

Ruishton Church of England Primary  
School  
Newlands Road  
Ruishton  
Taunton, TA3 5JZ

School Brochure





## Ruishton Church of England Primary School

telephone  
01823 442832

e-mail : [sch.289@educ.somerset.gov.uk](mailto:sch.289@educ.somerset.gov.uk) website :  
<http://ruishtonschool.co.uk>

Newlands Road  
Ruishton  
Taunton  
Somerset  
TA3 5JZ

Head Master: N Dalton BA



Dear Parent

Welcome to Ruishton Church of England Primary School. We are proud of our school and of the governors, staff, parents and children who work together to make our school a happy, secure and purposeful environment for us all.

At our school we aim to provide the best education we can for each child. This education will develop their academic, artistic and creative, physical and personal skills. All the adults involved in the school work together to create an ethos which will give the children the best opportunities.

We believe that it is important that this is supported by a close working relationship between home and school. You will find outlined in this prospectus a number of ways that we can work together to ensure the best for your child. We have an 'open door' policy at Ruishton. If you have any questions or concerns about your child's education or life at school please come and talk to the class teacher or myself.

Education during the last ten years has undergone many changes and will continue to do so. Much thought and care has gone into providing the most appropriate curriculum and experiences that will enable your child to do their best. This care will continue throughout your child's time with us, providing them with the best standards of education.

We look forward to welcoming you as a family and to us getting to know each other well during our years together.

Yours sincerely

Neil Dalton  
Head Master



INVESTOR IN PEOPLE



Healthy School

UNIVERSITY OF  
**EXETER**  
ITE Partner

## **A LITTLE BIT OF HISTORY**

The school is situated in Ruishton at the end of Newlands Road. The school is accessed via the Newlands housing estate but is surrounded on three sides by open fields/farmland. There has been a school in Ruishton since 1861 and we moved to the present site in 1975 . Since 2005 significant building work has created three new classrooms, staff room, a dedicated music room, outdoor classroom and a pre-school building housing out of hours child care and Woodlands pre-school, with associated development of the field.

The school has five classes and children are placed in these classes according to their age. Ruishton Primary School is a school for children aged between 4 and 11 years. It is a voluntary controlled church school, which means that the Church of England is still represented on the governing body but the religious education of the school is non-denominational. The incumbent visits the school and takes collective worship regularly.

## **THE AIMS OF OUR SCHOOL**

At Ruishton Primary School we provide a broad, balanced education for all the children in our care. We aim to create a happy, caring and stimulating learning environment in which all children can grow in self esteem and fulfil their full potential as human beings. In particular we aim:

- To encourage children to become responsible, independent people, who are able to look at and think deeply about the world around them.
- To develop, in children, a love of learning and a desire to continue to expand their knowledge and skills throughout their life.
- To enable children to reach their full potential in all aspects of the school's curriculum.
- To help children learn to live together in a community showing mutual respect and sensitivity to the differences between one another.
- To provide children with an education appropriate to the world outside the classroom.
- To develop in children a positive sense of moral responsibility and self-discipline.
- To develop in children spiritual awareness and an awe of the universe. To promote a daily act of worship for all children and staff.

### **In our school we:**

Respect each other, the school environment and ourselves.

Are polite to each other at all times.

Work hard and to the best of our ability.

Play safely and thoughtfully.

Try to be good ambassadors for the school in the wider community.

## **STARTING SCHOOL AS AN INFANT (Key Stage 1)**

Before your child is due to start the school please visit us and enquire how to place your name on the list for future entrants. You will receive a registration form from the local authority and will be asked to make a choice of school. Once the local authority has made the decision you will be notified by them directly. You retain the right of appeal against any decision. There is a parents' evening in May to meet the teacher and talk about your child starting school.

The school year runs from 1st September until 31st August. Children can start school in September as long as their 4th birthday falls before 31st August. Summer born children can defer entry until January. All reception children attend school part-time for about four weeks and are progressively introduced to full time education. This policy is in line with the policy of Somerset L.E.A.

If after reading this booklet you would like to visit the school to find out more about the facilities, please contact the Head Master to make an appointment..

## **THE CURRICULUM**

As in other state schools, all the children of statutory school age at Ruishton School follow the Foundation Stage and National Curriculum, and the younger pupils follow the Early Years programmes of study. This means they follow nationally agreed programmes of study in Maths, English, Science, Art, Music, P.E., History, Geography, Design and Technology and Information Technology. In addition to the subjects specified in the National Curriculum, the school curriculum also includes cross curricular issues such as Personal and Social Education, Health Education, Environmental Education, Religious Education, Equal Opportunities and Multicultural Education. In addition all children are taught French.

## **HOW WE ORGANISE LEARNING**

During the school year, some aspects of each class's work is planned around a series of topics, lasting half a term or a term. The topics are organised so that all areas of the National Curriculum are included over the year. Classroom displays often focus on aspects of the topic and we try hard to make classroom work interesting and meaningful to children. Children are also encouraged to bring items from home into school in order to enrich their topic work. We hope children will experience memorable learning activities each day of their school life. As well as work related to the class topic, children also work on specific subject areas. In particular there will be ongoing activities in Maths, English - (talking, listening, reading and writing) and Science.

Within the classroom, different activities will often be taking place at the same time, when this happens the teacher will normally be working with groups of children or individual children. Children are encouraged to work both independently and collaboratively in a group, according to the task in which they are involved.

Children progress through the levels of the National Curriculum at their own rate. Their progress is carefully checked both by teacher assessment and by various standardised tests and at the ages of 7 and 11 their progress is also monitored by nationally organised assessments (SATs) with optional SATs assessment being used in year 3,4 and 5

## **RELIGIOUS EDUCATION**

Religious education is taught according to the Diocesan Syllabus, which develops knowledge of Christianity whilst raising awareness of other religions. Children meet daily for collective worship, including one key stage assembly per week.. The assemblies follow a weekly theme, with the final assembly providing an opportunity to celebrate and give thanks for the school week just ending. On Friday afternoons parents and friends are welcome to join us for assembly at 2.45pm. At Friday

assembly, the "cup" and "shield" are presented. The "cup" is for the class that has made the best effort at a challenge set for the week - e.g. for tidiness, or good manners. The "shield" is given to an individual child who has done something special, e.g. been particularly kind to another child, worked hard, or made good progress.

Under the provisions of the Education Reform Act 1988 all parents have a right to withdraw their child from the schools daily Collective Act of Worship, or from Religious Education. (The Schools Religious Education curriculum is in accordance with the Diocesan Syllabus). Any parent wishing to withdraw a child from these elements of the curriculum should make a written request to the Head teacher.

### **ENVIRONMENTAL EDUCATION**

We are committed to developing in children an understanding and appreciation of the natural and constructed world, locally, nationally and internationally. We encourage them to develop a sense of responsibility for looking after and improving the environment around them. The children help to create and maintain the gardens, and take responsibility for keeping the grounds free of litter. The projects are mainly long term although some shorter projects can be incorporated. The school has a vegetable and flower garden with a greenhouse and is a national signatory to the "outdoor classroom manifesto".

### **PERSONAL AND SOCIAL EDUCATION**

In all aspects of school life we aim to promote the personal and social development of children. We aim to develop an understanding of how to look after ourselves, basic life skills and interpersonal skills. We help children to understand and come to terms with growing up. "Sex Education" is taught in school as an aspect of Personal and Social Education and is taught in a way appropriate to the age of the children. Copies of the Governors' Sex Education Policy are available for parents to read.

### **EQUAL OPPORTUNITIES**

Our aim is to provide equal opportunities for all children and adults at Ruishton School. We actively discourage, discuss and reflect upon stereotyped views of male/female roles. Where appropriate teachers may positively intervene to encourage children to cooperate on tasks to overcome the children's own sex segregation and prejudice. We recognise how important it is for each individual to have a positive perception of his or her role in life and the possibilities open to them.

### **SPECIAL EDUCATIONAL NEEDS**

Consideration is given to all children with Special Educational Needs, including the most able children, children with learning difficulties, children with physical disabilities and children with emotional problems. The school has a resource base for moderate learning difficulties and consequently experienced and well qualified support staff. The school has a Special Needs Coordinator and resource base programmes are managed and co-ordinated by two senior learning support assistants. Class teachers work closely with each other, with the Special Needs Coordinator, resource base manager and with Learning Support Assistants.

### **MULTICULTURAL EDUCATION**

We believe it is essential that children should develop an understanding of a variety of cultures. We aim to help children grow into people who respect and care for all people.

### **EXTRA CURRICULAR ACTIVITIES**

The school offers a range of extra curricular activities, including recorders, choir, football, netball, rugby, cricket, gym, story telling etc. These activities are optional and take place either at lunchtime or at the end of the school day.

### **SCHOOL CONCERTS**

Every child in the school takes part in the Christmas Concert, which is performed on two evenings, so

that all parents have an opportunity to attend. We may also have a Summer Concert, which varies in content, but may include contributions from recorder clubs, choir, ballet groups and drama from the older children in the school. The school leavers put on their own concert in the final weeks.

### **LUNCHTIME**

The children may bring sandwiches to school or have school meals which are available daily. Menus are given out at the beginning of each week and they need to be returned with appropriate payment by Wednesday noon for the following week. Special diets and religious or cultural needs can usually be catered for.

### **CHARITIES**

The children also support a number of charities. In recent years CLIC, Children in Need, Water Aid, Health Projects Abroad, Comic Relief, Great Ormond Street, Action Aid and the NSPCC have all been a focus of fund raising. Collections made at Christmas and summer concerts are for charities.

### **LIVING TOGETHER IN A SCHOOL COMMUNITY**

We feel every member of the school is entitled to consideration and respect. We hope the children will learn to respect other people and have a responsible attitude to the general care of the school. We believe the development of self-control and an acceptance of responsibility for their actions is essential if children are to live happily in a community. The adults in the school are aware that they need to be good role models in these areas. We also have a number of school expectations, not rules, which children will be reminded of from time to time. These are designed to ensure a safe and orderly school environment and life. If a child's behaviour is spoiling the happy school atmosphere, discussions may be held with the child's parents in order to find the best way to improve the situation.

### **HOME AND SCHOOL**

We welcome the interest and support of parents in all aspects of school life. We aim to keep parents well informed about their children's education so that they see it as a partnership between home and school. Parents are encouraged to keep in regular contact with their child's class teacher and to "pop in" for a quick word now and again at the end of school. Teachers will always be pleased to spare a few moments, unless they have other engagements, but if a lengthy discussion is needed, it would be appreciated if an appointment were made. Formal consultations with parents are arranged throughout the year when children's progress is discussed, and parents are invited to view their children's work. Before the parental consultations in the Summer Term, all children receive an annual report from their teacher.. It is very important that you keep the school informed of any important changes that may affect your child. Please let us know promptly about any medical, physical or emotional difficulties of which you become aware.

When your child starts school fulltime, by the Autumn half term, you will be asked to sign a copy of our home-school agreement. This is a small document which sets out clearly what we, you, and the child can do to make their years at school a happy time. We ask that you sign for yourself and your child and a member of staff will sign on behalf of the school. When the child enters Key Stage 2 we ask that the child signs their part of the agreement themselves.

### **PHYSICAL EDUCATION**

We are lucky at Ruishton to have a large playing field attached to the school, which is well used for football, touch rugby and other ball games and sports. We also have a well equipped hall/gym. The children benefit from swimming lessons at the swimming baths in Taunton for which coach transport is provided.

## **HOMEWORK**

We feel that at primary age, children's time out of school should be mainly their own time in which to pursue their own interests, hobbies and play. However, we do hope parents will enjoy sharing books at home with their children, throughout their time at our school. From the reception class onwards children will bring home books to enjoy with their parents. As children grow older or become more proficient readers they will often want to read books they bring home on their own.

As children become older, we hope you will also help them to learn spellings or number facts (eg multiplication tables). On occasions children will also want to follow up work on a topic at home, perhaps by carrying out further research. Teachers will keep you informed of any help you can give. Children in the last two years at school will be expected to do homework on an increasing formal basis as the teacher feels appropriate

## **HELPING IN SCHOOL**

We value any help, which you can give at school, whether it be working with children in the classroom or helping "behind the scenes". Any such help you give not only benefits the school in general; it also benefits your own child. It shows them that you value the school, are part of the school community and are interested in what is happening. These positive feelings will rub off on your own child. At Ruishton School we are supported by many voluntary helpers - these are usually "Mums", but Dads, Grans and Grandads have also been involved. We always welcome more help - there is a place for everyone at the school. This is subject to a police clearance check. (CRB clearance). If you would like to help at any time, either regularly or on an occasional basis, please contact your child's teacher, or the head teacher.

## **SAFETY IN SCHOOL**

All visitors are required to report to the school office on arrival to be issued with a visitor's badge. For security reasons all children must be collected from the playground area at the end of the school day for classes 1, 3, 4 and 5 or directly outside class 2.

## **MEDICAL CARE**

If your child is unwell at school, we will make every effort to contact you. It is very important that we have up-to-date home/work telephone numbers or other contact numbers. Until we have contacted you we will take any action required in the interests of the child, but cannot give medicines without a diagnosis in the first instance. You are then asked to sign a consent and disclaimer form for the giving of medicine.

## **TRANSPORT**

A public coach is privately hired for school trips. Some private staff cars may be used on occasions to transport children. All staff have the necessary insurance cover for this purpose.

## **TIMES OF SCHOOL SESSIONS**

MORNINGS	8.55 - 12.00	All classes
AFTERNOONS	1.15 - 3.15	R, Y1 and Y2
	1.00 - 3.15	Y3, Y4 , Y5 and Y6

The playground is supervised from 8.45am, so if you arrive before that please stay with your child until we accept responsibility for them. There are facilities for pre- and post school child care.

## **SCHOOL DRESS**

### **School uniform is required.**

The uniform consists of sweatshirts, cardigans and polo shirts. All can be purchased from Taunton Uniforms on East Street in a choice of colours and all bear the embroidered school logo. We ask that suitable dark coloured trousers or skirts are worn with these. An acceptable standard of neatness and cleanliness is expected at all times. For PE the children need a white tee-shirt and navy blue or black shorts. All items, except those with logos, are also available in the High Street shops and supermarkets.

- Sweatshirt in a choice of three colours
- Sensible shoes
- PE kit (white top, dark bottoms and shoes)
- Grey/dark trousers, skirt
- Gingham/striped skirt
- Polo shirt/blouse/white shirt
- Fleeces are available
- Cap in hot weather.

Please ensure that all uniform is clearly named (not just initials)

## **CHARGING POLICY**

There are no compulsory charges for the usual curricular activities at the school. For some activities, such as school trips, the school has to ask for voluntary financial contributions in order for the activity to take place. In such circumstances, parents receiving Income Support will not be expected to make a contribution for the activity. No child will be excluded from an activity because the parents have not made a voluntary contribution. Some of the language, music or other tuition which takes place at the school is paid for by the parents direct to the tutor.

## **PARENT TEACHER ASSOCIATION**

The association is a charitable organisation whose prime activity is one of fund raising, in order to provide facilities for the school which support and complement those provided from statutory funds. Facilities are provided by the PTA to a value of typically £3,000 to £4,000 per year and include items such as: Text books and reading schemes, Computer equipment and software, Sports equipment, and assistance with funding for school trips and education visits. Funds are raised through a wide range of activities including fairs, raffles, games and competitions, sponsored events and other promotions. The association aims to promote events which are socially enjoyable as well as being effective fund raising activities. Membership of the association is open not just to parents and teachers, but also grandparents and other relatives, or indeed anyone who wishes to support and take an interest in the school. The association is managed by a committee composed of parents and teachers. New members are always welcome. Committee meetings are held regularly, usually two or three times per term. The PTA is a registered charity and is a member of the National Confederation of Parent Teacher Associations. An up to date list of the committee structure can be requested from the office.

## **ABSENCE FROM SCHOOL**

- There is no entitlement to holiday absence. A request form is obtainable from the office or website.
- Illness: please ring the school to inform us (menu item 1) and please also tell us if you wish to cancel a school meal. Any unexplained absence may be "chased up". Sickness, tummy upsets etc need 24 hours clear before a return to school. Guidance on medical exclusion is available from the office.
- Unauthorised absence is that which does not fit in with allowed reasons such as illness, religious observance, medical treatment, and approved educational activities. Late arrival after the register is closed is technically an unauthorised absence.
- All absences are statistically reported to the DfES and recorded electronically.
- High levels of absence are followed up by the social services

## **SEVERE WEATHER CONDITIONS**

If the worsening weather conditions indicate that children and staff may have difficulty getting home, every attempt will be made to contact you to ask you to come and collect children from school. If you anticipate difficulties collecting your children later in the day due to weather conditions, please come early and collect children from school or telephone us to let us know what arrangement to make. Needless to say, the Head, Deputy or other authorised people will remain at school until all children have been safely collected by their parents. If the decision is made not to open school as a result of deteriorating conditions overnight, every effort will be made to put a notice up outside the school as early as possible, and for someone to be available for telephone enquiries as early as possible in the day.

Local radio will be notified and information will be broadcast on:

Radio Bristol	227m (MW) and 95.5 (FM)
Orchard FM	102.6 (FM)
GWR	96.3 or 103 (FM)
Somerset Sound	227m (MW)

## **MEDICAL CARE**

If children need to bring prescribed medicines to school, please ensure the medicine is clearly labelled with the child's name and that clearly written directions for use are attached. Any medication should be taken to the office by adults and collected in the same manner at the end of the day. Children should not handle medicines. Parents should put in writing their permission to give the medicine, with full instructions. Forms are available in the office. Some of the school staff are trained "First Aiders" and in the event of an accident, appropriate first aid will be given. In the case of more serious accidents, we will contact you as soon as possible. In an emergency an ambulance will be called or the child taken to hospital. It is vital that your emergency contact is up to date, as some treatment requires parental permission. Whilst at school, children will occasionally be given routine vision, hearing, weight and dental checks.

## **HOW TO MAKE A COMPLAINT**

Complaints or concerns should in the first instance, be brought to the attention of the class teacher or, where this is inappropriate, to the attention of the Head Master. If your complaint is not resolved by the class teacher then you need to talk with the Head Master. If the complaint cannot be resolved by the Head Master then the complaint should be submitted to the Clerk of the Governors (who will acknowledge receipt of the complaint and inform the LEA that a complaint has been received). If the matter cannot be resolved by the Governors then the complaint should be submitted in writing to the LEA, which will arrange for an investigation to take place. The vast majority of concerns can be cleared up locally and you are strongly advised to voice your concerns when you have them to avoid them growing into a serious disagreement. You will be assured of a sympathetic and reasonable hearing. More detailed information on the Complaints Procedure is available at school.

## **YOUR CHILD'S NEXT SCHOOL**

At the age of eleven all children normally transfer to secondary school. The local authority will send parents particulars of all the options open to them in the autumn before they move. In order to ease the transfer to secondary school each child's abilities and progress are discussed with the school concerned. There are regular liaison meetings between staff at secondary and feeder primary schools. Liaison takes place with all local secondary schools, but Heathfield Community School is the school with which we maintain closest contact, and to which most of our children transfer. Children visit the secondary school to which they will transfer for a full two days in the summer term.

### **MORNING BREAKTIME**

Children may bring a drink (no glass containers please) and/or a piece of fruit for mid-morning (oranges peeled please). They may also bring a favourite toy to school if they wish, but it is obviously better not to bring anything valuable. We have a storage problem, and bulky bags, or traditional school bags are difficult to store, so all bags brought to school, except lunch boxes, should be able to hang down from cloakroom pegs. Milk is available for purchase and free to under 5's, with a free fruit and vegetable scheme for the younger children.

### **OTHER INFORMATION, POLICIES ETC**

The school has a range of documents dealing with topics such as educational provision, syllabus, LEA policy and circulars. A list of these documents is available at the school office. They are available for viewing by parents or other members of the public on prior arrangement with the Head Master.

### **SCHOOL DEVELOPMENT PROJECT**

The school has entered a major rebuilding project, which has replaced a large "temporary" building by the school car park with new purpose built permanent classrooms and ancillary rooms on the playground side. This has been accompanied by some self-funded redevelopment of the main building to provide new library facilities, and work areas, including a new kitchen and ICT suite. A dedicated music room has been built, an outdoor classroom erected and out of hours building is just being completed. Work will commence at Easter 2009 to provide a new lobby, and entrances.

### **STARTING AT SCHOOL**

It is a great help, particularly to the children's confidence, if, by the time they start school, they are able to:

- Do up and undo coats and anoraks.
- Undress and dress themselves (doing up shoe laces is normally beyond them
- at this stage so buckle shoes or velcro fastening, where possible, would be appreciated.)
- Go to the toilet without assistance.

On the first day of school it would be useful for you to bring your child into school and for them to have:

- Plimsolls, daps - slip-on, or threaded with elastic, or soft trainers.
- Shorts and T-shirt
- Draw-string bag to hold all of the above.

All the above clearly named please.

### **DO YOU HAVE ANY QUESTIONS?**

If you have a query or are unsure about anything connected with the school, we hope you will not hesitate to make contact with your child's class teacher or the head teacher. We are usually available at short notice and very happy to discuss any matter with you. However, it is sometimes appropriate, particularly if a longer time is needed for discussion, (or if we are teaching!) to make an appointment which is convenient for us both.

## **STAFF**

### **TEACHING:**

Mr. N. Dalton,	Head teacher, Maths coordinator
Miss K. O'Reilly	Deputy head, literacy and Key Stage 1 coordinator
Mr C Kamin	Key Stage 2 and assessment coordinator
Mr T Gibbs	ICT coordinator
Miss V Mortimer	
Mrs D Finely	Special needs co-coordinator
Mrs K Cinicola	
Mrs M Goldsworthy	
Mrs J Amos	

### **ADMIN/FINANCE ADMINISTRATOR**

Mrs C Collins

### **LEARNING SUPPORT STAFF:**

Mrs S. Bawden  
Mrs D. Sawyer  
Mrs M. Hurley  
Mrs P. Mabley  
Mrs D. Bertolucci  
Mrs C. Cox  
Mrs D. Elston  
Mrs C. Meletiou  
Mrs J Hooley  
Mrs R Mycock  
Mrs L Norman  
Mrs J Porter  
Mrs S Lewis

### **LUNCHTIME SUPERVISORS:**

Mrs G Allwood  
Mrs C Meletiou  
Mrs J Hooley  
Mrs R Mycock  
Mrs M Thompson  
Miss Amor  
Mrs Roberts

### **PREMISES SUPPORT:**

Mr M Leythorne	Caretaker
Miss N Binstead	Cleaner
Mrs D Sawyer	Morning Security

## **THE GOVERNING BODY**

Governors usually serve a four year term on the Governing Body. The role of Governors is now far reaching with wide ranging responsibilities. In order to carry out these responsibilities effectively, we have formed Sub-Committees:

**Finance and Personnel**  
**Sites and Buildings**  
**Curriculum**  
**Pay Policy**

These meet separately, before presenting their recommendations to the full Governing Body.  
The present Governing Body consists of:

Ex Officio:	Vacancy
Diocesan Board of Ed:	Mr P Sherry
Elected Parents:	Mrs A Fletcher (vice-Chair)
	Mrs N. Owsianka (Chair)
	Mrs S. Lock
	Mrs S Lewis
L.E.A. Representatives:	Mr J Madeley
	Mr R Bulgin
Teacher:	Mr C Kamin
Community:	Mrs E Lees
	Mrs K Ryan
Headteacher:	Mr N. Dalton
Clerk:	Mrs C Collins

## ACCEPTABLE USE POLICY FOR INTERNET AND E-MAIL

- Pupils must obtain the permission of parent(s)/guardian(s) before they can be allowed to use the Internet or education Email service. The Parental Permission Form must be signed and returned to the school.
- Pupils should only use the school computer systems for those activities and services (Internet and Email) which they have been given permission to use.
- Pupils must only use the school computers with the permission and under the supervision of a member of staff.
- Activities which use the Internet during taught lessons will be directly related to school work. Use of the Internet outside of taught lessons is at the discretion of a member of staff who will set guidelines and rules for its use.
- Pupils must only use the user name and password (if used by the school) that they have been given.
- Pupils should not download and use material or copy and paste content which is copyright. Most sites will allow the use of published materials for educational use. Teachers will give guidelines on how and when pupils should use information from the Internet.
- The Internet access provided in Somerset Primary schools is filtered to stop access to unsuitable material. As no filtering system can be 100% effective, it is important that parents are aware that users of the system are required to act responsibly. Under no circumstances should pupils attempt to view, upload or download any material that is likely to be unsuitable for children or schools. Pupils have a responsibility to inform the member of staff supervising them if they have accidentally accessed inappropriate content.
- Pupils will be taught to respect the privacy of other users' files. They will be taught not to enter, or attempt to enter without permission the file areas of other pupils or staff.
- Parents are asked to explain the importance to their child of these rules for the safe use of the Internet and to sign and return to the school the Parental Permission Form. No discs from home can be used on systems in school unless they have been virus scanned.
- It is the policy of the school to ask parents permission for their children to appear in photographs used in local newspapers and, if appropriate, to be identified by name. Where pictures appear on our website, only images of groups of pupils are used.

### **Failure to comply with these rules will result in one or more of the following :**

- A ban, temporary or permanent, on the use of the Internet at school
- A letter to the parents informing them of the nature of the breach of rules.
- Appropriate sanctions and restrictions placed on future access to school facilities to be decided by the school

I agree to my child using the internet and e-mail facilities in school.

Name of parent/guardian .....

Date .....