HARLAXTON C of E (Controlled) PRIMARY SCHOOL
Lincolnshire County Council
SWINEHILL, HARLAXTON, GRANTHAM, LINCS. NG32 1HT

Tel: 01476 561077
E-mail enquiries@harlaxton.lincs.sch.uk
Headteacher: Mrs Sheriden Edwards

Years 1 – 6 New Intake Pack

2026 - 2027

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2026 - 2027

Contents:

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WELCOME!

Dear Parents / Carers,

I am delighted to welcome you and your child to Harlaxton CE School. This is a very exciting and special time for you and your family, and I hope that we can make it as trouble-free and happy as possible.

Schools can be quite intimidating so we do everything that we can to be approachable and friendly. However, there may be occasions in the future when you have a problem, or you do not understand something that has happened at school. Please contact the class teacher or me straight away so that we can help.

School information is available on the website, https://www.harlaxton-lincs.co.uk/. In addition, there are various pieces of information in this pack that should answer some of your questions and be helpful. If there is anything that we have not told you that you needed to know, please tell us so that we can improve things for next year.

I look forward to getting to know you and your child over the next few years.

Yours sincerely,

Mrs S Edwards
Executive Head Teacher

Mrs L Orme
Head of School

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SCHOOL TERM DATES & HOLIDAYS 2026 / 2027

Inset Training Days: Tuesday 1st and Wednesday 2nd September 2026

Term 1	Thursday	03 September 2026
	To	
	Friday	23 October 2026
Term 2	Monday	02 November 2026
	To	
	Friday	18 December 2026

Bank Holidays: Friday 25th & Monday 28th December 2025
Friday 1st January 2027
Inset Training Day: Monday 4th January 2027

Term 3	Tuesday	5 January 2027
	To	
	Friday	12 February 2027
Term 4	Monday	22 February 2027
	To	
	Thursday	25 March 2027

Bank Holidays: Friday 26th March & Monday 29th March 2027
Inset Training Day: Tuesday 13th April

Term 5	Wednesday	14th April 2027
	To	
	Friday	28 May 2027

Bank Holidays: Monday 3rd & Monday 31st May 2027

Term 6	Monday	7 June 2027
	To	
	Wednesday	21 July 2027

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SCHOOL RULES
&
HOME TO SCHOOL LETTER

Respect People
Respect Places
Respect Property

We are delighted to welcome you to Harlaxton Church of England Primary School.

Our vision for our school is:



Together we can Learn, Encourage, Aspire, Respect and Nurture

With God, together we can Learn, Encourage, Aspire, Respect and Nurture.

And the child grew strong; he was filled with wisdom, and the grace of God was on him Luke 2:40

We believe in a collaborative approach – developing the whole child by developing the whole community together. As an inclusive church school, we use positive and consistent expectations to help all members of our community to flourish. We work towards achieving excellence in all we do, and we recognise the value of everyone in our school and seek to enable all to become agents of positive change in the world.

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Harlaxton C of E Primary School is a very special place. We are a hard-working, happy school and our vision for our pupils is at the heart of all we do.

We take pride in our 'family approach' here at Harlaxton C of E Primary School and we value the contributions of everyone in our school and wider community.

The School will

- Provide a safe and caring environment, in which each child is treated with respect.
- Inform parents of curriculum plans each term.
- Keep parents informed of their child/children's progress at regular intervals.
- Encourage children to develop a sense of responsibility towards others and to their surroundings

The Family will

- Ensure that children arrive ready for a prompt start at 9.00 am.
- Children can arrive no earlier than 10 minutes prior to their first lesson and will be supervised by their class teacher.
- Collect the children promptly at 3.20 pm
- Provide a note of explanation or a telephone message if a child is absent.
- Provide a note of explanation or a telephone message to excuse a child from PE and/or swimming.
- Support the school's behaviour policy, referred to in the school brochure.
- Attend parents' evenings to discuss their child/children's progress.
- Support the homework policy of the school and reading at home.
- Ensure that all clothing and equipment is clearly labelled with the child's name.

The Child will

- Communicate appropriately and show respect to others in school.
- Show consideration for others when moving around the school.
- Behave with consideration for the safety of themselves and others.
- Show care for others and their surroundings.
- Learn to settle problems thoughtfully

Our School Website aims to give you a taster of the school as well as provide regular updated information for parents/carers and pupils. We hope that you enjoy your visit to our website and find any information you are looking for.

Please feel free to contact the school directly with any queries you may have, if you wish to arrange a visit or if you require any information given on our Website, through our Parent/Carer Mail and other communications, in an alternative format.

Thank you.

Mrs Sheriden Edwards, Executive Head Teacher

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SCHOOL UNIFORM

There is a school uniform in red, white and grey. All children should wear the school uniform. Unbranded supermarket clothing is recommended but items with logos can be bought from retailers including School Trends at http://www.schooltrends.co.uk

Uniform	PE
• White Polo Shirt • Red Printed Sweatshirt/Sweat-cardi • Grey Skirt/Pinafore/Trousers • Grey Tights or White/Grey Socks • Black Sensible Shoes (No Trainers please)	• Black shorts/jogging bottoms • Plain red t-shirt or red polo shirt • Trainers/Plimsoles Correct footwear is particularly important for staying safe • Additional Pair of Socks (White/Grey) • Jogging top (if needed for the weather)
• In the Summer children may wear red/white striped/checked dresses or shorts instead of trousers. Please avoid wearing open toed sandals as these make your child susceptible to toe injuries in this busy environment.	
• **Please write your child's name in ALL items of clothing**	
• **Please note that jewellery and earrings must be removed for PE. Staff my not remove earrings, please ensure your child can take them out or remove before coming to school**	
• **PE kit should remain in school each week**	
• If you do have difficulty purchasing uniform, please contact the school office. Our PTA has a small range of pre-loved uniform which we they are very happy to donate if needed. The PTA also have pre-loved items for sale, available from the PTA directly, email: harlaxtonpta@gmail.com	

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WEBSITE

Harlaxton CE Primary School operate a school website which can be accessed at www.harlaxton-lincs.co.uk

On this website you will find information about what is happening at school, the latest Newsletter, Parent Calendar, and Parent Letters.

All school policies can also be found on the site. We request that you read and familiarise yourself particularly with the Safeguarding, Behaviour & Discipline, Acceptable Use Policy (computer use), Child Illness Protocol, Homework and Freedom of Information Policies, as these will give you helpful information; such as, about what to do if you are concerned about anything, what time your child needs to be at school, how to book a holiday etc. Our website also has helpful information for Special Education Needs and Disability (SEND) and Early Years Foundation Stage (EYFS).

As you are no doubt aware, new data protection regulations came into force in May 2018. We take your privacy very seriously, we do not collect more data than we need and have strict archive/retention/disposal systems in place. Our data protection policy, privacy notice and processes are currently being reviewed to be compliant with the upmost standards set in the General Data Protection Regulation (GDPR).

If you do not have access to the internet, you can contact the school office to ask for paper copies of the policies.

You can contact the school at any time by either calling the school office: 01476 561077 or by emailing: enquiries@harlaxton.lincs.sch.uk



Harlaxton CE Primary School has a school Facebook page which is updated regularly and is an opportunity for us to publicise our school within the local community and where parents and carers can see a selection of activities the children have been up to. This works alongside the school website, it does not replace it

PARENTS AND CARERS CODE OF CONDUCT

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Introduction

We are very fortunate to have mainly supportive and friendly parents/carers. We want our parents to recognise that educating children is a process that involves partnership between parents, class teachers and the school community.

As a partnership, our parents/carers should understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

Parental engagement with their children's learning is important in supporting attainment and progress and parents have a legitimate right to understand what their child is learning at school.

However, contact between parents/carers and the school must be appropriate proportionate and respectful, both of the professional knowledge, experience and skill of teaching and senior staff at the school and of the entitlement of staff at the school to some work/life balance.

Purpose

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish. progress and achieve in an atmosphere of mutual understanding.

The policy sets out:

- The general principles underpinning the conduct of members of the school community.
- How it is expected that communication between parents/carers and the school will take place.
- What behaviour towards the school and members of the school community are deemed unacceptable and open to challenge by the school.
- The additional steps the school can take in respect of unacceptable behaviour by a parent or carer.

General Principles

- Remember that the school is governed by the school rules as decided upon by the Governing Body of the school and the Senior Leadership Team.
- Respect the caring ethos and values of our school;
- Understand that both teachers and parents need to work together for the benefit of their children;
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour;

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Communication

There are many reasons you might want to communicate with the school or a member of staff at the school. This could be simply phoning in to report a child's absence or just informing the member of staff at the gate when you drop your child off that they have forgotten their PE kit or have been complaining of feeling a little unwell. These short conversations to impart information are entirely necessary.

However please remember:

- How busy members of staff are during the school day, particularly first thing in the morning and where you need to speak with a member of staff make an appointment to do so at a time when they can give you their full attention.
- Approach the school to help resolve any issues of concern by making an appointment to meet with the class teacher in the first instance or with the teacher's line manager which in our school is the head teacher.
- If the matter is still not resolved follow the procedure in the school's Complaints Policy which is available under the heading "key Information policies" on our website.
- If you wish to correspond by email this should be done through the school's central email address at (Denton) *enquiries@denton.lincs.sch.uk or (Harlaxton)* ***enquiries@harlaxton.lincs.sch.uk****.* This address is monitored regularly during the school day and emails forwarded to the appropriate member of staff or Governor.
- Ensure that all such communications are polite and that you are always mindful of the right of the recipient to be treated with respect.
- When meeting face to face with members of staff to discuss any matters concerning your child's education or wellbeing in school approach the matter calmly and politely as this will also ensure progress can be made to address any issues or concerns. Remember that if you wish to speak with a member of staff, it will normally fall to you to make a mutually convenient appointment.

Unacceptable Behaviour:

- Contacting staff or members of the Governing Body out of school hours using their individual email addresses rather than the school contact email address above. Staff and Governors are entitled to their own personal and family time.
- Do not send any form of correspondence to members of staff or Governors at the school demanding an immediate response or a response within your own time frame as the matter will be addressed, where appropriate, in a time frame deemed appropriate by the recipient.
- Send lengthy, frequent, demanding, or disrespectful emails to staff members as this will seriously undermine their ability to carry out their core role of educating the children in their care.
- When corresponding or speaking with staff in person do not use language that calls in to question their professional abilities or represents any form of personal attack or seek to direct how they carry out their professional roles or run the school. The running of the school is a matter for the Senior Leadership Team and the Governing Body of the school.
- It is unacceptable to record telephone conversations with staff members or to record meetings with staff and/or Governors at the school without making them aware you are doing it and seeking their express permission to capture what could be their personal information and breach their human right to privacy which extends to their workplace.

- Resort to any other form of criticism of the school, its staff or Governing Body or any other matters that relate directly to the school via a medium other than the schools complaints policy and parents and carers are asked to be aware of the schools social media requirements as it appears in "Appendix A".
- When speaking with a staff member or any other member of the school community whether in person, on the telephone or by any other means of communication it is entirely inappropriate to raise your voice, invade their personal space, use language that is disrespectful, rude, offensive, aggressive or threatening.
- Do not shout swear or cause any form of disruption on school grounds.
- Any threats of violence or use of violence towards anyone on school premises is a criminal offence as is damage to school premises and will be likely to result in the matter being reported to the police.
- Do not smoke or vape or consume alcohol or other drugs on any part of the school premises.
- Do not bring dogs onto the school premises unless already agreed with the school that the dog is a guide dog or other form of assistance dog and consent has been given for the presence of the dog to assist its owner on school premises.
- Do not correct your own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Avoid using staff as threats to reprimand children's behaviour.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Do not use disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.

Additional Steps by the school:

- The member of staff or Governor concerned may challenge the behaviour by asking the person concerned to respect their personal space, stop shouting or using inappropriate behaviour or may end an unacceptable phone call or ask you to leave the school.
- The school may correspond in writing with a parent or carer to challenge behaviour that the school is finding unacceptable such as, for example, being rude to a member of staff or sending too many emails making demands of the school.
- If the school decide the matter requires a more formal approach the school may instruct its legal advisers to write to the parent or carer warning them about their behaviour and/or putting in place a communications strategy to restrict their means of corresponding with the school and/or banning them from school premises if felt to be appropriate.
- Clearly in serious instances where the peace is breached or the criminal law broken the school will also involve the police.

Please note that school premises are not public places but private premises and you have an implied right to enter the school as a parent or carer of a child at the school, but it is open to the school to remove that right of entry at any time it deems this to be necessary.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

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Note: *Could parents please ensure they make all persons responsible for collecting their children aware of this policy.*

Appendix 1: Inappropriate use of Social Network Site

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Head Teachers, school staff, and in some cases other parents/pupils.
The school seeks to teach pupils the importance of appropriate and responsible use of social media and it is therefore vital that everyone in the school community, including parents and carers lead by example.

The Governors considers the use of social media websites to complain about the school or individual members of staff or make personal comments about anyone in the school community is unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels using the Schools Complaints Policy by speaking to the class teacher, the Head Teacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned in line with that policy.

In the event that any student or parent/carer of a child/ren being educated in the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

All social network sites have clear rules about the content, which can be posted, on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.
Please note that the inappropriate use of a communications network can give rise to offences under the Malicious Communications Act 1988 or the Communications Act 2003 and if persistent could be deemed to constitute the offence of harassment.

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BREAKFAST CLUB AND AFTER SCHOOL CLUB

Harlaxton School operates its own Breakfast Club and After School Club for all year groups ensuring parents can leave their children in a safe place outside the normal school day, between the hours of 7:30am and 9:00am and 3:30pm and 6:00 pm.

Registration Forms are located on our website under the parent tab, but our booking system is run through our ParentMail system. If you would like any further information, please email:

Breakfastclub@harlaxton.lincs.sch.uk

afterschoolclub@harlaxton.lincs.sch.uk

For more details or contact the school office on 01476 561077.

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PHOTOGRAPH POLICY

At Harlaxton CE School we think it is important to use photographs of our pupils enjoying the varied activities of school life to promote the positive aspects of the work that we do. We use photographs in our internally produced materials such as the school newsletter, in our corridor and classroom displays, for staff training and assessment purposes and on our website and Facebook page. From time to time, articles including names and photographs of special events will appear in the local paper.

In order to do all that we can to ensure all photographs of our pupils are used correctly, we undertake to:

1. Observe the County Council's guidelines on the use of photographs.

2. Only use photographs for the purposes stated above.

3. Ask that you follow our policy when you take photographs of your child at school events.

We can assure you that we have a responsible approach to the use of photographs and do hope that you are able to support us by allowing us to publicise the many positive aspects of the work we do. We would be grateful, therefore, if you are in agreement with our intentions, for you to please **complete the form at the end of the pack**.

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ATTENDANCE PROTOCOL

Introduction

Attendance at school is high on the government agenda at the moment. The government is urging head teachers to challenge poor attendance and stop authorising holidays during term time. This is an emotive point for many parents and Mrs Edwards is happy to discuss individual circumstances on a 1-1 basis. Please note that all schools in Lincolnshire have been instructed to take a hard line when it comes to pupil absenteeism.

90%

The Department for Education have changed the definition of 'persistent absence' to deal with the reality of pupil absenteeism in schools and its impact on their learning. The following link has a full copy of the attendance expectations for schools and families.

https://www.gov.uk/government/publications/working-together-to-improve-school-attendance

Clearly, if a child has had a prolonged absence (e.g. tonsillitis or pneumonia), there is a clear reason for absence and the child's attendance following recovery will be monitored and will be expected to improve.

Medical Appointments



Some children require hospital appointments, and these are given often to suit the hospital, not the school. On these occasions, a copy of the appointment can be handed in at the school office and if this is in relation to a chronic condition, this will be noted on the child's attendance record. In the case of other appointments at the doctor, optician or dentist, an appointment out of school hours must be made, unless of course the child is unwell, in which case they will be absent from school due to illness and marked as 'ill'. Other hospital medical appointments are marked as 'medical'.

Holiday Authorisation



The lure of cheaper holidays during term time is very difficult to ignore. Government guidelines state that holidays should not be taken during term time.

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Exceptional Circumstances

Schools can grant a leave of absence for other exceptional circumstances at their discretion. Generally, the DfE does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation to be an exceptional circumstance.

Unauthorised Absences

The school works with the Lincolnshire safeguarding team and child missing education team in order to help children of vulnerable families achieve good attendance. The school monitors absences every six weeks. Where absenteeism becomes persistent, the family are contacted by the Head Teacher to discuss absences. If this persists without improvement, then further support and actions are put into place, and these are explained in the school attendance policy.

Please note, all holidays and late arrivals are unauthorised and being unable to bring your child into school for any reason relating to your own illness or transport issues is also normally unauthorised.

Fixed Penalty Notices

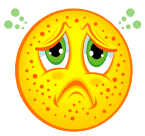
These may be issued for non-attendance and for reaching the threshold of unauthorised absences. Please refer to the school policy for further information.

Reporting your child's absence



All absences are coded to indicate reasons for absence. In order for an absence to be authorised we must be informed of the reason for non-attendance.
A telephone call should be made, preferably **before 9.15am** to advise the school of absence, or an email. If the absence is for longer than one day, continued information should be provided to the school. Written explanations are not required if a telephone call has been received.

Health procedures



Please send your child to school unless you are convinced that they are too ill to concentrate on their work. We have an illness protocol (please ask for a copy) if you have a diagnosed illness for your child such as chicken pox. If your child deteriorates or becomes unwell at school, we will contact you immediately.

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The importance of arriving at school on time



- Arriving late at school may be embarrassing for your child
- It may disrupt the class if your child arrives late
- Your child may miss something important such as lesson plans or instructions on how to complete a piece of work
- If your child is to form friendship groups, social interaction with peers before school is important

Attendance target is 97%		
Outstanding	100% - 99%	
Good	98% - 97%	
Satisfactory	96% - 96%	2 School Weeks of Lost Learning
Unsatisfactory	94% - 90%	4 School Weeks of Lost Learning
Unacceptable	89% - 76%	8 School Weeks of Lost Learning
Totally Unacceptable	75% - 70%	12 School Weeks of Lost Learning

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PARENTMAIL

INTRODUCTION OF PARENTMAIL

Communicating with parents is a vital part of what we do in school. Traditionally, we have used printed letters but delivery of these can be unreliable, the printing costs are expensive, time consuming and not environmentally friendly. Therefore, at Harlaxton School we use ParentMail. This is a service used by many schools, nurseries and children's clubs to communicate with parents and carers.

ParentMail should be beneficial to parents and carers, and it means that messages will get to you reliably and on time. We can send messages directly to mums, dads and other carers at the same time via ParentMail. Emergency or important information can be sent by text message and iPhone, and android apps are available for parents / carers on the go.

To use the latest version of ParentMail, all you will need to do is verify your account; once you have supplied your email address **in the form at the end of the pack**, you will be sent a text message/ or email to your mobile phone from ParentMail. When you receive this, please click on the link from the message and follow the verification process. You will be asked to enter some details, answer a security question to verify who you are and to set a password for your account.

Once you have followed these instructions, your account will be live. You will only need to register once, regardless of how many children you have in school.

The link will be live for 7 days only. After this period, you will need to call into the school office and ask for the message to be resent to you. If you do not receive any contact from ParentMail, please pop into the office so that we can check that the contact information we have for you is correct.

If you have any questions regarding ParentMail, please contact the school office.

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SCHOOL GOVERNORS

A full list of Governors are held on our website.

What do Governors do?

All governing boards have these three core functions:

1. Ensure clarity of vision, ethos and strategic direction
2. Holding the Head Teacher to account for the school's educational performance
3. Overseeing the financial management of the school and making sure money is well spent

Therefore, our governors:

- Monitor and ensure high standards of educational attainment
- Review and discuss pupil achievement and progress
- Take general responsibility for the leadership and management of the School in accordance with Government guidelines
- Liaise with the Head in dealing with complaints about the School
- Decide the number of staff, the pay policy and the level of pay for School teachers
- Appoint the Head Teacher and review performance

Governors review and amend all Policies and Procedures required by the School in accordance with current legislation.

Governing Bodies do not:

- Inspect the School
- Authorise all expenditure
- Decide on pupil admittance
- Decide how pupils are taught
- Have the right to exclude or discipline any individual pupil - such decisions are taken by the Head and discussed with CoG

The Governing Body continually values the input from Parents who experience the day-to-day running of the School through their children; such input contributes to our self-evaluation and decision-making. All parents are encouraged to discuss the School - praise or criticism - with any of our Governors.

HARLAXTON C of E (Controlled) PRIMARY SCHOOL

Lincolnshire County Council

SWINEHILL, HARLAXTON, GRANTHAM, LINCS. NG32 1HT

Tel: 01476 561077

E-mail enquiries@harlaxton.lincs.sch.uk

Headteacher: Mrs Sheriden Edwards

If you would like to be a Governor - no special skills are required except an active interest and determination to ensure the best for our children - Please contact either the Chair of Governors or the Clerk via the School (contact information is on the school website).

School Governors

Every School has a Governing Body which represents the public in the running of that School.

Why ?.....

The fundamental role of Governing Body is to work with Head Teacher and Senior Management Teams to review and discuss teaching and standards. Harlaxton is a progressive and dynamic school with excellent leadership and teaching skills and the Governing body plays an active part in ensuring these standards are maintained.

Who ?.....

The Governing Body for Harlaxton C E School comprises of parents, members of staff and persons appointed by the Local Authority. In addition, the Governing body appoints members of the local community. Foundation governors are appointed by the Church.

Where ?.....

The Governing Body meets at Harlaxton C E School periodically and can always be contacted via the School.

When ?.....

The Governing Body meets collectively at least three times a year. Sub-committees within the Governing body meet in-between Full Meetings and the Chair meets regularly with the Head Teacher. Governors are always available to talk with staff, parents and children about any matters regarding school governance.

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PARKING IN THE VILLAGE

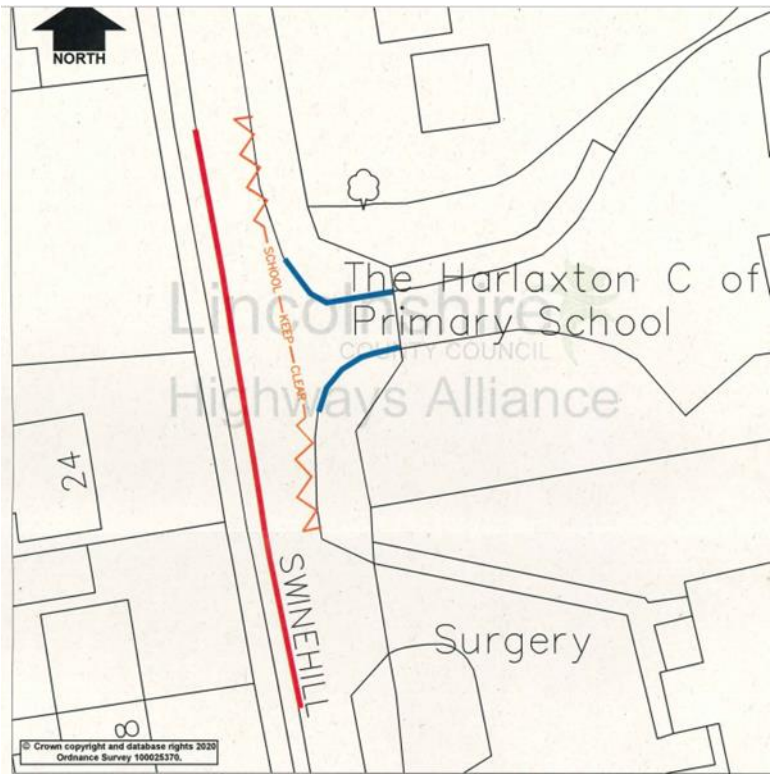
Harlaxton is a small rural village, and we like to respect the residents, we urge parents to park responsibility within the village, avoiding blocking driveways etc.

You are welcome to park at school drop off and pick up times in the Social Club car park (Manor Drive)
Please drive safely through our village.

We have an enforceable NO STOPPING restriction outside of school.
The Highway Code says: 'You MUST NOT wait or park, or stop to set down and pick up passengers, on school entrance markings when upright signs indicate a prohibition of stopping.'
This means you can't stop there at all – even if the engine is still running and you are letting your children jump out quickly.
There is a sign indicating the hours of operation close to the yellow zig-zags and yellow lines, it signifies that between those hours parking wardens or local authority civil enforcement officers have the power to issue penalty charge notices (PCNs) for parking in the area.
The prohibited times are
8:00-9:30am and 2:30-4:00pm.

Please do not park on any yellow markings or lines or on the pavement outside school.

This is to keep OUR CHILDREN SAFE.



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PUPIL PREMIUM / FREE SCHOOL MEALS

All children in Reception, Year 1 and Year 2 are entitled to free school meals, this is Universal Infant Free School Meals (UIFSM).

Children are also entitled to free school meals in additional years:
This system determines eligibility for Pupil Premium, which means schools will receive extra funding for each eligible pupil from central government to fund valuable support such as extra tuition and learning support. You could also get help with the cost of school trips and music lessons.

To help ensure that we are able to claim the correct level of funding, parents and guardians who are in receipt of one or more of the benefits detailed below should make an online Free School Meal application via the following online parent portal:

https://lcc.cloud.servelec-synergy.com/parentportal

Free school meals are available to pupils whose who are in receipt of;

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support / Income-based Jobseeker's Allowance / Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

If you believe that your child should receive free school meals, please make your application as soon as possible.

NB If you claim Universal Credit and have earnings of more than £7,500, you may be eligible. (Policy change June 2025)

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REPONSIBLE INTERNET USE

As part of your child's curriculum and the development of ICT skills, Harlaxton CE School is providing supervised access to the internet. We believe that the effective use of the internet and email is worthwhile and is an essential skill for children as they grow up in the modern world.

Please familiarise yourself with the 'Acceptable Use Policy' held on our website, this has been updated to include rules for remote leaning during times of lockdown.

Please sign and return the consent form, which also includes the 'Pupil' section of the policy so that your child may use the internet at school. (**complete the consent form at the end of the pack).**

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to reduce this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the school cannot be held responsible for the nature or content of materials accessed through the internet.

Should you wish to discuss any aspect of internet use, please arrange to make an appointment.

These rules help us to be fair to others and keep everyone safe.

- I understand that my behaviour will be checked
- I will not play games unless I have permission
- I will not open, copy, delete or change anyone else's files, without their permission
- I will be polite and think carefully about how I talk to others online and what I say about them
- I will not take, copy or send pictures of anyone without their permission or give out someone else's personal information
- I will not try to upload, download or open any files, programs or websites which are unsuitable or illegal
- I will not try to get around the filtering or security systems
- I will not install any programs nor change the settings
- I will not use chat and social networking sites unless I have permission from an adult
- I will not copy other people's work and pretend it is my own
- I will not try to download pirate copies of music, videos, games or other software
- I will check that information I use from the internet is from a trusted website and will ask an adult if I'm not sure
- I will not deliberately search for words I know are inappropriate or wrong
- I will tell an adult if I see someone else doing any of these things

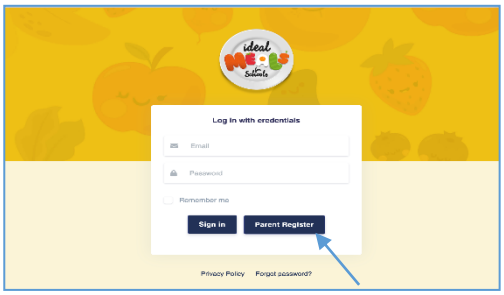
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HOT MEAL PROVIDER

We have a caterer who provides hot school meals to the school on a daily basis. There is a choice of main course, meat or vegetarian, and a hot or cold choice of sweet at a cost of **£2.50** per day per meal (as at April 2021 - except children in Reception / Year 1 / Year 2 whose meals are free)

The meals can be ordered and paid for on-line in advance, the instructions from Ideal Meals below explain how an online account can be setup.

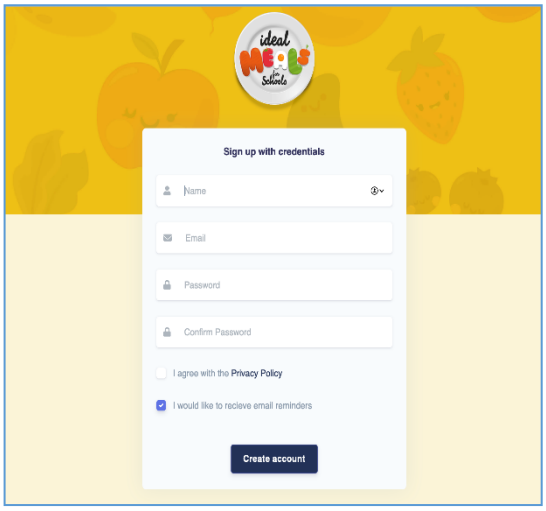


Registering for an Account

You will need to register for an account, before ordering school meals. To register, please type either one of following into the Internet address bar www.schoolmealsonline.co.uk or www.schoolmealsonline.com

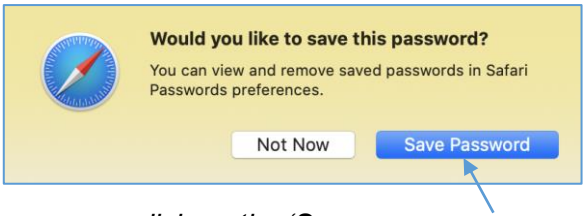
Click on the 'Parent Register' button to begin creating your account

If you have more than one child they can be added to the same account, even if they attend different schools. You will not need to register twice. You can add an additional child later in the process.



Complete the form with your name (not your child's), email address and a password of your choice.

Check the box to confirm that you agree with our Privacy Policy, before clicking the 'Create account' button.

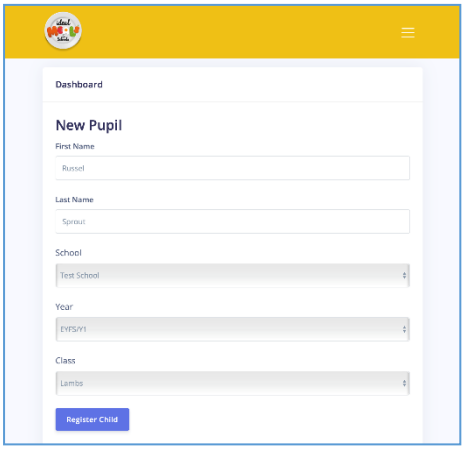


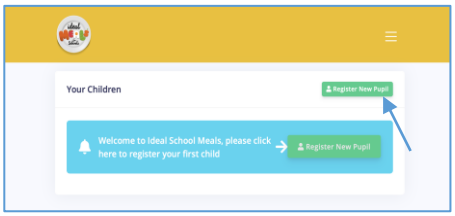
Handy tip – If you're using your own computer you can click on the 'Save Password' button, to save you remembering your chosen password.

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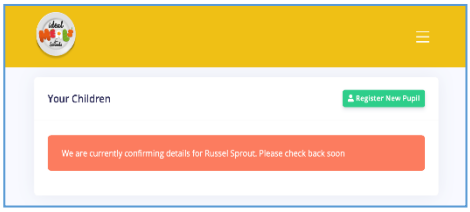
After registering your details, you will need to register your child. Click on the 'Register New Pupil' button, to enter your child's details.





Complete the form with your child's first and last name and select the school, year and class from the dropdown options. Click the 'Register Child' button to continue.

Your registration will now be submitted to our team, who aim to approve all applications within 1 working day.



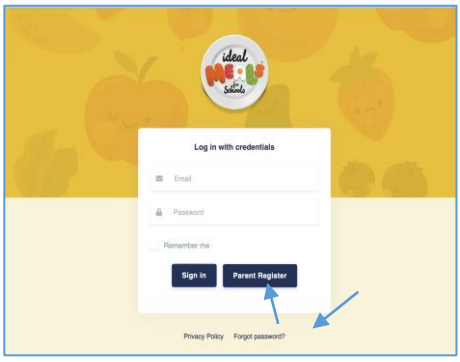
If we are missing some of your child's details from our system, we may need to contact the school. We aim to confirm all applications as quickly as possible. You can contact us to check the status of your application at any time by email on enquiries@idealschoolmeals.co.uk or by telephone on 01522 246424.

You can add an additional child to your account by repeating the process above. You only need one account, even if your children attend different schools.

You will receive an automatic email confirmation when your account details have been confirmed by our team. Please check your junk mail folder and if found, mark the email as 'not junk', to ensure you receive order confirmations and reminders.

Ordering School Meals

Menus are available for the full school term, and you are free to order meals for a week, or the entire term at a time. The deadline for placing orders falls on a Tuesday at 9.00am, for the following week. After this time, the system cannot accept any further orders. We try to remain flexible but ask that parents contact us by email or telephone, at the earliest opportunity, should you miss the deadline.

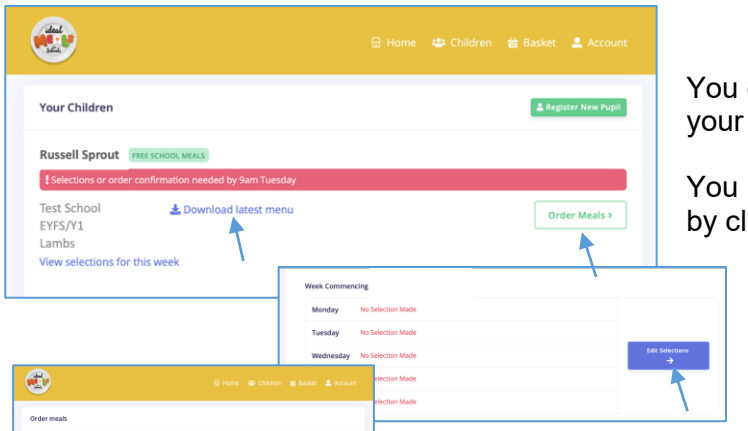


You can either click the link in your confirmation email or enter the www.schoolmealsonline.com / www.schoolsmealsonline.co.uk address in to your internet address bar. Enter the email address and password you chose during registration.

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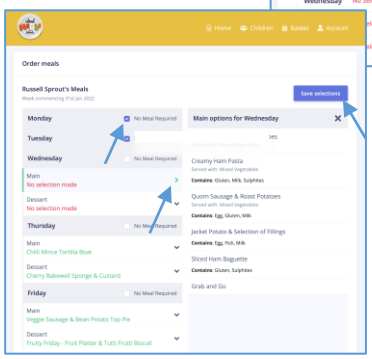
If you have forgotten your password, you can select the 'Forgot password?' link to reset via your email address.



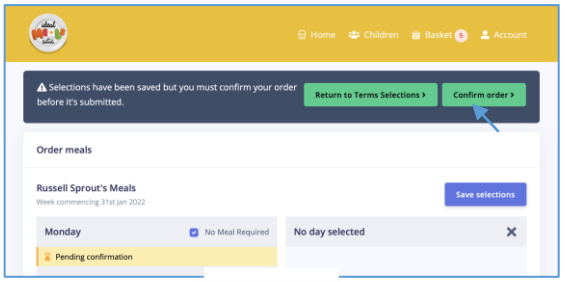
You can now proceed to 'Order Meals' for your child.

You might like to download our PDF menu by clicking 'Download latest menu'. Involving your child in meal selections, using our bright and colorful menus, can really enhance their school meal experience.

Click 'Edit Selections' for each week you would like to select meals.



Click on the arrow to expand the screen to display the meal options for each day. Select a main course and a dessert, or if you don't require a meal on a certain day, check the 'No meal required' box.



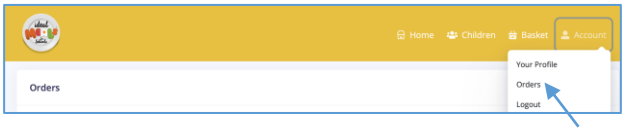
Once complete 'Save selections'.

Click on 'Confirm order' to submit.

You will now be transferred to the final page, to complete your order. If your child is entitled to Universal Infant Free School Meals, or Free School Meals, no payment is required. If you pay for meals, you will need to enter your card details.

Click on 'Complete Order' to submit. You will receive confirmation of your order by email. Please check the contents. If you cannot see the email, check your junk mail folder and if found, mark the email as 'not junk'.

You can also view your orders through the 'Account' option on the top toolbar.



Editing/Cancelling Meals

You can **edit** existing days meal choices at any time, up until the deadline. You can also add in days where you had previously selected 'No meal required'. Simply log on, select 'Order Meals', followed by 'Edit Selections' next to the week you'd like to make changes. Amend or add on meals for each day, as required, and follow the steps to compete your order.

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Parents/guardians that pay for school meals, if your child is poorly on the morning of delivery, you may cancel meals up until 8.30am on the morning, and on each subsequent day, please contact us by telephone, or email, using the details provided below. For any school closures, trips, or covid isolation periods, we require 48 hours' notice for a credit to be issued.

FAQ's

How do I know if my child is entitled to free school meals?
All children in Reception, Year 1 & Year 2 are entitled to Universal Infant Free School Meals. You do not need to apply; this will automatically be actioned on your account.

If you receive any benefits, we encourage you to discuss with the school. An application for the benefits related Pupil Premium grant, could attract extra funding for your child's school, along with other benefits, such as help with uniform costs. Your school will help you with your application, or alternatively you can apply directly, here https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals

I cannot access my account, what do I do?
In the first instance, please try resetting your password, using the 'Forgot password' button on our home page https://schoolmealsonline.com/password/reset Please check your junk mail folder if you do not see an email to reset your password.

If you continue to have difficulty, please contact us, and a member of the team will be happy to help.

I share parental care with an ex-partner, can we both have an account for my child?
Unfortunately, we can only hold one account per child. This is to ensure there is only one meal order in place, at any one time. It may be that you can use a separate, shared email address and password. If not, we would be happy to take one parent/guardian's orders online, and the other via email or telephone. Please contact us for more information.

I have missed the deadline; can I still order meals?
We try to remain as flexible as possible on processing late orders. Please contact us at the earliest opportunity and a member of the team will be happy to help. If our supplier orders have already been submitted, we may need to limit the meal choices that we can offer, however, there should always be something available to offer.

I have not received a credit/refund for meals I cancelled, can you help?
Our new credit system is currently still in development. Refunds to your account can take between 5-10 days. If you have not received a refund after this time, please contact us.

My child loves your lunches, can you deliver our evening meal too?
Not currently, unfortunately ;-)

If you require assistance with setting up your account, ordering meals or making payments, please contact **Ideal Meals on 01522 246424 between the hours of 9.00am-4.00pm Monday-Tuesday and 9.00 am—2.45pm on Wednesday-Friday or alternatively via email** enquiries@idealschoolmeals.co.uk

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Packed Lunches

If your child would prefer a packed lunch from home then you will need to provide a packed lunch for your child in a suitable container.

Please note that if your child would like juice then this can be provided as part of their packed lunch but at other times of the day your child will need a water bottle for the classroom.

Packed lunches are provided at the parent's discretion but may not contain confectionary (sweets / chocolate bars are not permitted in school at all) and must not contain nuts or sesame products because we have children in school who have severe allergies to these products.

Water Bottles

All children should have a water bottle in school every day which they have access to in the classroom and throughout the day.

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Cool Milk

SCHOOL MILK

For all children under the age of five, we have arranged for them to receive free milk at school, funded by the UK Government's Nursery Milk Scheme, **but you do need to register**

However, do not let your child miss out on school milk after their 5th birthday

When your child turns five, you have the option to pay for their milk to continue - we have made arrangements with the UK's leading school milk supplier, Cool Milk, to supply milk at a subsidised cost of around £16 per term.

What you need to do:

Visit ***www.coolmilk.com*** as soon as possible and select ***"Register your child for milk here",*** then follow the on-screen instructions to register and pay.

A portion of fresh, chilled milk at mid-morning break provides protein, calcium and other vital nutrients, important for your child's growth and development. It is also a great way to bridge the gap between breakfast and lunch, re-hydrating your child and helping them to concentrate in class.

Should you have any queries regarding your child's registration or milk supply in general, please do not hesitate to contact Cool Milk directly at customerservices@coolmilk.com. Or call 0844 854 2913.

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SCHOOL TRANSPORT



For more information about the home to school transport policy and online applications please go to www.lincolnshire.gov.uk/school-college-transport.

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ALL THE FOLLOWING PAGES NEED TO BE COMPLETED AND RETURNED TO THE SCHOOL OFFICE

Pupil Name: _____

(Please complete)

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THE SCHOOL REQUIRES SIGHT OF YOUR CHILD'S BIRTH CERTIFICATE, WE DO NOT NEED TO KEEP THE ORIGINAL AND WE WILL COPY IT FOR YOU IN SCHOOL AND RETURN THE ORIGINAL

THANK YOU

Enclosed: YES / NO

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Pupil Legal Surname (registration)		Pupil Preferred Surname	
Legal Forename(s)		Preferred Forename	
Pupil Date of Birth		Gender Male/Female	
Pupil Home Address			
Post Code			
Home Phone Number			
Sibling/s already at Harlaxton CE School	Name/s:		
Is this person a young carer?	**YES / NO** (Young Carer: Does this person have any caring responsibilities within the household?)		
Is your child looked after or adopted	**YES / NO**		
Current School/Nursery			

ParentMail Details

Name	Email	Mobile Number	Relationship to child

Ethnicity/Language/Additional

Religion	(eg. C of E)	
Nationality	(eg. British)	
Country of Birth	(eg. France)	
Ethnicity	(eg. White British)	
First language:	(eg. English)	
Other language spoken at home:		
Traveller		**YES/NO**

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Food/travel

Do you think your child is entitled to Free School Meals due to financial eligibility (i.e. in receipt of certain benefits please see pg 23)?	**YES / NO**
Is your child entitled to free transport to and from school?	
What is your usual mode of transport to and from school? (e.g. Walk, Car/Van, Car Share, School Bus, Taxi etc.)	

Parents/carers' Details who are living at the **same address** as pupil

Priority 1 Contact – Relationship to Pupil: Mother / Father / Step Parent / Carer / Other					
Mr/Mrs/Miss	Forename	Surname	Work Phone No.	Mobile Phone No.	Member of the Armed Forces
					Yes/No **Please indicate**
Priority 2 Contact – Relationship to Pupil: Mother / Father / Step Parent / Carer / Other					
Mr/Mrs/Miss	Forename	Surname	Work Phone No.	Mobile Phone No.	Member of the Armed Forces
					Yes/No **Please indicate**

Parents' Details who are living at a **different address** than the pupil

Relationship to pupil: Mother/Father/Step-parent ?			Member of the Armed Forces
Mr/Mrs/Miss/Ms/Dr			
Forename			Yes/No **Please indicate**
Surname			
Home Address			
Post Code		Home Phone Number	
Work Number		Mobile Number	
Do you wish this Parent to have a copy of the school reports?		**YES / NO**	
Is this Parent to be contacted, if so please state **Priority?** ☐		DO NOT CONTACT ☐	

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Other emergency contacts

Priority 3	Forename	Surname	Relationship	Phone No
Mr/Mrs/Miss				
Priority 4	Forename	Surname	Relationship	Phone No
Mr/Mrs/Miss				

Please note, in accordance with GDPR you must have permission from everyone whose details you are providing under the 'Parents Living at a different address than the pupil' and 'Other Emergency Contacts' section before completing and returning this form to school.

Please print, sign and date below to confirm that you have permissions as detailed above.

Parent Name (please print) ……..

Signature ……..

Date ……..

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The school asks for written permissions as your child starts the school and these are logged onto the electronic system by our administrators. Please answer by ticking 'yes' or 'no' and return to the school office.

General Permission

	Yes	No
I hereby give permission for my child/children to leave the school premises under the supervision of school staff. I understand that this permission is given for short visits within the vicinity of the school, including visits to the Grantham Meres Leisure Centre for swimming, P.E. and Denton School, for the duration of when they attend this school.		

Photo Permission

As usual, we will take photographs of your child during school activities and the school will use these photographs responsibly and for school use only. **Please be aware that other parents take photographs of children during school performances and events. We remind parents to use the photographs for personal use only and not to share these over the internet or social media etc.**

	Yes	No
I consent to my child's photo being taken by a professional photographer both individual and group image. I have the option to purchase these images from the photographer.		

	Yes	No
I consent to my child's photo to be used for internal school activities such as in books and on display and to identify a child within the school building.		

- ***Children with medical needs are photographed so they can be easily identified. This is a safeguarding requirement.***

This now leaves parents with a single option of whether parents give permission for the school to publish photographs of your child on the school website or on any other sites related to school activities such as The Grantham Journal or social media. We endeavour to use group photos, photos taken from an angle or at a distance where possible to prevent photo misuse.

	Yes	No
I consent for my child's photographs to be used on the internet. I also give permission for photographs to be used for related school activities on other websites such as The Grantham Journal **Names will never be attached to photos**		

Medical Permission

Do you give permission for emergency medical treatment?	YES	NO	Do you give permission for a doctor to be called	YES	NO

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Lincolnshire County Council

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Tel: 01476 561077

E-mail enquiries@harlaxton.lincs.sch.uk

Headteacher: Mrs Sheriden Edwards

Internet Permission

Pupil's Agreement I have read and I understand the school rules for responsible internet use. I will use the computer system and internet in a responsible way and obey these rules at all times.	**Yes**	**No**
Parent/Carer Consent for internet access I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet.	**Yes**	**No**

The above consents have been completed by (**please print**)

……

Parent / carer of

……

Signature of Parent / Carer

……

Date ……

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Medical Information

Doctors Name			
Doctors Phone No.			
Doctors Address			
Medical Conditions **PLEASE NOTE: GP/Medical Evidence must be provided**			
Does your child have any of the following: Please give details			
Asthma: Yes / No **Emergency Inhaler Prescribed: Yes / No**	**Seizures: Yes / No** **Emergency Seizure Medication Prescribed: Yes / No** **Care Plan in Place Yes / No**		**Allergies: Yes / No** **Epi-pen Prescribed: Yes / No** **Allergic to**
Please List Medical Conditions			
1.		3.	
2.		4.	
Is any regular medication taken? Please list and specify if this is taken at home or school?	Medication Name		Taken Home or School
	1.		
	2.		
	3.		
Do you give permission for emergency medical treatment?	**YES / NO**	Do you give permission for a doctor to be called	**YES / NO**
Is your child frightened of anything (i.e. thunder, spiders etc?)			

If your child requires medication at school, please ensure it is handed in at the start of the day in the original packaging with prescription label, with clear instructions for times to be taken and clearly named, there is a 'Medicine in School Form' that the school will complete, but parents must sign. Parents/Carers are always welcome to come into school to administer medication yourself during the school day.

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ACCEPTABLE USE POLICY FOR PUPILS



To keep me safe whenever I use the internet or email, I promise…



to keep my username and password private and not to use anyone else's

to keep all personal information private including pictures of me, my family, my friends and where I live and go to school



to block unknown links and attachments by not opening anything that I do not trust

to not add anyone to my gaming or social media groups that I don't know

to report any messages or internet pages that are unsuitable or upsetting



to tell someone I trust like a teacher or an adult who works in school if someone asks to meet me offline or asks me to do anything online that makes me feel uncomfortable

When using computer equipment in school…

I understand that my behaviour will be checked
I will not play games unless I have permission
I will not open, copy, delete or change anyone else's files, without their permission
I will be polite and think carefully about how I talk to others online and what I say about them
I will not take, copy or send pictures of anyone without their permission or give out someone else's personal information
I will not try to upload, download or open any files, programs or websites which are unsuitable or illegal
I will not try to get around the filtering or security systems
I will not install any programs nor change the settings
I will not use chat and social networking sites unless I have permission from an adult
I will not copy other people's work and pretend it is my own
I will not try to download pirate copies of music, videos, games or other software
I will check that information I use from the internet is from a trusted website and will ask an adult if I'm not sure
I will not deliberately search for words I know are inappropriate or wrong
I will tell an adult if I see someone else doing any of these things

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Mobile phones
Mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) is prohibited throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime and during wraparound care times.
If I break these rules…
I understand that the school's behaviour guidelines will be followed
I have read and understand this policy and agree to follow it.

Name of pupil _____

Signed _____ Date _____

I have read and discussed this policy with my child and give permission for him/her to use the school's ICT systems, including the internet.

Parent/Carer signature _____ Date _____

Parent/Carer Acceptable Use Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. 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.

Mobile phones
Mobile phones are not allowed in school. We understand that children from blended families sometimes carry phones to communicate with each parent. Children carrying mobile phones in their bags must keep the switched off and out of use during the entire school day and at wraparound provision. If a child is found using a phone or other unauthorised device, this will be removed from the child and the parent alerted. The parent may collect the item from the school office. Please also refer to our behaviour policy.

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/academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

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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 on-line behaviour.

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

As the parent/carer of the above *students/pupils*, I give permission for my son/daughter to have access to the internet and to ICT systems at school.
I know that my son/daughter 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.
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 son's/daughter'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, this will be stored securely and only used and stored where appropriate under our GDPR policy
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: .....
Student/Pupil Name: .....
Date: .....

Remote learning Addendum:
During the lockdown period, school will continue to use Purple Mash and the school website to facilitate remote learning. Children in EYFS will use Tapestry and/or Purple mash to access work. Teachers will provide pre-recorded lessons, accessible via the school website and where appropriate, will enable a live lesson or interaction for example collective worship via TEAMS. A minimum of two members of staff will be present during each live session.
Detailed below are guidelines and expectations for these live interactions and must be abided by at all times.

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As a parent/carer, you will:

Be present and visible during the live session acting as 'observers' and 'monitors' – this is incredibly important to safeguard your child and others. There should only be the child(ren) and at least one parent in the room – NO OTHER ADULT.

Support your child during any activity/interaction as required.

Ensure no home-based recordings are made of the live session.

Please help if there are technical difficulties!

Ensure that your child(ren) is/are dressed properly, are in a place in the house that is quiet (preferably not in a bedroom) and appropriate and that there is a neutral background (or the camera is off if you wish).

As a pupil, you will:

Be on time.

Find a quiet space where you can concentrate and pay attention, with at least one of your parents/ carers in the room.

Mute the microphone as soon as you join the meeting – you will be allowed to talk when your teacher tells you!

If the camera is on, make sure you are wearing appropriate clothes – no pyjamas!

If the camera is on, your background is plain.

Not swear or use horrible words. We will be kind at all times.

Respect others, making sure your behaviour is appropriate and respectful of others – remember the school rules still apply.

Follow all these rules or you will be removed from the session.

Pupil's Agreement I have read and I understand the school rules for responsible internet use. I will use the computer system and internet in a responsible way and obey these rules at all times.
Signed:
Parent/Carer Consent for internet access I have read and understood the school rules for responsible internet use and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the internet.
Signed:
Print name: