sub committees.

There are parent governors who are more than willing to assist in any queries or concerns that you might have. They are Laura Thomas , Monique Bell and Robert Allum.

Staff List September 2026

Headteacher/ALNCo: Mrs C. Bufton
Assistant Headteacher: Miss B. Williams

Teachers: Mrs C. Whitley
Miss L. Hughes Miss C. Box (Specialist Centre)
Ms. B. Williams
Mrs C. Bufton

Welsh Advisory Teacher: Mrs J. Davies

School Support Staff: Mrs S. Shackleton Mrs L. Box
Miss C. Powell Mrs Y. Allen
Miss A. Hughes
Mrs D. Davies Mrs J. Parkes
Mrs L. Sheehy

Mrs L. Callwallader (Specialist Centre)

Family liaison Officer Mrs Sophie Yates

Mid Day Supervisors: Miss A. Hughes Miss C Powell
Mrs J. Parkes
Mrs L. Box Mrs W Davies
Mrs D. Davies
Mrs S Shackleton
Mrs Y. Allen

Administrator: Mrs L. Rowe
Head Cook: Mrs J Ross
Buildings Maintenance: Mr P. Cashmore

Daily Routines

At morning drop off we ask all parents other than those with children in the Reception/Year 1 class to drop off at the gates. At pick up parents are able to come on site, but due to safeguarding issues should not come into the school building unless invited.

8:45 a.m. - morning registration

10:45 a.m. - break

12:15 p.m. - Lunchtime

1:00 p.m. - afternoon registration

3:00 p.m. - end of school day



It is requested that children do not arrive before 8:40 a.m. unless attending Breakfast Club which starts at 8.00 a.m. It is essential that children arrive in school on time every day.

Children can enter the school building at 8:40 a.m. when they will be asked to carry on with a quiet activity until the official start of school at 8:45 a.m.

All pupils are taught for 23 hrs 45 mins a week (teaching times do not include collective worship or break times).

Term dates can be found in the back of this document.

Here at Maesyrrhandir CP School we encourage active communication between parents and teachers. We try hard to make ourselves available to discuss matters with you. If you need to talk to your child's class teacher, please see them after school to make an appointment or, if this is not possible, send a note with your child or phone the school to ask the teacher to contact you.

We will always make every effort to meet with you but generally before school is not a good time as teachers are setting up for the day's activities. If it is a matter of urgency you can always ask to see the head teacher.

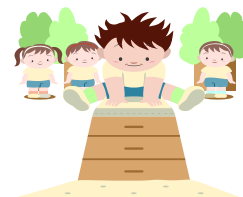
Please let your child's class teacher know if your child is to be taken home by a different person. Reception and Year1/2 children are collected from their classroom doors. Years 3, 4, 5 & 6 are dismissed from their classrooms and leave the school via the external classroom doors.

Curriculum Statement: Teaching Methods and Organisation

Here at Maesyrrhandir our aim is to provide our pupils with a balanced and broad based curriculum and in order to meet this aim in addition to the demands of the Curriculum for Wales where our pupils will develop knowledge, skills and understanding, we aim to promote the spiritual, moral, cultural, mental and physical development of our pupils whilst preparing them for the opportunities, responsibilities and experiences of the future. From September 2022 all schools in Wales will deliver teaching and learning based on the Curriculum for Wales which is based on developing the skills of the pupils to become:

- **Ambitious, capable learners** who are ready to learn throughout their lives.
- **Enterprising, creative contributors** who are ready to play a full part in life and work.
- **Ethical, informed citizens** who are ready to be citizens of Wales and the world.
- **Healthy, confident individuals** who are ready to lead fulfilling lives as valued members of society.

The school uses a variety of approaches in order to ensure that our pupils fulfil their academic potential. The approaches range from whole class teaching to a group based on individual approach as necessary. Work is differentiated according to the needs of the pupils. The school closely monitors its pupils in order to provide for any specific individual needs.



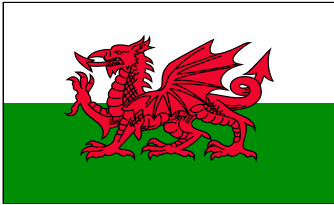
The Curriculum for Wales is organised into the following areas of learning:

- Expressive Arts.
- Health and Well-being.
- Humanities.
- Languages, Literacy and Communication.
- Mathematics and Numeracy.
- Science and Technology.

Alongside these sit the skills frameworks for Literacy, Numeracy and Digital Competency.

The school has policies and schemes of work relating to the Curriculum and whole school development. These are available from the Headteacher as is a detailed curriculum statement.

Use of the Welsh Language:



Welsh as a second language is taught throughout the school and is a key component of the Language, literacy and communication area of learning. The school encourages the pupils to use Welsh as much as possible with emphasis being put on the cultural awareness of the pupils in relation to Wales through the Cwricwlwm Cymreig.

An advisory Welsh support teacher employed by the LA supports the school, but the majority of Welsh is taught by the class teachers in specific Welsh lessons and is also used across other areas of learning to promote bilingualism. Children are encouraged from the start of school to use incidental Welsh, in class, when answering the register, in assemblies and at lunchtimes.

Each year the school celebrates special Welsh days such as St. David's Day and St Dwynwen's Day. Children are encouraged to celebrate Welsh culture through all areas of learning. The library and all classrooms have a selection of Welsh books.

The main school is organised into three classes:

Reception, year 1 and year 2

Year 2, 3 and 4

Year 4, 5 and 6

We also have on our school site the Area's Specialist Support Centre which is a small class which caters for pupils between the ages of 4 and 11 and our pre-school setting, Little Stars which hosts Three plus and Flying Start sessions daily

The Headteacher has a teaching commitment of two days a week. She is on site for five days a week.

Our designated Additional Learning Needs Co-ordinator has responsibility for additional needs across the school. There are twelve places available within the Area Learning Support Unit, which runs as a part time class.

Pupils starting school for the first time are able to apply for a place by parents sending an application form to the Local Authority. Please also let Mrs Rowe our school administrator, know. These forms are available from the school and on line. We place great emphasis on showing parents around the school in order that they can experience first hand, the learning environment that we provide for the children in our care.

In the Summer term prior to admission to our Reception Class, parents are invited to attend a starting school meeting to support you and your child in beginning school here at Maesyrhandir. It also provides an opportunity for you to meet the staff, have a chat and ask any questions or raise any issues you may have.

Children can be admitted to the school in the September after which they have reached their fourth birthday. This is in line with L.A. policy.



Usually children start in the Reception class on a full-time basis, however this can be flexible and part-time to start can be arranged by discussing with the class teacher.

Children aged three can now benefit from 10 hours free education in our purpose built Three Year Old Provision, Little Stars (2.5 hours every weekday afternoon). From April 2022 we gained Flying start status and our setting is open for 15 hours a week, 3 hours every morning. For further information on Flying Start eligibility please contact your health visitor. 'Little Stars' is a super facility. Mrs Alicia Pelling is the setting leader and her assistant is Mrs Anna Davies. Application forms are available from the school office or Little Stars directly.

On entry to school, pupils are admitted into the Reception class. We place considerable emphasis on the Early Years stage of a pupil's education and ensure our children feel valued at a very early age. We emphasise individuality where the needs of the pupil are catered for, whilst at the same time developing the pupil's ability to conform to the routine and demands of school life.



At the end of the school year in which a pupil is eleven, arrangements are made for transition to High School with High School staff visiting the school and our pupils spending some time in the High School of their choice. The transition from primary education to secondary education can be very demanding for the children but through liaising with the high schools we ensure the transition is as smooth as possible. Schools that we currently link with are Newtown High School, Llanidloes High School, Welshpool High School and Ysgol Robert Owen and Brynllwarch Special Schools.

On occasions, pupils do transfer to Maesyrhandir C.P. School from other schools. This is done through liaison with the child's present school and if within Newtown through

correspondence with the LA. On admitting pupils from another school we make the transition as smooth as possible in order that they settle quickly into a new routine.

Homework

Homework is an extension of the work which children do in school, but is not routinely given. There are always ways in which the family can support their child's learning and a conversation with your child's class teacher is the best way to find out how this can be done.



Extra Curricular Activities

The school runs a holiday club every Summer for three weeks. Pupils in Years 6 are given the opportunity to attend a residential Outdoor Pursuit Centre where they are given the opportunity to take part in canoeing, cycling and adventurous activities. We also have links with the Honeypot Centre and pupils may have the opportunity to spend time there as part of a wellbeing programme. Considerable emphasis is placed upon pupils gaining first hand experiences to act as a stimulus to learning.

Additional Learning Needs

The school places considerable importance on Additional Learning Needs. Our policy is available from the School office and is on the website. There is a register of pupils with Additional Learning Needs which fully complies with the ALN Code of Practice. All pupils are closely monitored and everything we do place the child at the centre of the decision.

Children on the ALN Register are taught in a variety of ways. These may be through differentiated work within class, in-class support and/or through withdrawal for specific short periods either to a learning support teacher, the Specialist Class or by a support assistant. All children on the ALN register have IDP's and one page profiles which are set up by the Class teacher on advice from the ALNCo.

Arrangements for making complaints about the curriculum

If a parent has a complaint about the curriculum this should be done in the first instance through the Head teacher. If a parent wishes to discuss a query or a problem then they are encouraged to speak to the Head teacher or the Class teacher. The school has a complaints policy which may be obtained from the school office.

Relationships and Sexuality Education

Relationships and Sexuality Education is an umbrella term for all of the learning that we need to understand our bodies, be skilled enough to manage relationships and to develop the understanding that will help us to make the best decisions for ourselves.

Under the new Wales 2022 curriculum this is a compulsory and not an opt in or out area of the curriculum. The aim of the new RSE curriculum is to support learners' rights to fulfilling, healthy & safe relationships.

It will include learning about healthy relationships, keeping safe including online, and being confident to raise issues with responsible adults. Teaching will be age-appropriate, gradually building learners' knowledge, skills and ethical values.

Assembly and Collective Worship

At Maesyrhandir C.P. School we hold daily acts of worship. These vary from being whole school to Key Stage or class led. Collective Worship and Assemblies must be seen as distinctive activities. They may however take place at the same gathering and be related to the daily life aspirations and concerns of the school.

Our acts of collective worship as stated in Education Reform Act of 1988 (and the corresponding section of the 1993 Act) will be of a wholly or broadly Christian character, together with acts of worship which contain elements drawn from other faiths.

Right of Withdrawal

If a parent asks that a pupil should be wholly or partly excused from attending any religious worship in the school, then we as a school must comply.

We continue to be responsible for the supervision of the child withdrawn. Parents are not obliged to give a reason for their seeking withdrawal.

Sporting Aims and Provision for Sport

Our aim is to encourage all pupils to take part in sport, in order to develop the pupils sporting ability and to promote healthy lifestyles. The emphasis is on "Sport for All" and the development of skills in order to increase the enthusiasm of the pupils for sport and to improve health-related fitness.

In addition to regular P.E., (games, swimming, gymnastics and dance) the pupils in Year 6 are given the opportunity to participate in Outdoor Pursuits such as canoeing, rock climbing and other adventurous activities at The Red Ridge Outdoor Centre

At Maesyrhandir C.P. School we currently have timetabled use of the All weather pitch at the leisure Centre, we also have two playground areas and a school hall. We use the local leisure centre which is situated 200m from the school to swim and do athletics. We also have shared access to the MUGA that has recently been built at Ysgol Robert Owen. We aim to foster links with other sporting organisations in the town.

A number of members of staff at the school hold coaching certificates. These include coaching awards in tennis, athletics, dance, gymnastics, swimming, cycling and hockey.



Leaders of Learning

Each year two representatives from each class from Y2-Y6 are put forward to become Leaders of Learning. These representatives bring forward any issues which their class feel strongly about and meet regularly with Miss Williams to discuss their ideas. Our Leaders of Learning make real decisions on whole school issues and raise the profile of pupil voice in our school.

Eco School

The school has been awarded the green flag for Eco-schools and all pupils are involved through their learning in developing their eco- awareness.

Healthy Schools

The School participates in the Healthy Schools programme and has achieved a number of awards.

Criw Cymraeg

Pupils from year two upwards are selected to be in the Criw Cymraeg, co-ordinated by Miss Huges. This group looks at the promotion of the Welsh language across the school. The school achieved its bronze award in 2020.

Digital Wizards

Pupils who have demonstrated an outstanding skill in ICT are able to support others learning in this area and are awarded the status of digital wizard.

Helping Hands

This group of elected pupils work with our family liaison officer to support projects in school and out in the community.

Discipline and Good Behaviour

We place great emphasis on good behaviour amongst our pupils and our rules of three ways of being- Ready, Respectful and Safe are a thread which runs throughout the school. We encourage our pupils to be courteous to each other, staff and visitors, and to be honest and respectful of others. We view incidents of bad behaviour and bullying seriously. Under no circumstances will episodes of bullying or bad behaviour be tolerated. All incidents are addressed using a Restorative approach and we use KiVa for the management of bullying. Parents are invited to the school to discuss continuous or serious episodes of bad behaviour. The school has a working policy document on discipline and good behaviour which is available to parents.

Child Protection

The school works under the Wales Safeguarding Procedures 2019 and has a statutory duty to refer to the Children's Services any serious concerns about children's welfare. The School safeguarding officers are Caroline Bufton and Lynne Hughes. The safeguarding governor is Ms S Walters .

Dress code

School sweatshirts, hoodies, cardigans and polo shirts are available to order from the school, they all have our embroidered logo. Samples can be seen at the school. The school colours are purple, dark green and jade. Summer dresses can be worn in purple or green. Trousers, Skirts, Shorts, leggings or pinafores should be plain black or grey. An order form can be found at the back of this prospectus. The wearing of the uniform gives the pupils a sense of belonging and identity. We ask that parents label uniform carefully with the name of the child. Some second hand uniform is available at the cost of £1 per item.

Children are expected to wear uniform every day.

Jewellery, with the exception of small stud earrings and watches, is not allowed.

PE kit

It is expected that all children will have a PE kit. For hall activities, pupils should wear a **white T-shirt and black shorts** and for outside games, **suitable clothing- black joggers and white t-shirt with school jumper and trainers**. Swimming is a compulsory part of the curriculum and all children from KS1 and KS2 have the opportunity to take part. It is

expected that all children will take part in all P.E. lessons unless we receive a written note from a parent requesting that a pupil does not participate due to a genuine reason. No jewellery should be worn for PE.

Lost Property

Lost property is kept in our reception area by the front office. At the end of each term, unclaimed items are donated to charity.



Charging and Remissions Policy

As a school we invite parents to make voluntary contributions for activities such as school trips which take place wholly or mainly during the school day. Wherever possible these costs are subsidised as much as possible. However, where parents are unable or unwilling to contribute on a voluntary basis then the pupils of those parents will not be prevented from taking part in the activity. There may be occasions when planned trips will have to be cancelled due to insufficient funds.

A full copy of this policy may be obtained from the Headteacher should it be required.

Parental Links

We notify parents about school events through newsletters. We also use the Schoop app for contacting parents when required- School ID is 4938. We have a website, a Facebook page and a Twitter feed that also provides information about what is happening at school.

We hold Parent/Teacher evenings three times a year, once per term. In addition the parents receive written reports at the end of the Summer Term.

Parents are encouraged to visit the school to share in events such as class assemblies, Christmas concerts, sports days, etc.



Equal Opportunities Policy

At Maesyrhandir C.P. School we seek to develop the particular abilities of each pupil as an individual. We are committed to the elimination of unfair discrimination and the provision and promotion of equality of opportunity for all in education.

We will strive to ensure that no pupil or member of staff receives less favourable treatment on the grounds of sex, marital status, age, language, colour, race or ethnic origin, socio-economic status, sexual orientation or disability.

Pupils with disabilities

In accordance with our Equal Opportunities Policy pupils will be given equal opportunities to access the curriculum and where necessary steps will be taken to ensure appropriate provision for such pupils in school.

Accidents at School

If an accident occurs in school a child will be seen by a trained first aider and if further action is required this will be organised. Should this be a head injury, phone contact will be made with parents. If there is a serious accident or an illness, the parent or carer will be informed as quickly as possible. Serious injuries will be dealt with by contacting the emergency services.

If a child is taken ill during the school day, every effort will be made to contact the parent. It is therefore very important that parents keep school updated about changes in emergency contacts. Should you wish your child to remain indoors at break time or lunch time due to a health concern, please inform your child's class teacher through a written note at the start of the school day. The school has a medical record with details relating to each pupil. Parental co-operation helps keep this up to date.

Fire Drills

As required by Health and Safety Fire Drills are held regularly throughout the year and a record of these is kept by the headteacher.

School Dinners

The majority of our children eat dinners on school premises with only a few going home for lunch. Pupils have the choice of bringing their own packed lunch or having a meal as provided by Powys Catering. During lunch time the children are supervised by a team of midday supervisors. A senior member of the teaching staff is always available throughout the lunch time period.



If children go home for lunch they are expected to let a member of staff know when they have returned and sign in the book outside the office.

All primary school children are entitled to universal free school meals.

Snacks

At break times we ask that your child is provided with a piece of fruit or veg from home. Sweets, chewing gum and fizzy drinks are not allowed to be consumed either in school or on the playground.

Free milk is available for all Reception, Year 1 and Year 2 pupils at morning break time.

Please note that we are a nut-free school as some pupils do have a nut allergy.

We also encourage all children to bring a refillable water bottles so that they have access to water throughout the day.

Notification of Absences from school

It is essential that the school is notified of a child's absence through a phone call or note on the first day that the child is away. Absences without explanation will be classed as unauthorised and are likely to be followed up by the Education Welfare Officer. **Verbal explanation by a pupil is not sufficient.**

It is a policy of Powys County Council that any child being sick should not return to school for 48 hours after the last incident.

Parents can apply for up to 10 days term time holiday for their child within an academic year. Each application is looked at individually and applications will only be approved if your child has a 90%+ attendance record.

Attendance Data

Our attendance percentage for the last year academic year was 91%

Number of pupil fixed term exclusions 2025 - 26

MAESYRHANDIR C.P. SCHOOL ADMISSION FORM

Full Name:

Home Telephone no:	Mobile no:
Address:	
Postcode:	
Email	
1 st Emergency Contact Name:	Telephone no:
2 nd Emergency Contact Name:	Telephone no:
Date of Birth:	Date of Admission:

FAMILY DETAILS

Mother:	Place of Work & tel no:
Father:	Place of Work & tel no:
Other (with parental responsibility):	
Parent(s) address if different from above:	
Position of child in family:	
First language: English/Welsh/Other:	Ethnicity: English/Welsh/British/etc.
Other languages understood:	Other languages spoken:
SIGNIFICANT HEALTH INFORMATION:	
FAMILY DOCTOR:	
OTHER BACKGROUND INFORMATION(eg Religious Affiliation):	
Pre-School Experience:	
Other Schools:	
Any other relevant details:	

Signed..... Parent/Guardian.

UNIFORM ORDER

Pupil's name:.....

Class:.....

Please insert **number and colour** required in box

£7.50 each	Age 3 – 4 Height 104cm	Age 5 – 6 Height 116cm	Age 7 – 8 Height 128cm	Age 9 – 10 Height 140cm	Age 11 – 12 Height 152cm
SWEATSHIRT PURPLE					
SWEATSHIRT DARK GREEN					

£7.20 each	Age 3 – 4 Height 104cm	Age 5 – 6 Height 116cm	Age 7 – 8 Height 128cm	Age 9 – 10 Height 140cm	Age 11 – 12 Height 152cm
POLOSHIRT JADE GREEN					

£13.00 each	Age 3 – 4 Height 104cm	Age 5 – 6 Height 116cm	Age 7 – 8 Height 128cm	Age 9 – 10 Height 140cm	Age 11 – 12 Height 152cm
FLEECE DARK GREEN					

£8.00 each	Age 5 – 6 Chest 26/28"	Age 7 – 8 Chest 30/32"	Age 9 – 11 Chest 34/36"	Age 12 - 13 Chest 36/38"
HOODIE PURPLE				
HOODIE DARK GREEN				

£11.50 each	Age 3 – 4 Height 104cm	Age 5 – 6 Height 116cm	Age 7 – 8 Height 128cm
NAVY BLUE WATERPROOF SUIT			

£4.50 each	One size / adjustable
PURPLE BASEBALL CAP	

Please send payment with order.

Total cost of all garments ordered: £.....

Cheques should be made payable to Maesyrrhandir C.P. School.

MAESYRHANDIR C.P. SCHOOL

2026 - 27

Autumn term:

- Wednesday 2nd September 2026 to Wednesday 21st October 2026
- **Half Term - Monday 26th October 2026 to Friday 30th October 2026**
- Monday 2nd November 2026 to Tuesday 22nd December 2026
-

Spring term:

- Tuesday 5th January 2027 to Friday 5th February 2027
- **Half Term - Monday 8th February 2027 to Friday 12th February 2027**
- Monday 15th February 2027 to Friday 19th March 2027
-

Summer term:

- Monday 5th April 2027 to Friday 28th May 2027
- **Half Term - Monday 31st May 2027 to Friday 4th June 2027**
- Monday 7th June 2027 to Friday 16th July 2027
-

Non-pupil days:

- Tuesday 1st September 2026
- Thursday 22nd October 2026
- Friday 23rd October 2026
- Monday 4th January 2027
- Monday 5th April 2027
- Monday 5th July 2027

PARENT HELPER FORM

Name:

Address:

.....

Tel. no:

Parent/Carer of:..... Year.....

I am interested in:

Please tick

- ☐ Developing ICT skills
- ☐ Reading activities
- ☐ Maths games
- ☐ Arts and craft activities
- ☐ Music
- ☐ Mounting work for displays
- ☐ Taking children to matches/competitions
- ☐ Coaching (indicate which sport)
- ☐ Other areas (please specify below)

.....

.....

Please return this form to the school office and we will contact you.

Thank you for your offer of help!

Volunteer helpers will need a Powys County Council Enhanced CRB Disclosure - please see office staff for relevant paper work.

MAESYRHANDIR ANTI-BULLYING POLICY

At Maesyrrhandir C P School we are committed to providing a warm, caring and safe environment for all our children so that they can learn and play in a relaxed and secure setting. Our vision is 'Everybody's Somebody' and our key principles are – ready, respectful and safe. At all times we seek to provide a caring, safe environment for all our pupils in which everyone is afforded the highest level of respect.

BULLYING IS CONTRARY TO THIS AIM AND WILL NOT BE TOLERATED.

Statement of Intent

We take all incidents of bullying seriously. Bullying of any kind is unacceptable at our school. At our school we acknowledge that bullying does happen from time to time as it is unrealistic to claim otherwise. When it does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy.

We are a **TELLING SCHOOL**. This means that anyone who knows that bullying is happening is expected to tell staff. To support this intent, we are a KiVa school and believe in the following KiVa mission statement:

Each pupil is entitled to a safe learning environment. This means that each and every individual has the lawful right to come to school without worries. We all play a part in making sure that this right is fulfilled not only when it comes to us, but to others as well. This is the meaning of KiVa.

We define bullying as: it happens Several Times on Purpose.

Bullying is the use of aggressive or insulting behaviour, repeated over a period of time that intentionally distresses or harms another.

Bullying can be:

- **Emotional** - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- **Verbal** – name-calling, sarcasm, spreading rumours, threats, teasing making rude remarks, making fun of someone
- **Physical** – pushing, kicking, hitting, pinching, biting, punching
- **Racist** – racial taunts, graffiti, gestures, making fun of culture and religion
- **Sexual** – unwanted physical contact or sexually abusive comments
- **Homophobic** – because of/ or focussing on the issue of sexuality
- **Cyber** – all areas of internet, such as e mail, internet chat room misuse, mobile phone threats including abusive text messages

Bullying is not:

It is important to recognise that bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose.

Why it is important to respond to bullying

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

Objectives of this policy

- ⇒ The implementation of this policy will create an ethos where bullying is regarded as unacceptable, creating a safe and secure environment for everyone to learn and work in. This policy must be read and followed in conjunction with the safety policies.
- ⇒ All governors, teaching and non-teaching staff, pupils and parents should have an understanding of what bullying is, together with procedures to follow when bullying occurs.
- ⇒ All governors, teaching and non-teaching staff will know what the school policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- ⇒ All pupils and parents/guardians will know what the school policy is on bullying and what they can do if bullying occurs.
- ⇒ Pupils and parents will be assured that they will be supported when bullying is reported.
- ⇒ Whole school initiatives (staff training, celebration assemblies etc) and proactive teaching strategies (Personal and Social Education lessons, circle time, etc) will be used throughout the school to reduce the opportunities for bullying to occur.
- ⇒ Where necessary, the school will work closely with other professional agencies to ensure that children stay safe as stated in The Children Act 1989, SEN and Disability Act 2001, Every Child Matters 2003 and The Children Act 2004.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Is frightened of walking to or from school
- Doesn't want to go on the school/public bus
- Begs to be driven to school
- Changes their usual routine
- Is unwilling to go to school (school phobic)
- Begins to truant
- Becomes withdrawn, anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning persistently
- Begins to do poorly in school work
- Comes home with clothes torn or books damaged
- Has possessions which are damaged or 'go missing'
- Asks for money or starts stealing money (to pay bully)
- Has dinner or other monies continually 'lost'
- Comes home starving (money/lunch has been stolen)
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received.

N.B. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

Lunchtime/Playtime

Playtimes and particularly lunch times are the times when most bullying incidents occur. In order to avoid this as a school we will ensure:

- a) all pupils are in an area where they can easily be observed and supervised. If the weather is such that pupils have to remain inside then they will be provided with an appropriate activity in which to be involved.)
- b) teaching and non-teaching staff are available at any time and that mid-day supervisors report any signs or knowledge of bullying.
- c) mid-day supervisors clearly understand their responsibilities and have knowledge of the school policy and how it is to be implemented.

Procedures for reporting and responding to bullying incidents

1. Report all bullying allegations or incidents to staff. Confidentiality for all will be maintained. Incidents of cyber bullying to be reported to headteacher.
2. Staff will make sure the victim(s) is and feels safe.
3. Appropriate advice will be given to help the victim(s).
4. Staff will listen and speak to all children involved about the incident separately.
5. The problem will be identified and possible solutions suggested.
6. Staff will attempt to adopt a problem solving approach that will move children on from them having to justify their behaviour. Individual discussions with the KiVa team take place between the bullied pupil and pupils taking part in bullying.
7. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
8. Attempts will be made to help the bully (bullies) understand and change their behaviour.
9. Restorative approach will be used to support the process.
10. If possible the pupils will be reconciled.
11. All cases will be recorded by the KiVa team.
12. In serious cases parents will be informed and will be invited to come into school for a meeting to discuss the problem.
13. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
14. If necessary and appropriate the Child Protection Officer in school, Social Services or police will be consulted.

The following sanctions may be used

- apologise to the victim(s) verbally or in writing
- lose privileges/playtimes
- be removed from class and work in isolation
- report to Assistant Headteacher or Headteacher
- be withdrawn from participation in school visit, clubs and events not essential to the curriculum
- parents will be invited to the school
- fixed term exclusion
- permanent exclusion.

Parents

Parents have an important role to play in tackling bullying. Parents will help by:

- a) being encouraged to become active in a meaningful partnership with the school
- b) being informed and involved if their child is a bully or a victim

- c) telling the school if their child is being bullied
- d) telling the school if their child is a bully.

If parents wish to complain about bullying the following guidelines should be followed:-

- try to stay calm
- be as specific as possible about what your child says has happened
- make a note of what action the school intends to take
- ask if there is anything you can do to help your child at school
- stay in touch with the school.

If your concerns are not being addressed:

- check the school anti-bullying policy to see if agreed procedures are being followed.
- Discuss your concerns with the parent governor, who will then ensure that the matter is followed up by the School.
- Make an appointment to meet the head teacher.
- If this does not help, write to the Chair of Governors explaining your concerns.
- If you are not satisfied with the outcome of the intervention of the Chair of Governors, contact the Director of Education for your authority, who will be able to ensure that the Governors respond to your concerns.
- Contact local or national parent support groups for advice.

Strategies employed to prevent and reduce incidents of bullying.

Whole school initiative and proactive teaching strategies will be used throughout the school to develop a positive learning environment with the aim of reducing the opportunities for bullying to occur. These can include:

- ✓ Whole school rules of ready, respectful and safe
- ✓ whole school assertive discipline policy enforced
- ✓ using praise and rewards to reinforce good behaviour
- ✓ encouraging the whole school community to model appropriate behaviour towards each other
- ✓ KS2 using the KiVa programme to raise awareness of the role that the whole peer group plays in the bullying process
- ✓ Acceptable User Agreements for internet signed by pupils and parents.
- ✓ awareness through anti-bullying assemblies
- ✓ PSE scheme of work from Reception to Year 6
- ✓ Circle time on bullying issues
- ✓ Drama and role play activities to explore the issue and help children be more assertive and develop coping strategies
- ✓ Introducing playground initiatives and improvements
- ✓ Undertaking pupil questionnaires annually to monitor the extent of bullying in the school and the effectiveness of the anti-bullying policy (eg. PASS survey)
- ✓ Visits by outside agencies – e.g. police to discuss issues and strategies.
- ✓ KiVa pupil questionnaire

Monitoring and evaluation of the policy

Prior to review of this policy listening to learners monitoring sessions focussing on behaviour will be undertaken.

Questionnaires completed by various members of the school community, comments in the learning council forum and circle time will be used to gauge the effectiveness of the policy. Following an annual review any amendments will be made to the policy.

Acceptable Use Policy for Maesyrrhandir C.P. School

Our school website will not include:

- Photographs of individual children (use only group or whole class photographs with very general labels such as 'a science lesson' or making Christmas decorations')
- Personal details or names of any child or adult in a photograph
- Personal email/postal addresses, telephone/fax numbers.

Rules governing use of E-mail.

Pupils shall not:-

- Use racist, sexist or otherwise offensive or threatening language in the sending of e-mail messages.
- Attempt to impersonate other e-mail users.

Rules governing use of the Internet

Pupils shall not:-

- Attempt to access any undesirable materials.

Parent Consent Form

Please complete and return this form to the Headteacher, Maesyrrhandir School.

ف I am the parent or carer of

ف I understand that the school will take all reasonable steps to ensure that my child uses the school's internet and electronic mail services for appropriate purposes.

ف I understand that no filtering system can guarantee to be 100% effective all the time and that

there may be occasional instances of misuse by some pupils.

ف I understand that my child will be held accountable for his/her use of the internet and electronic mail services and that deliberate misuse will be treated as a serious breach of school rules and reported to me.

ف I give my permission for my child to use the Internet and electronic mail services in the school.

ف I give permission for my child's photograph or work to be used on the school website providing that he/she is not identified.

Signed..... Date:.....

Pupil Consent Form

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the Internet in a responsible way and observe all the restrictions explained to me by the school.

Pupil signature..... Date.....

Fair Processing Notice: What the School, Local Education Authority and Government does with Information it Holds on Pupils

Subject

This leaflet tells you about what the National Assembly for Wales, **Powys Local Education Authority** (LEA) and Maesyrhandir C.P. School does with your or your child's personal and performance information (data).

The collection of personal information

The school collects information about pupils and their parents or legal guardians when they go to a new school, they also collect information at other times during the school year. Information is also received from other schools when pupils transfer.

The LEA and National Assembly for Wales will receive information on pupils from the school, normally as part of what is called the Pupil Level Annual Schools Census which takes place in January each year.

The school, LEA and National Assembly for Wales receive information about exam and national curriculum assessment and test results.

The use made of this personal information

The **National Assembly for Wales** uses the information collected to do research, primarily to inform educational policy changes and funding. The research is done in a way that ensures individual pupils cannot be identified. Examples of the sort of statistics produced can be viewed at www.learning.wales.gov.uk or www.wales.gov.uk/statistics

The **LEA** also uses the personal information collected to do research. It uses the results of the research to make decisions on policy and the funding of schools, to calculate the performance of schools and help them to set targets. The research is done in a way that ensures individual pupils cannot be identified.

The **School** uses the information it collects to administer the education it provides to pupils. For example;

- the provision of educational services to individuals;
- monitoring and reporting on pupils' educational progress;
- the provision of welfare, pastoral care and health services;
- the giving of support and guidance to pupils, their parents and legal guardians;
- the organisation of educational events and trips;
- planning and management of the school.

Organisations who may share personal information

Information held by the School, LEA and the National Assembly for Wales on pupils, their parents or legal guardians may be shared with other organisations when the law allows, for example with;

- other education and training bodies, including schools, when pupils are applying for courses, training, school transfer or seeking guidance on opportunities;
- bodies doing research for the National Assembly for Wales, LEA and schools, so long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- social services and other health and welfare organisations where there is a need to share information to protect and support individual pupils;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work.

Personal information held

The sort of personal information that will be held includes;

- personal details such as name, address, date of birth, and contact details for parents and guardians;
- information on performance in internal and national assessments and examinations;
- information on the ethnic origin and national identity of pupils (this is used only to prepare summary statistical analyses);
- details about pupils' immigration status (this is used only to prepare summary statistical analyses);
- medical information needed to keep pupils safe while in the care of the school;
- information on attendance and any disciplinary action taken;
- information about the involvement of social services with individual pupils where this is needed for the care of the pupil.

Other information

The National Assembly for Wales, LEA and school will try to ensure that information is accurate and secure. Personal information will not be sent outside the United Kingdom.

Your rights under the Data Protection Act 1998

The Data Protection Act 1998 gives individuals certain rights in respect of personal information held on them by any organisation. These rights include;

- the right to ask for and receive copies of the personal information held on **you**, although some information can sometimes be legitimately withheld;
- the right, in some circumstances, to prevent the processing of personal information if doing so will cause damage or distress;
- the right to ask for wrong information to be put right;

- the right to seek compensation if an organisation does not comply with the Data Protection Act 1998 and you personally suffer damage;
- in some circumstances a pupil's parent or legal guardian *may* have a right to receive a copy of personal data held about a pupil in their legal care. Such cases will be considered on an individual basis where the individual is deemed to have insufficient understanding of their rights under the Act.

You also have the right to ask the Information Commissioner, who enforces and oversees the Data Protection Act 1998, to assess whether or not the processing of personal information is likely to comply with the provisions of the Act.

Seeking further information

For further information about the personal information collected and its' use, if you have concerns about the accuracy of personal information, or wish to exercise your rights under the Data Protection Act 1998, you should contact;

- your child's school on 01686 626337;
- your LEA on **01597-826455**;
- **the National Assembly's data protection officer at, The National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ;**
- the Information Commissioner's office help line can be contacted on 01625 545 745;
- information is also available from www.informationcommissioner.gov.uk

Ysgol Maesyrhandir C.P. School

*Plantation Lane, Newtown, Powys SY16 1LQ
Telephone: 01686 626337 FAX: 01686 620039
E-mail: office@maesyrhandir.powys.sch.uk*

PRIMARY SCHOOL FREE BREAKFAST

Breakfast Club is held in the school hall from Monday to Friday from 8:00 a.m.
Please complete this form and return to school prior to your child attending Breakfast Club.

Many thanks.

Child's Name:	Class:
Special Dietary Requirements	
Does your child have any food allergies/intolerance?	Yes / No
If yes, please provide details	

Other information	
Please provide details of any other information you feel relevant to your child's attendance at the breakfast session	
Contact details in case of an emergency	
Name:	Phone Number:
Relationship to child:	
Name:	Phone Number:
Relationship to child:	
I confirm that I would like my child to attend the breakfast sessions.	
Signature of Parent/Guardian:	Date:

Parent/Carer Acceptable Use Agreement and permission forms

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies provide powerful tools, which open up new opportunities for everyone. They can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

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
- that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk
- that 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 online behaviour.

The school will try to ensure that learners will have good access to digital technologies to enhance their learning and will, in return, expect the learners to agree to be responsible users. A copy of the learner acceptable use agreement is attached to this permission form, so that parents/carers will be aware of the school expectations of the learners in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

Permission Form

Parent/Carers Name:.....

Signature.....

Name(s)

of Learners.....

As the parent/carers of the above learners, I give permission for my child to have access to the internet and to ICT systems at school.

Years 3, 4, 5 & 6

I know that my child has signed an acceptable use agreement and has received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.

Reception, Year 1 & Year 2

I understand that the school has discussed the acceptable use agreement with my child and that they have received, or will receive, online safety education to help them understand the importance of safe use of technology and the internet – both in and out of the school.

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 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 systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the acceptable use agreement.

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 online safety.

As the school is collecting personal data by issuing this form, we need to inform you of the following :

This form is ...	Printed
Who will have access to this form.	Online Safety Group and School admin
Where this form will be stored.	Filed in the office
How long this form will be stored for.	Until your child leaves school
How this form will be destroyed.	shredded

Signed:

printed.....

Date:

Use of Digital/Video Images

There are certain activities where the school do not use consent as the basis for processing your child's data. We take photographs/videos of the children for the purposes of recording and tracking pupil progress under the [e.g. *Education Act 1996*] and compiling evidence for assessment purposes. These are kept in secure locations within the school and destroyed in line with our retention policy. We may also need to share these files with third parties.

On other occasions the school may wish to publish photographs and/or video footage of pupils in public documents such as the school prospectus, our social media pages (e.g. Twitter) and website, on display around the school, and in community publications such as local newspapers. All images are published with the strictest regard for safeguarding and child protection, and **only with your consent**.

The school will comply with data protection laws and request parent's/carers permission before publishing images of members of the school. We will also ensure that when images are published the learner cannot be identified using their names.

Please note that you can withdraw your consent at any time. If you have any queries or wish to withdraw or review your consent, please contact the school.

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 is not covered by the Data Protection Act 2018). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other learners in the digital/video images.

Parents/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

As the school is collecting personal data by issuing this form, we need to inform parents/carers as to how it will be used and stored:

This form is printed	The images	
The school will retain the consent form for the period of 1 academic year. Consent for the publication of photographs/images will be renewed on an annual basis.	Where the images may be published. Such as; Twitter, Facebook, the school website, local press, etc. (see relevant section of form below)	
	Who will have access to the images in school.	School Staff and pupils
	Who will have access to the images once published	The wider world
	Where the images will be stored within school	Secure Cloud based storage
	How long the images will be stored for.	For 5 years
	How the images will be destroyed.	Deleted from the Cloud storage
	How a request for deletion of the images can be made.	To the Head Teacher
	Parents/Carers should note that websites can be viewed throughout the World, and not just in the United Kingdom where UK/EU data protection law applies. Images and information can no longer be controlled by the school when copied from the website	

Child's Name:

Class:

In accordance with our child protection policy, we will not permit photographs, video or other images of young people to be taken without the consent of the parent of any child on roll at Maesyrrhandir Primary School while in our care.

There is an exception and that is that during performances, assemblies, sports day and such events we ask that you keep any photographs or videos you may take of your child which also have other children in them private and not share on any social media platforms and such like.

Maesyrrhandir School will take all steps to ensure images we take as a school are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the school immediately.

	No	Yes
I give permission for my child's photograph to be used within school for display purposes.		
I give permission for my child's photograph to be used within other printed publications e.g. local newspaper.		
I give permission for my child's photograph to be used on the school's website.		
I give permission for my child to be videoed for use on the school's website.		
I give permission for my child's photograph to be used on the school's social media pages.		
I give permission for my child to be videoed for use on the school's social media pages.		

Signature: _____

Name: _____

Date: _____

Use of Cloud Systems

In Wales, all learners have access to Hwb through a personalised account. In order for an account to be created, personal data is shared between the school and Hwb. The use of personal data in this manner is considered to be a public task, for the purposes of data protection. This means that consent is not required in order for a learner to have a Hwb account and access to the tools and services on this platform. More details can be found in the [Hwb trust centre](#).

When Maesyrrhandir School uses other cloud hosting services we will always assess the risk of sharing personal data with any other third party and will identify the correct lawful basis for this data sharing. It is likely that parent/carer consent may be required in order to create an account. We will consider the impact of relying on consent as the lawful basis if the service is regarded as essential to providing education. If consent is withdrawn and access to the service no longer possible, the school should consider if this would have a negative impact on the learners' education?

Learner Acceptable Use Agreement

On the following pages we have copied, for the information of parents and carers, the learner acceptable use agreement.

Acceptable Use Policy Agreement for Younger Pupils Reception - Year 4

Our Technology Rules

I will follow these rules to use computers, tablets and the internet safely at school.

Staying Safe

- My teacher will watch what I do on computers, tablets and the internet to keep me safe.
- I will keep my passwords secret and tell my teacher if I need help.
- I understand that people online are not always who they say they are. I will only talk to people online if my teacher or a trusted adult says it's OK.
- I will not share my name, address, or pictures without asking my teacher or a trusted adult first.
- If I see something that makes me feel worried or upset, I will tell my teacher or a trusted adult straight away.
- I will only use apps, games or websites my teacher says are safe.

Using Technology Kindly

- I will be kind when using technology, just like I am in real life.
- I will take care of the computers and tablets I use.
- I will only look at things my teacher says are OK.

Making Good Choices

- I will ask my teacher before I use someone else's pictures or work.
- I will take breaks from screens and do other fun things too.
- I know that I can say no / please stop to anyone online who makes me feel sad, uncomfortable, embarrassed or upset.
- I will ask for help from a trusted adult if I am not sure what to do or if I think I may have done something wrong.

What Happens If I Forget the Rules

- If I forget the rules, my teacher will help me learn to make better choices next time.

These rules help us all stay safe and have fun using computers and tablets at school!

Year 3 & Year 4 pupils.

Parents please discuss with your child and sign with them.

Signed (child):

Signed (parent):

Reception, Year 1 & Year 2

Parents please discuss with your child and sign on their behalf.

Signed (parent):

Older Learner Acceptable Use Agreement

Years 5 & 6

Introduction

Digital technologies have become integral to the lives of children and young people, both within and outside schools. These technologies are powerful tools, which open up new opportunities for everyone. They can stimulate discussion, encourage creativity and stimulate awareness of context to promote effective learning. Learners should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended:

- to ensure that learners will have good access to devices and the internet, be responsible users and stay safe while using digital technologies for educational, personal and recreational use
- to help learners understand good online behaviours that they can use in school, but also outside school
- to protect school devices and networks from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Agreement

When I use devices I must behave responsibly to help keep me and other users safe online and to look after the devices.

For my own personal safety:

- I understand that what I do online will be supervised and monitored and that I may not be allowed to use devices in school unless I follow these rules and use them responsibly
- I will only visit internet sites that adults have told me are safe to visit
- I will keep my username and password safe and secure and not share it with anyone else
- I will be aware of “stranger danger” when I am online
- I will not share personal information about myself or others when online
- If I arrange to meet people off-line that I have communicated with online, I will do so in a public place and take a trusted adult with me
- I will immediately tell an adult if I see anything that makes me feel uncomfortable when I see it online.

I will look after the devices I use, so that the school and everyone there can be safe:

- I will handle all the devices carefully and only use them if I have permission.
- I will not try to alter the settings on any devices or try to install any software or programmes.
- I will tell an adult if a device is damaged or if anything else goes wrong.
- I will only use the devices to do things that I am allowed to do.

I will think about how my behaviour online might affect other people:

- When online, I will act as I expect others to act toward me.
- I will not copy anyone else’s work or files without their permission.
- I will be polite and responsible when I communicate with others and I appreciate that others may have different opinions to me.
- I will not take or share images of anyone without their permission.

I know that there are other rules that I need to follow:

- I am not allowed any personal mobile device in school unless it is my phone and then it should be kept in the school office all day.
- I am not allowed to access social media sites in school.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- I should have permission if I use the original work of others in my own work.

I understand that I am responsible for my actions, both in and out of school:

- I know that I am expected to follow these rules in school and that I should behave in the same way when out of school as well.
- I understand that if I do not follow these rules, I may be subject to disciplinary action.

Learner Acceptable Use Agreement Form

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, gaming devices USB devices, cameras etc.
- I am out of school and involved in any online behaviour that might affect the school or other members of the school.

Name of Learner:

Group/Class:

Signed:

Date:

Name of parent/carer:

Signed: