

2020-2021

WELCOME TO PETERSFIELD C of E (Aided) PRIMARY SCHOOL

Dear Reader,

Thank you for reading this information about Petersfield School. Our governors, parents, and pupils have worked to collate this pack, which we hope you will enjoy reading. We all want your child to be a happy and confident pupil here. We know that our partnership and good **two way** communication is vital to ensure that we meet your child's needs and that they succeed.

Our school is located in an attractive rural village. Our Church of England Parish Church, St. Andrew's, is close at hand and is important to us. The surrounding country environment provides us with a rich resource to augment our school's curriculum. Our grounds offer space for sporting and playground activities and we are proud of our links with Chapel Orchard, Orwell Clunch Pit and Wimpole Home Farm

Parent, governor and community participation is essential to the ongoing success of our school. Petersfield School produces a weekly school newsletter, "Petersfield Press" and a school Community Newsletter, both which are uploaded to our website and emailed to families, to keep everyone fully informed. This information pack has been presented as a series of questions and answers, designed to address queries that new and current families may have about Petersfield for the academic year 2020-2021. However, it is impossible to describe in detail everything in a document like this. **Please note, this is based on 'Pre-Covid' plans and at the time of updating this, we continue to adapt our policies and procedures in response to the pandemic. In particular, no visitors are allowed on the school site without an appointment. Therefore it is more important than ever that you please don't** hesitate to email or telephone the school to arrange for a meeting or simply to ask us questions. We look forward to welcoming you in to school for our curriculum evenings and consultation evenings. We are excited about the prospect of working with you to help your child as a happy and confident learner this academic year.

With all good wishes for a positive partnership,
Laura Penrose and Rachel Peachey
Co-Headteachers

Aims of Petersfield School - Written by our School Council

Persevering in class
Education
Trusting all
Everyone matters
Respecting others
Safe in school
Friendship
Including everyone
Encourage
Loving God
Determination

HOW MAY I CONTACT SCHOOL?

- Petersfield C.E. Aided School, Hurdleditch Road, Orwell, Nr Royston, Herts, SG8 5QG
- Tel: 01223 207382
- Fax: 01223 208567
- office@petersfield.cambs.sch.uk
- www.petersfield.cambs.sch.uk
- Co-Headteachers: Laura Penrose and Rachel Peachey
- Deputy Headteacher: Mrs Rachel Peachey
- Puffins (Out of School Hours Club): 01223 207382 (option 2 on telephone, out of hours)
- Chair of Governors: Linda Meredith
- Clerk of Governors: Andrew Pulham

HOW MAY I CONTACT MY CHILD'S CLASS TEACHER?

- Please see our Code of Communication.
- In the morning, a member of staff is always at the school entrance that your child uses, including a member of the Senior Leadership Team. Messages can be left with them.
- Messages can also be left at the school office hatch or by phone.
- For non-urgent information sharing only, messages can be sent via email to the School Office.
- Your child's class teacher will usually see pupils out of school at the end of the day. Please do talk to them or ask at the

office to make an appointment to talk privately.

- Each week, a Learning link document will be emailed to you which details information you either need to (or might like!) to know – information about reading, spelling, homework, topics taught, behaviour and messages from school. Please talk about the work they are doing, what they are learning and talking about so that their learning is doubly effective. Should you have a message, please feel free to write a note to your child's classteacher. However you are welcome to email the office to ensure receipt.
- All visitors, even those 'just popping in', must sign in via the office. Thank you for your understanding as we ensure our pupils are safe.

WHAT ARE SCHOOL OPENING TIMES?

- The school gates will be unlocked at 8.45 am when a member of the Senior Leadership Team will supervise the playground.
- At 8:45am, the doors will be opened and pupils will be encouraged to enter school and prepare for the school day.
- The school day officially starts at 8:55am when pupils are welcome to make their way to classes for early morning work.
- No ridden bikes, ridden scooters or ball games should be on the school site. Pupils (wearing helmets, please) should walk their bikes / scooters to lock them up in the wall bike racks in the playground, please.
- School should be accessed along the paths and our walking route round the side of the car park. Do not walk across the car park as cars and buses use this area in the morning and evening. Parents should not park in the staff car park, on the zig-zag lines on the road outside the main entrance, or block entrances to houses opposite please.
- The school morning runs from 8:55am until 12.00 noon
- If a child arrives after this time, when the doors are shut and the gates are locked promptly, please bring them to the office and sign them in to the Late Register. Likewise, if pupils leave school with you during the day they must be collected via the office and signed out in the designated folders so that we can account for them if there should be an emergency.
- Lunch time runs from 12.00 noon -1.00pm
- The afternoon session runs from 1.00pm-3:15pm.
- Pupils have a 15 minute break in the morning.
- At 3:15pm, Puffins children, and those participating in clubs, go straight to the Out of School Hours room or club meeting point.
- At 3:15pm, pupils who travel home by bus are registered and supervised in the school hall by a member of staff until the bus and bus escort arrives.
- All pupils are expected to wait under supervision until the person picking them up arrives. If parents are delayed for any reason, pupils not collected are kept in school by the office ready for collection or may be supervised by Puffins staff.
- For our very eldest pupils, if you would like your child to walk home, we do need you to tell us this in writing. Please let the class teacher know and the letter you write will be kept on file in the office. Please do talk to your child about keeping safe and what to do if an adult was not at home to greet them (return to school).
- If your child is being picked up by someone else, please do also let your child's teacher know this by letter. We have a duty of safeguarding and cannot allow your children to go with other adults without your express permission.

HOW DO I NOTIFY THE SCHOOL OF AN ABSENCE?

Please email or telephone and leave a message if for any reason your son or daughter is not coming to school before 8:30am. If you do not do this, we are required to contact you to check the reason for your child's absence. School should also be notified of the reasons for any absence. We must record the number of authorised and unauthorised absences by law each year. Holiday will not be authorised in term time. In extremely exceptional circumstances, a leave of absence may be granted in line with Government policy. More information can be found on the Parents' Information section of the website as 'exceptional circumstances' are just that and generally do not include any holidays. In the event of your child taking school time off during term, you are required to complete a form to request leave of absence at least two weeks before the visit. Please be aware that unauthorised absence may result in a referral for a penalty fine. Forms to request an absence are held in the school office. An attendance summary each year tracking morning and afternoon as two separate sessions will appear on your pupil's annual report.

HOW DO I PAY FOR SCHOOL MEALS AND VISITS?

Petersfield is a 'cashless school'. All meals, visits and other costs can be paid [via ParentPay](#). This is an internet based payment system. We do have computer access in school if you need it. Should you not have a bank account there is the option to use Paypoint. You will receive your ParentPay log in from the office. Please do ask if you do not receive your login letter or have any questions.

WHAT LUNCH CHOICES DOES MY CHILD HAVE?

- **Healthy school meals** are available at Petersfield, prepared by our school cook and the HCL team. In September we will have a new lunch provider. Meals are published on our [school webpage](#) and on the school notice board. We are a 'Production' kitchen so all meals are prepared freshly on site. The cost of a pupil's meal is currently £2.50. Parents/carers may join their children for a cooked lunch at a cost of £3.30 per adult meal. Payments for school meals must be via ParentPay. It is important to keep your dinner money 'topped up' and not run up a debt, as all meals must be paid for in advance. We should not allow pupils to have school lunch without payment in advance. In certain circumstances, assistance may be sought for the cost of school meals. If you may be eligible as you are in receipt of any benefits, please follow the link. Please contact the school for the appropriate forms or advice about how to apply for [Free School Meals](#)

[\(FSM\)](#) in complete confidence if you require any help.

UNIVERSAL FREE SCHOOL MEALS AND PUPIL PREMIUM

All Reception and KS1 children are entitled to receive Universal Free School Meals (UFSM) funded by the government. If you would still be entitled to FSM (due to financial circumstances) it is very important that you still [contact us as pupils registered for FSM attract £1320 \(2018-19\)](#) of government funding each year which is used at Petersfield to fund a core offer – including a contribution to 1:1 working, visits and revision guides - and to provide an individual tailored provision as per government requirements.

- **Bringing a packed lunch** is also an option. Provision is made for pupils to eat here under supervision. We have lunch box trolleys to keep packed lunch boxes together neatly. Our kitchen staff are not allocated time to wash up for these pupils, so it is essential that they bring everything they will need (e.g. spoon, drinking cup), with them. We also like pupils to take their uneaten lunch home with them so parents can monitor their intake. In line with our healthy eating in schools initiative, we urge parents to promote healthy foods in packed lunches. Please do not supply sweets, sugary or fizzy drinks for a morning snack or for lunch. Breaktime snacks should be fruit or vegetable based. Please try to ensure that your child can open all the containers and drinks in the packed lunch themselves.

WHAT SNACKS SHOULD I SEND FOR MY CHILD?

- If you wish to give Key Stage 2 snacks to consume during morning break, these should be fruit or veg-based, please. Pupils in KS2 can have fruit or vegetable snacks each day. Please contact Ms Wynn in the school office if you would like to subscribe to a healthy daily snack for a term.
- Reception and Key Stage 1 have fruit provided and Reception pupils under the age of 5 years have milk too in the morning break as supplied by the government NHS scheme each day.
- Pupils over 5 can have milk each day. Please log on to Cool Milk (<http://www.coolmilk.com/>) to pay for and order milk for your child.

HOW CAN MY CHILD GET TO SCHOOL?

- **School Bus** – Only pupils whose parents have successfully applied to the Local Authority to travel on the school bus should go to the hall and wait quietly with Mrs Sirett. The bus escort will collect them from her care. Please note only pupils with a CCC bus pass are entitled to travel on the bus.
- **Driving** – please park with consideration for our neighbours if arriving at school by car. Parents should not park in the staff car park, outside the drives opposite or on the zig-zag lines on the road outside school.
- **Cycling** – Pupils should not cycle once they are on the school grounds but should walk their bike or scooter to the cycle rings on the playground. Cycle helmets must be worn too, please. Please park and secure bikes responsibly.
- **The Walking** route should be used to enter the school through the playground gate. Please do not walk through the car park. If you are happy for your child to walk home on their own, we do need a letter confirming this please. It will be kept on file.
- If the regular and predictable arrangements for your child being picked up change please let your child's class teacher know by letter in advance.

WHAT IS OUR SCHOOL UNIFORM?

- School uniform colours are grey and red.
- The majority of our parents and teachers very much like to see our pupils wearing our bright and inviting school colours. We are all proud of our school and want people to know that we are part of a cohesive community. Our uniform reinforces a good feeling of belonging, and includes our redesigned school shield.

School uniform is:

- Plain, black leather shoes (Not boots or trainers and without high-heels, wheelies, platforms, fleece lining or slippery soles).
- If a pupil wears boots on the journey to school, black plimsoles can be worn indoors
- Plain white or black sandals in the summer
- Plain white, red, black or grey socks or tights
- A white polo shirt / white shirt
- Grey trousers
- Grey shorts
- Grey knee-length pinafore dress
- Grey knee-length school uniform style skirt (no tight / miniskirts)
- In the summer, red and white checked summer knee length dresses may be worn
- A cardigan or sweatshirt in (Petersfield) red - available online with the school logo
- Fleece are for outdoor use only
- New red sweatshirts are available to buy online at [My Clothing](#).
- Alternatively please look to purchase second hand uniform from pupils who are leaving school.
- Watches may be worn during the school day but must be removed for PE.
- Due to health and safety, we require children to wear gold or silver stud earrings only. Please ensure that piercings are done over a summer holiday, so that earrings can be removed once a child returns to school.

- No other jewellery items should be worn unless they have religious significance and have been agreed with the Headteachers.
- Nail varnish and make up should not be worn.
- All long hair (boys or girls) must be tied back during lesson times as pupils need to see their work. Please supply hair bands, grips or ties for your child's hair.
- All clothing and other personal items brought to school by pupils should be permanently marked with their name.
- Pupils do need appropriate winter clothing for playtime on our school field. Coats are essential and hats, gloves, scarves and a change of footwear are appropriate in cold or wet weather.

WHAT DOES MY CHILD NEED FOR SCHOOL?

P.E. Kit

- For Physical Education it is essential for safety that pupils should be correctly dressed. A pair of shorts, school t-shirt, plus a pair of slip-on plimsolls are adequate for indoor games. If your child wears tights, please ensure they have a pair of socks too. Kit needs to remain at school during the week in a small, named drawstring bag. We will send PE kit home at least once every half term for washing. P.E. kit is available to buy online at [My Clothing](#).
- Pupil's hair must be tied back during P.E., as in all lessons, to avoid danger of long hair being caught. If your child has long hair, please provide them with a pack of hair ties. Stud earrings should be removed.
- For outdoor games on our school field pupils will require a track suit or similar for the winter months plus suitable footwear (e.g. trainers). These must be named too, please.
- For swimming, (in the summer term), pupils need a swimming costume (not bikinis) or trunks (baggy swimming trunks are not permitted) and a towel. Earrings must be removed. No spray deodorants or talc in the pool area. All pupils also require a swimming hat, as our pool filter cannot cope with hair (!) These are on sale in the school office.

Other Items

- It is very useful to provide your child with an overall to protect their clothing during art and craft lessons. A discarded adult shirt or t-shirt, named and adapted to fit, (sleeves cut off), is quite suitable. Reception children have their own aprons so will not require an overall.
- We require that all pupils bring a change of shoes and trousers so that we can use the school field all year round. These named outdoor shoes, wellingtons or boots should be kept in a substantial named plastic carrier bag (e.g. Bag for Life), which will be kept on the patio under the canopy, on pegs.
- A sunhat needs to be supplied in sunny hot weather. Waterproof sun cream should be applied before school.
- Bottles of water should be used in class, but must be replaced and replenished regularly to prevent contamination.
- Toys, especially items of sentimental value, are best kept at home or, if needed in school for a specific reason, should be given to teachers to keep them safe.
- Pencil cases are not required.
- Pupils have a peg for coats, and bags. We are working hard with all the pupils to ensure they establish and maintain tidy cloakrooms, please support us in this by providing a smaller sized bag to fit.
- We take no responsibility for lost or stolen items. County does not insure us for any items brought in from home. Only the county's own property is insured against damage or theft.
- Vehicles and personal possessions are left on site at the owner's risk. Please ensure that you keep valuables safe at all times on the school site. Be aware that there is a risk that bags may be taken through smashed car windows if they are visible in the car while you are collecting children. This has happened before.
- No pupil mobile phones in school, please. If absolutely necessary, they can be left during the day in the School Office for after school contact, if first agreed with school staff.

WHEN AM I FORMALLY INVITED INTO SCHOOL?

All of the dates and times for the following will be published on the website, in the school newsletter or in communication from your child's class teacher – usually via the Learning Link document. However, some key events are:

- **Curriculum "Meet the Teacher" sessions** – Every class teacher holds an evening session at the start of the Autumn term to introduce themselves, their teaching assistants, show you the classroom, talk about routines, class rules, the creative curriculum etc – we talk about all you need to know as your child joins a new class.
- **Class Assemblies** – We actively encourage parents and friends of the school to join us for our morning Class Assemblies at 9 a.m. which are held in the school hall. In response to parent feedback, this year we are trailing these on different days. These may include poetry, stories, plays, demonstrations, art and craft work, models or musical items all prepared by the pupils. They should finish by 9.45am at the very latest. A list of class assemblies for the academic year can be found on the school website by week 3 in September.
- **Special Events in the life of the School** – Harvest Festival, our Christingle, the school Nativity, our Easter celebration, our summer thank you church service, school productions, charity fundraising, anti-bullying and Black History weeks – are held throughout the school year and you are very welcome to join us for these. More information, and dates, can be found on the school newsletter. Please be aware of the deadlines to book to attend some events are fixed deadlines, so please reply in a timely fashion.
- **Parents' Evenings** – Parents are invited to school twice a year for a formal discussion about their child and their progress at the Autumn and Spring terms. Teachers, pupils and parents will be asked to contribute to a pupil progress report to indicate how you and we can work together to improve learning.
- **Reading in Class** - Each Tuesday morning in EYFS and KS1 pupils read together. We value the work of parents or community volunteers who read with our children throughout the week. If you would like to volunteer, please speak to

Mrs Peachey who is the co-ordinator for our wonderful volunteers.

- **School Visits** – Parents are welcome to support school visits and on occasions they are asked to transport pupils to and from these visits. If you are asked to transport pupils we will talk to you about insurance and guidelines.
- **Particular events** like International Breakfasts, Science Days, Mothers' and Fathers' Day and Christingle Decorations sessions are great opportunities for parents and friends to share time in school with us. Please see this year's diary dates which is published by mid-September each year.
- **We welcome parent and community volunteers** into school to support our pupils' education. Please speak to Mrs Peachey if you would like to volunteer. There will be an induction prior to coming into school. Please speak to Mrs Peachey about arrangements.
- **Headteacher 'Celebration of Learning' assemblies** take place on Thursday afternoons at 2:45pm - more information can be found on the diary dates and weekly newsletter.

WHAT IS TAUGHT AT SCHOOL?

- **The National Curriculum** is taught in school. Our Revised '2014 curriculum' overview is on the school website. We are proud of our 'Creative Curriculum' approach to our learning where each term (over a 4 year program) the whole school focuses on an agreed overarching topic. Through this we teach English, which includes reading writing and speaking and listening), Maths, Computing, Science, History, Geography, Design and Technology, Music, Art, Modern Foreign Languages and Physical Education. All have schemes of work which we follow and amend for each year group and Key Stage.

Personal, Social and Health and Citizenship Education (PSHE) helps to give pupils the knowledge, skills and understanding they need to lead confident, healthy and independent lives and to become informed, active and responsible citizens. We use Circle Time activities throughout the school and have been previously awarded International School status by the British Council and Healthy School Status as part of this teaching. As part of PSHE lessons pupils are taught about (age appropriate) sex and relationship education, drugs education, and how to keep themselves and others safe. PSHE is taught discreetly and in other subjects. Should you wish to discuss this, or view any of the materials that we use as part of our teaching, please do not hesitate to see your child's class teacher or Mrs Sandfield.

- **Religious Education** teaching is a legal requirement and it is taught following the Ely Diocesan Guidelines and the Cambridgeshire Revised Agreed Syllabus. Parents have the right to withdraw their pupils from Sex and Relationship Education lessons, R.E and Collective Worship on religious grounds. This should be discussed with the Headteachers in the first instance; then the request should be put in writing. Parents should be aware that if pupils are withdrawn they will be required to work on appropriate tasks without the direct supervision of the class teacher.
- **The Foundation Stage**, for Reception pupils, has its curriculum based on the Early Years Foundation Stage (EYFS). This covers areas such as Knowledge and Understanding of the World, Creativity, Physical Development, Personal and Social Development, Language and Literacy and Mathematics. More information is available from our EYFS Class Teachers.

WHAT HOMEWORK WILL MY CHILD RECEIVE?

A good, well-managed home learning programme, we think, helps pupils to develop independent learning skills they need for successful lifelong learning. It is noticeable that good home learning, developing skills and competences from school makes a difference to our pupils' success. We are grateful for parental support in organising homework which is detailed in the Learning Link each week. Homework tasks will be detailed in the learning link as will the dates of spelling tests.

We expect that pupils will:

- Read at home for ten to fifteen minutes each evening and discuss books with adults or older siblings.
- Learn multiplication tables, do some Mathematics and practice their spellings each week.
- Complete project work linked to the creative curriculum over the term – please see the homework menus for more information.
- Be asked to complete their work at home if they have made insufficient effort during class time.
- Be given more extensive homework tasks in year 6 to help them consolidate their skills and prepare for secondary school.

HOW CAN I HELP MY CHILD?

- **Ensure your child has good attendance** - There is a strong correlation between poor attendance and results below target. Please ensure pupils come to school each day. 95% attendance equates to ¼ of a day a week of missed learning.
- **Support your child with their Home Learning.** After seeking pupils' and parents' views, they have told us in their feedback that a mixture of projects and weekly homework is the preferred choice, so this is what we continue to set.
- **Reading at Home** – Parents may buy home/school book bags from the office. There is a reading record sent home for parents to complete. A separate letter about our revised reading system – individual and guided reading – was sent to parent in [September 2016 and is available on our school website](#).
- **Be a role model.** We are changing afternoons to start with ERIC (Everyone Reading in Class) and EPIC (Everyone Puzzling in Class). This includes staff in the reading and enjoying a maths challenge. Can you be a role model at home modelling enjoyment of reading and anything to do with maths, reasoning and problem solving (Sudukos count!) as well?
- **Writing and Spelling at Home** - Spellings are sent home to learn each week. We ask parents to practise these with their child using the 'Look, Cover, Say, Write, Check' method, amongst others. We can hold both phonics and reading sessions in school during the year to enable parents to support their pupils with the current teaching methods and do encourage all parents to make a request for additional sessions when you feel it is relevant.

- **Maths at home** – We have revised the format for our calculation policy and will include a guide for parents. Please do support your child using Mathletics (pupil passwords are in the Reading Records and there will be weekly homework) and if you have any concerns or questions please do see your child's class teacher. Also, please encourage your child to talk about maths in everyday contexts. Think about what you say. Have you ever said or heard someone say 'Oh I wasn't good at maths when I was at school?'. Research shows that negative role models such as this reduce children's attainment and confidence. Please support us in being very positive about maths. Celebrating success, however small, is essential. Together, everyone can overcome any perceived barriers to being a good mathematician, have a go and achieve in maths! In maths, reasoning and explaining how you calculated something and why is vital to learning. Please ask the children about how they worked it out and how else they could do that calculation rather than focusing on a right or wrong answer.
- **Parents in our School** – We encourage parents to come into school; there are many opportunities throughout the year when parents can come in and volunteer. We really value your expertise and time. Please check our website for dates and look on our newsletter for regular updates. Mrs Peachey is our volunteer coordinator so please do contact her, as all adults who come into school need to go through our safeguarding checks to ensure that our pupils are safe. Once the checks have been completed please contact your child's teacher to arrange the times.
- **Computing at Home** – From July 2020, we have begun introducing our new Learning Platform to pupils and parents. Mr Carter manages a secure online environment where they can learn and practise safe ICT skills. Pupils have access in school to this. All pupils and parents are expected to sign an Acceptable Use Policy which sets out the rules for safe and responsible computer use. We invite parents to sessions to discuss internet safety and appropriate supervision and regularly publish updated advice and guidance which is available in the school entrance and on our school website. Mathletics and Reading Eggs are used across the school with great success.
- **Read and act upon communications** from school promptly so teaching time is not lost following things up again.

HOW DO I FIND OUT HOW MY CHILD IS DOING AT SCHOOL?

We have our assessment policy and summary leaflet of this in our school entrance. We worked closely with parents to devise the new report format.

- **Informal Discussion** can be had with the class teacher about your child's progress throughout the year. Please do talk to them after school, or request an appointment via the office.
- **Parents' Evenings** - Parents are invited into school twice a year for a formal discussion about their child and their progress in the Autumn and Spring term. Teachers, pupils and parents will be asked to contribute to a pupil progress and target report.
- **End of Year Report** - a written record of your child's attitude, effort and attainment, progress and targets is issued in the summer term.
- **Standard Attainment Tests (SATs)** are completed and reported nationally at the end of Years 2 and 6. Year 1 pupils complete a Phonic Screening Check and the EYFS attainment is reported. New testing arrangements took place from summer 2016 and the annual results are on our website.

WHAT HELP IS AVAILABLE IF MY CHILD NEEDS EXTRA SUPPORT?

- At Petersfield we are committed to meeting the educational needs of all our pupils. Teachers plan, set and respond to work which is appropriate and relevant to the individual needs of pupils.
- We run a variety of intervention programs to support individuals and groups in particular areas throughout the year. These range from social skills groups to Success at Arithmetic to after school Booster Sessions in Year 6.
- Our Special Educational Needs and Disabilities Co-ordinator (SENDCo), Mrs Penrose, is responsible for overseeing assessment and provision. Personal Learning Plans (PLPs) are drawn up for pupils with particular needs who require provision additional to and different from the quality class teaching and intervention programs. These plans outline targets that will be addressed at home and at school. Parents and pupils will be invited to attend a termly meeting to review progress and set new targets for these pupils.
- We plan to ensure all pupils feel welcome, happy and look forward to each school day. Whilst ensuring their individual needs are met.
- We ask that you come and discuss your child's needs with us so that the most effective provision can be made.
- Please see the school inclusion policy on the website.

HOW DOES THE SCHOOL PROMOTE ACCESSIBILITY AND EQUALITY?

Our website contains an [Equality Statement](#) and our [Accessibility Policy](#). We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents/carers and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion. Our action plan covers the school environment, curriculum and written information. We actively encourage any pupil, parent or visitor to contact us with any suggestions and ideas as we review these documents at least annually.

HOW DOES THE SCHOOL REWARD PUPILS AND ENSURE GOOD BEHAVIOUR?

- **Our Home School Agreement (as at the end of this document)**, is a very important element which we discuss and agree in each class at the start of each year with staff and pupils. It sets out agreed school rules. Pupils and staff are all expected to sign this. We ask that parents discuss this document with their child and sign up to the school rules also.

Our Petersfield Agreed Rules

- We listen carefully...We don't interrupt.
 - We look after property...We don't damage things.
 - We work hard...We don't waste our own or other people's time.
 - We are honest...We don't cover up the truth.
 - We are kind...We don't hurt people's feelings.
 - We are gentle...We don't hurt others.
- **Recognising achievement**
We have reviewed our behaviour policy which includes team points, golden time, certificates and sanctions and will be reporting on this through the year.
 - Currently, each class uses a variety of age appropriate reward systems. Your child's class teacher will outline these to you at the Curriculum Evening in September.
 - **Addressing Misbehaviour**
We have high expectations of our pupils and expect good behaviour in school. Our rules are discussed regularly. We are currently reviewing our behaviour policy, however in line with the current policy, all pupils can expect warnings to remind them of the displayed rules. Where rules are broken, this is recorded and pupils are expected to reflect on the situation and both how the situation can be avoided in future and rectified at that moment in time. Where necessary, the Senior Leadership Team will be involved and parents involved in supporting pupils to follow the school rules.
 - **Addressing Bullying**
Bullying is not tolerated at Petersfield School. As part of our PSHE teaching and weekly 'keeping safe' education, pupils are supported to seek identify inappropriate behaviour and seek help. If a pupil is bullied, the pupil is advised to say that they do not like this bullying behaviour. If this does not stop immediately, the pupil must tell an adult who will help them. They should know that staff always take bullying seriously and will listen to them carefully. All incidents will be referred to the Head Teachers who will, if appropriate, contact the parents of both pupils involved.
 - **Reporting Racist Incidents**
Racism is not tolerated at Petersfield School. Schools are required to record, investigate and address all racist incidents. Parents will also be notified.

HOW IS MY CHILD'S SAFETY PROTECTED?

Our child protection policy is on the school website.

Mrs Penrose and Mrs Peachey are the designated leads for child protection and Prevent in school. Mrs Peachey is a designated person for safeguarding. Mrs Penrose is the designated LAC (Looked After Child) and Post LAC lead.

- **Safeguarding Pupils** is a legal requirement which requires all those working in regulated work with pupils, including volunteers, to be DBS checked, and also to pass on information which concerns them about a child's welfare, including risk from neglect, physical, emotional or sexual abuse.
- **Prevent Agenda** – schools have a legal responsibility to have a designated lead for 'Prevent' - the Government agenda to prevent radical and extremist behaviour. At Petersfield we are aware of our responsibilities to safeguard our pupils and work with them to promote tolerance and understanding. Our designated 'Prevent' Lead is Mrs. Penrose.
- **Risk Assessments** are carried out for all relevant activities in school, and before educational visits in accordance with the Local Authority policies and procedures.
- **Data Protection.** We keep and process all personal information (whether in hard copy or on-line) in accordance with legal requirements of the General Data Protection Regulations (GDPR) designed to protect your and your family's privacy. Sharing of personal information is governed by these legal requirements and our own data protection policies under which school records will be passed on to the relevant primary or secondary school. At the end of your child's time at Petersfield this information is also shared as appropriate with certain external authorities for the purposes of supporting your child's education and welfare. Our Data Protection Officer is Mrs Penrose. You can obtain a copy of our data protection policy and privacy notice from our office or [via our website](#).
- **The County Fair Processing notice** can be found at: <http://www.cambridgeshire.gov.uk/terms>
- **Entry to School Buildings** (other than at the beginning and end of the school day) is through the main entrance for everyone, please. During the school day, all external gates are locked to prevent unauthorised entrance. All staff and visitors wear badges on lanyards as a security measure. At the School Office you should be asked to sign the visitors' book and wear a red visitor's badge. Even if you are just "popping in", this is important to maintain security and do so via signing in at the office. If, while you are visiting, there is an emergency involving a child, the protocol is to give red triangle in each room to an adult or if necessary to a child who walks quickly to fetch adult help. Our fire evacuation policy is in our room folder and on the classroom walls. All visitors working in regulated activities with pupils are asked to complete a DBS document to confirm identity and your safety to work with pupils.
- **Physical Intervention** – Our 'Promoting, Celebrating and Managing behaviour, discipline and conduct at Petersfield' policy contains the revised Physical Intervention Policy. A copy is available in the school office and on the [school website](#).
- **In the Event of Fire** - If you discover a fire, operate the nearest fire alarm call point. There are many around school. On hearing the fire alarm, everyone must report to the Fire Marshall, usually the Headteacher, at the muster point on the school field. Windows and doors should be closed and no-one should re-enter the building until the school roll has been called and approved and you are authorised to do so by staff.

- **Health and Safety** – Everyone in school is subject to the Health and Safety at Work Act and other statutory provisions. Any injuries, near-misses, accidents, obvious risks etc. should be reported to the School Office. The site is subject to COSHH Regulations.
- **No Smoking** - Smoking is not legally permitted anywhere in our school buildings or grounds.
- **Films** - From time to time, our pupils watch videos, clips of videos and DVDs in school. The ratings of these are either U or, following staff viewings, PG.

HOW DO YOU USE IMAGES (PHOTOS) IN SCHOOL?

Certain uses of images are necessary for the ordinary running of the school. We hope parents feel able to support the school in using pupil images to celebrate the achievements of pupils, to promote the work of the school and for important administrative purposes including identification, for example of medical needs. The source of images will predominantly be the school staff or a professional photographer (who is GDPR compliant) and images are stored securely. All staff are aware that images should be taken on school equipment, be stored securely and in accordance with the Acceptable Use Policy.

- **Pictures on the website and in the School Newsletters** - We select a variety of images, including those of three or more pupils engaged in educational activities, for our newsletter and other publications. Names are not used.
- **Newspapers** - We are delighted to have some of our achievements reported via local newspapers. The Royston Crow and the Cambridge Evening News papers are often keen to feature our pupils. They do, however, often ask for more details than we would readily publish as the paper is live on their website. They request full names, ages, class and occasionally village details to go with their stories. They will often not publish material without this. If we think that the occasion warrants this, we will always consult with parents to gain permission for this information to be used before publication of such specific details in a newspaper.
- **Photographs** - We photograph pupils within school for the purpose of their developmental records, and display, which may be in the form of folders, books or wall displays. As part of the BFP – Barrington, Foxton, Petersfield Partnership, photographs may be taken of the pupils working together on Oracy days and at other events. Trainee teachers and other professional take photos as part of their role working with pupils. We emphasise our clear and ethical research rules on this on their induction. Occasionally researchers ask permission to photograph activities. In this instance, separate parental permission is sought. A consent form should be completed by parents/carers.
- **Photographs, Videos and Audio** - Parents, carers or close family members are welcome to take photos and where appropriate film or record audio of their own children in school at events provided:
 - Parents/carers sign the Home School Agreement, to confirm that parents/carers and all family and friends who attend events agree that all photographs and recordings made are for private and personal use only following consent.
 - Such images focus on your own child and photographs should not be taken of other children without their parents' permission except incidentally e.g. as part of a group shot
 - Images are for personal use, and are not published on social media, such as "Facebook".
 - Anybody attending does not film/record/take images where copyright prevents this
 - Anyone attending does not film/record/take images in any circumstances that may embarrass or upset pupils.

Images, film or audio recording should not be made at any time without the intention to record being declaring to the school and without the expressed consent of the staff involved and Headteachers. The school reserves the right to refuse or withdraw permission for film, audio or photographs from anyone who does not follow these guidelines.

In Ash class, we share Learning Journeys with parents through the Target Tracker link. These may have images of other children who were part of the activity. Images must not be shared outside the Target Tracker App.

HOW ARE MEDICAL MATTERS MANAGED?

Our Medical policies have been reviewed.

- Where children bump their head, a wrist band will be worn. Please cut this off at home to show you have read the first aid form sent home with your child.
- Where a first aid incident is sufficiently serious, parents will either be phoned or a wrist band worn. Please cut this off at home to show you have read the first aid form sent home with your child.
- Except where pupils need regular, monitored, medication where a communication book will be used, where medication is administered, a wrist band worn. Please cut this off at home to show you have acknowledged this medication administration.

For children with specific protocols, a home school communication book will be used.

- Parents or carers should notify the school on admission if they or their child suffers from any illness that could affect his or her school life (e.g. anaphylaxis, diabetes, epilepsy, eczema, asthma) and any foods to which s/he is allergic.
- It is assumed that pupils, who are fit enough to come to school, are fit enough to play outside during morning break and at lunchtime.
- In exceptional circumstances, a pupil will be supervised inside during playtime.
- If pupils require prescribed medication during the school day, parents are asked to hand the medication to the school office together with written instructions for administering it. A protocol form for this purpose is available in the office

and online as part of the medical policy.

- Pupils should not have medicine, without staff agreement, about their person in school.
- Only prescribed medicines can be administered to pupils under the following conditions:
 - The medicine is handed to the school office staff directly by the parent
 - Parents complete the new medication form which is handed to the office with the medication
 - The dosage and name of contents is clearly stated on the original medicine container.
 - The pupil's name is clearly written on the container.
 - Pupils come to the school office to receive their medicines.
- Medicines are stored out of reach of pupils in the school office or in the staff room refrigerator.
- A list of pupils with medical conditions is kept up-to-date and noted in the back of each class register and in the office
- A board in the staffroom displays details and photos of the children so all staff can identify and support their medical needs. The staffroom should not be accessed by anyone other than school staff or professional visitors
- The designated person who administer medicines is Ms Wynn.
- In more serious or long term cases, the school will work with parents to devise a protocol to ensure your child's needs are met.
- First Aid - is available at the location the pupil is in and in the office where are designated first aid leads, Mrs Wynn is based. Most staff are qualified First Aiders in the school. First Aid will be administered in accordance with our school policy. Please note, we use hypoallergenic plasters for cuts and grazes. If needed, medical aid and advice will be sought promptly.
- Food Allergies - As part of the curriculum, we sometimes taste and cook a whole range of exciting foods - some from all over the world. It is very important that we know if your child has any food allergies. Please ensure you have notified us of any dietary requirements or allergies as soon as you know of them; to ensure maximum safety.
- If you have previously informed us of any medical conditions, such as asthma or allergies which may need an EpiPen, please check with us to ensure our information about this and the protocol and pen are up to date. Please double check each year that any medication we hold in school is within its expiry date. This includes asthma pumps.

WHAT HAPPENS IF MY CHILD IS TAKEN ILL IN THE SCHOOL DAY?

- The class teacher (via the teaching assistant), will inform the School Office, who may confirm with the Headteachers if it is appropriate for the pupil to be sent home.
- Pupils may wait quietly in the office for their parents/ carers, or return to class to wait.
- When a pupil is taken ill, parents are contacted as soon as possible so that s/he may be collected from school.
- Please note, due to data protection, we can only use contact numbers which you detail on your individual child's contact sheet to contact you. We cannot contact other numbers which are not listed here. Therefore it is important that your contact information is up to date and an alternate contact is given in case you are unavailable. We will ask you to update this annually but please notify us in writing as soon as possible if these details change.

WHAT HAPPENS IF MY CHILD IS UNWELL?

Please do not send a pupil to school if s/he is unwell. The table below shows the minimum absence period from school for certain illnesses. In other cases, Doctor's advice should be discussed with school and followed.

Disease	Minimum Period of Absence from school
Chickenpox	until scabs are crusted over and dry
Food Poisoning/Sickness	Until free of sickness and diarrhoea for 24 hours, then 2 more days.
German Measles	4 days from onset of rash
Measles	7 days from onset of rash
Mumps	Until swelling has subsided
Severe sore throat	Until appropriate treatment has been given and condition has significantly improved.
Whooping Cough	21 days from onset of cough
Conjunctivitis (Pink Eye)	Until appropriate treatment has been given and condition has significantly improved.
Impetigo	48 hours after antibiotic treatment has started and after the sores have stopped blistering or crusting

WILL MY CHILD GO ON VISITS OUTSIDE OF THE SCHOOL GROUNDS?

To support our creative curriculum, pupils are taken out of school to visit places of interest. We make full use of our local environment and often walk (for example), to St Andrew's Church, Chapel Orchard, the Clunch Pit or Wimpole Home Farm. Detailed risk assessments are undertaken by staff prior to these visits considering, for example, best practice in safely crossing the A603. Parents will be notified of visits (usually by ParentPay) if special equipment is needed, it is outside the school day, volunteers are needed or a charge or a packed lunch is needed.

Where visits are further afield but not funded, we request a voluntary contribution from parents to help us cover the extra costs. The visit will not be able to run if donations are not sufficient. Residential visits are also organised every other year for pupils in years 5 and 6. If you are in a position of hardship, help may be available from the school. Please talk to the Head Teachers in confidence in the first instance.

Parents are welcomed to support school visits and on occasions are asked to transport pupils to and from these visits. County Guidelines state that adults using their own cars to carry pupils on school visits should ensure that their vehicle is roadworthy, properly licensed and that the insurance covers its use on school business. In addition the driver is responsible for ensuring all pupils use booster seats if needed, wear seatbelts and behave sensibly. If you plan to use your car to help us, please see the Headteachers for more information.

WHAT EXTRA-CURRICULAR ACTIVITIES ARE AVAILABLE?

- Pupils are encouraged to learn to play a musical instrument. Mrs Lynn currently offers piano tuition to pupils at cost to parents. Rocksteady offer group lessons. Please contact the school to ask about the variety of opportunities available. Previously, demand has enabled us to provide violin, percussion and woodwind through visiting peripatetic teachers.
- Sports clubs, dance club, science club, gardening club, circus skills, book club are just some of the clubs we have offered in school.

Regular information about these is published in the newsletter and other letters from school. The school website 'Extra Curricular Activities' page details these clubs throughout the year. Please note Childcare vouchers can be used to pay for some extracurricular activities. Please visit <http://www.hmrc.gov.uk/childcare/> for more information about this.

DOES PETERSFIELD PROVIDE CHILDCARE BEFORE AND AFTER SCHOOL?

Yes. Puffins is a popular club which provides a friendly home from home environment which is welcoming to all; a place where pupils can relax. Please contact Puffins for more information about costs and provision. Please note, a discount of 10% will be given for families on the cost of the second and subsequent pupils. Puffins accept Childcare Vouchers (Please see www.inlandrevenue.gov.uk for information about help with the cost of childcare)

- **Breakfast Club** — this runs from 7.45 a.m. every morning. There is a flat rate charge of £7.50 which includes breakfast.
- **After School**—this runs every afternoon and is open until 6pm and the charge is £10.50.

WHO ARE THE GOVERNORS?

Governors at Petersfield have a strategic role. In consultation with the staff, and by using their professional skills, knowledge and experience, Governors decide on the strategic direction of the school. Please see [the website for more information on our Governors](#) and do speak to them at the events they attend or on the playground.

WHAT IS FRIENDS OF PETERSFIELD SCHOOL (FOPS)?

Petersfield School's enthusiastic Parent Teacher Association (PTA) which meets regularly to organise both popular fund-raising and social activities has been renamed Friends of Petersfield School (FOPS) to more accurately reflect its links with the wider community. Please see the entrance and website for more details. FOPS have recently raised many thousands of pounds to improve our school library. We are grateful for the extra resources which they have provided for the school - computer equipment, musical instruments, reading books, pool commissioning etc. FOPS social events such as Run Orwell and the Christmas Fair are well attended, thereby forging strong links between the school and the wider community. The organisation encourages more people into the school to help raise funds or simply to enjoy themselves! Please contact the school office for more information.

WHAT OTHER INFORMATION WILL I RECEIVE DURING THE SCHOOL YEAR?

The following are the main documents you should expect to receive during the year, but please check with your child (or in their Learning Link) regularly for letters and other information to keep you up to date.

- Contacts & Medical Information Data Sheet will now be sent to you via the 'Parentlite' app to check in September. Please make sure we have up to date information about you and each individual child at all times in case of an emergency.
- Consent forms are given to new parents for you to sign to confirm permissions for photographs as detailed here. Please contact the school office if you would like to update your permissions.
- ParentPay login to pay for all dinner money and visits. Please ask the office for a login if you do not have one.
- Newsletters. We encourage parents to receive these by email each week to ensure receipt. Please provide the office with your email to start receiving these. Every Tuesday – Community News and Thursdays 'Petersfield Press'. Petersfield Press lists the other documents and emails that have been sent out during the week so you don't miss important information.
- Curriculum Information sheets are sent out by class teachers termly.
- Regular emails to keep you up to date. The Subject of the email will detail the content to aid you in quickly determining the relevance of the information to you.

HOW CAN I FIND OUT MORE ABOUT SCHOOL LIFE?

- **The School Website** – We are proud of our school website. It is regularly updated to keep you up to date with Parent's information, diary dates and the newsletter. Please do let us know if there is something else you would like to see on the website by contacting the school office. We are proud of our work and pupils and so display images of our pupils on our school website. However, to ensure pupil safety, all such photographs are sized; and do not display individual pupils' names beside them.
- **School Policies** - The school has an extensive list of Policies covering all aspects of school life. On our school website is a selection of them which we think are likely to be of most interest to the school community, which we continue to

increase. Should you be interested in any aspect of the school's work not covered by these policies, please contact the school office in the first instance.

HOW CAN I FIND OUT MORE ABOUT CAMBRIDGE COUNTY COUNCIL?

- Local Education Authority: Office for Children's Services, Cambridgeshire County Council, Castle Court, Shire Hall, Cambridge, CB3 0AP
- Telephone: (01223) 717801
- Web Site: <https://www.cambridgeshire.gov.uk/>

WHAT SHOULD I DO IF I AM NOT HAPPY WITH AN ASPECT OF SCHOOL?

We hope that you will not have any occasion to complain, as we encourage you to come and talk to us at the earliest possible opportunity if you have any concerns; however small. Whilst we strive to do our very best at all times, school is a very busy place and as we are all human, mistakes do occasionally happen. If there is an issue, we ask that you speak to the member of staff concerned in the first instance in order to resolve the matter with them. A '[How can we help?](#)' page can be found on the school website which includes the Complaints Procedure. The first stage is to talk with us about anything that is upsetting you and if possible arrange to meet with us to talk matters through.

**We look forward to working with you during the academic year 2020-2021.
Together we will work to make Petersfield School the best it can be for all our pupils.
Together Everyone Achieves More**

HOME-SCHOOL AGREEMENT September 2020



At Petersfield School we believe it is important that parents, pupils and staff respect each others' contributions and work together to achieve the highest possible level of success for all pupils.



We ask you to read and sign the following agreement to reflect this partnership.

As the child – I will:

- Attend school regularly and on time.
- Be responsible for my learning and behaviour.
- Bring all the equipment I need every day and be tidy in appearance in school uniform.
- Do all my work at school and at home as well as I can.
- Be polite, kind and helpful to all others.
- Take care of the school's equipment, our building and the school surroundings.
- Follow the school rules to keep myself and others safe

As the parent/carer – I/We will:

- Make sure my child attends school regularly, on time, in uniform and properly equipped for school.
- Inform school of the reason for absence or lateness before the start of school.
- Not book holidays, or medical appointments where avoidable, during term-time.
- Support the school's policies and guidelines for learning and behaviour.
- Support my child with homework and other home learning opportunities, including reading each evening and learning of spellings/times tables.
- Attend Parents' Evenings and discussion about my child's progress.
- Get to know about my child's life at school.

As the school, we will:

- Care for your child's safety and happiness.
- Support your child to achieve their best and make the most of all the opportunities given to them.
- Provide a balanced curriculum at an appropriate level for your child.
- Support pupils to develop a spiritual awareness and an understanding of the Christian faith.
- Encourage high standards of behaviour through building self-respect, good relationships and a sense of responsibility.
- Take account of your child's feelings and needs through listening to them and valuing what they say.
- Keep you informed of your child's progress and about general school matters.
- Listen openly to parents' and carers' feedback and views
- Be open and welcoming and offer opportunities for you to become involved in the general life of the school.

Signed: (Headteachers – Petersfield C of E (A) School)

Signed: (Child)

Signed: (All Parents/Carers)

Date:

Petersfield Consent Form September 2020

I have read the Parent Information Pack and understand and commit to supporting school policies

I support, have discussed with my child and signed and returned the Home – School Agreement

I support, have discussed with my child and have signed the ICT Acceptable Use Policy

I have checked, amended, signed and returned the data collection sheet including medical information and the emergency contact details. I will notify the school of any changes immediately.

At Petersfield, we sometimes take photographs, videos and audio recording of pupils. We use these photos, audio and video (images) in the school's prospectus, on the school's website, in their workbooks to record tasks they completed and on display boards and in class books around school. We would like your consent to take photos of your child, and use them in the ways described. If photos are taken for purposes such as Newspaper articles, we will seek separate permission. If you have any other questions, please get in touch. If you're not happy for us to do this, please let us know.

Please tick the relevant box(es) below

I am happy for images of my child to be used on a display to alert staff to their medical condition

I am happy for my child to participate in individual and class photographs (annually)

I am happy for images of my child to be used in their work books.

Ash class – I am happy for images of my child to be used and shared with other EYFS families through the Target Tracker EYFS Observation system.

I am happy for images of my child to be used in internal displays.

I am happy for images of my child to be used when working with cluster schools (e.g. Barrington)

I am happy for images of my child to be used in the school newsletter.

I am happy for images of my child to be used on the school website.

I am happy for images of my child to be used in the school prospectus and local magazine articles.

I am happy for images of my child to be shared with Diocese (e.g. Lent Challenge celebration).

I am happy for trainees and other professional to take images for use in their professional role.

I am happy for visiting companies and charities to take images when working with my child.

If you change your mind at any time, you can let us know by emailing office@peterfield.cambs.sch.uk or calling the school on 01223 207382, or by speaking to the office staff.

If you have any questions or concerns, please contact your child's classteacher in the first instance.

Child's name: _____ Class: _____

Relationship to the child: _____

Signed: _____ Date: _____

Comments:

ICT at Petersfield

At Petersfield we encourage all pupils to use ICT responsibly and safely. Each year group has age- appropriate lessons in the safe use of personal information and the internet. However, your help with this in repeating the ideas and discussing them at home is essential too. Additional guidance can be found on our [school website](#).

Parent letter – Internet / e-mail use

As the parent or legal guardian of the above pupil(s), I know my child will have access to use the Internet, the Virtual Learning Environment, school Email and other ICT facilities at school. I know that my daughter or son has signed a form to confirm that they will keep to the school's rules for responsible ICT use, outlined in the Acceptable Use Policy (AUP). I also understand that my son/daughter may be informed, if the rules have to be changed during the year.

I accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet and mobile technologies, but I understand that the school will take every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials. These steps include using a filtered internet service; secure access to email, employing appropriate teaching practice and teaching e-safety skills to pupils.

I understand that the school can check my child's computer files, and the Internet sites they visit. I also know that the school may contact me if there are concerns about my son/daughter's e-safety or e-behaviour. I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety.

I am aware that the school permits parents/carers to take photographs and videos of their own children in school events subject to the conditions set out in the Parent Information Pack which requires that photos are of my own child, for personal use and that photos/videos are not shared on any social networking site such as Facebook. I will support the school's approach to e-Safety and will not take any pictures, video or text that could upset, offend or threaten the safety of any member of the school community.

Addendum to pupil Acceptable Usage Policy (AUP) – 1st September 2020

Remote Learning and using Microsoft Teams

As we are all now using the internet more, including home learning (HL) platforms, the following has been added as an addendum to the existing Petersfield School AUP (see below).

Please ensure that your use of IT, both in school and outside of school, on personal and school owned devices, will not cause Petersfield School, staff, pupils or others distress or bring your or their character into disrepute.

Please note that Microsoft Teams is not to be used as a communication platform but as a tool to set and receive work remotely and for teachers to connect with children virtually in the case of a further lockdown. All electronic communications should be directed to the class teacher through the office@petersfield.cambs.sch.uk email address.

- When using Microsoft Teams 'chat' remember that everyone in your class could see what you post including your teacher. It is therefore very important that you think carefully before you post anything. Inappropriate comments will be dealt with and your parents may be informed.
- Any recordings must not, under any circumstances, be saved, forwarded or posted on any other online platform, including social media, without the permission of that member of staff.
- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
- Pupils are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons/narrated PowerPoint Presentations made by teachers within or outside of the Petersfield Teams Account.
- Pupils should blur their background if in a conference meeting which involves a camera (if this facility is available to them).
- Pupils should think carefully about what is acceptable language with regards to what they type and post.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

- You must only ever use school channels to communicate with a member of staff. These channels are your class email address and Microsoft Teams. Members of staff will use their class email address and Microsoft Teams to communicate with you.

Your safety is of paramount importance. You may be spending more time online and this puts you at a higher risk of negative experiences. Other people on line may not be who they say they are or may be looking to exploit young people. They are using this time of extra use to initiate more contact. People are anxious and struggling with the changes happening and feelings of isolation and they may take this out on other people online by being unkind and bullying.

It is essential therefore, that you are aware of the following ways to report or raise concerns whilst online:

- Childline - for support
- UK Safer Internet Centre - to report and remove harmful online content
- CEOP - for advice on making a report about online abuse

You can also report concerns to your parents and members of staff at school, via email or Microsoft Teams. Just because you are not seeing staff every day, does not mean they are not still here for you if you need them. If something is worrying you, whether it is something to do with being online or not, reach out. We will do everything we can to support you.

Microsoft Teams sessions protocol for parents/carers:

Important disclaimer: By accessing the MS Team meeting, you are agreeing to share your personal information and data within a controlled school group. You are also agreeing to the terms of use below.

Please be aware that the following apply to live sessions:

- A grown up must oversee their child/ren on the Team meeting
- Switch the settings to have microphones off and videos off when joining a session.
- Sessions are **NOT** to be recorded by parents or pupils.
- During sessions, screen shots using the device or other devices are strictly **NOT** allowed.
- Learn how to mute and unmute, including video screens.
- Be conscious of background environments and others in the room.
- Pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- Videos may be muted for pupils if other children in the household become unsettled or cause a disruption.
- Please note if you are late for the session, you can still join.

Petersfield School reserves the right to record all sessions for safeguarding and teaching reasons. These recordings will be stored safely on the school server and removed in compliance with our GDPR policy for data retention.

Helpful tips for children's success using MS Teams:

- Make sure you are muted when not talking.
- Be yourself and respect others – think about what you are going to say.
- Ask questions using chat function (when enabled) or put your hand up using the hand feature if wanting to ask a question live.
- Use reactions to engage with your class.
- Think before you write.
- If any behaviour is deemed not appropriate, pupils will be warned once then the next time removed from the chatroom.
- Focus on what is being taught or said, rather than distracting others.
- Make sure the adult you see is a known member of staff.

KS2 Acceptable Use

Petersfield Church of England Aided Primary School Pupil KS2 Rules for Responsible Internet Use

These rules will keep me safe and help me to be fair to others.

- I will ask permission to go online.
- I will only edit or delete my own files and not look at, or change, other people's files without their permission.
- I will not bring files into school without permission or upload inappropriate material to my workspace.
- I am aware that some websites and social networks have age restrictions and I should respect this.
- I will not attempt to visit Internet sites that I know to be banned by the school.
- I will only e-mail people I know, or a responsible adult has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission. I will never arrange to meet someone I have only ever previously met on the Internet, unless my parent/carer has given me permission and I take a responsible adult with me.
- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will show a teacher / responsible adult.
- If I need to bring a phone to school, I will pass it to the office for safe keeping.
- If I use material that is the work of others in my work, I will state where I found the information.
- I will use a range of passwords, keep all passwords safe and never share accounts.

I have read and understand these rules and agree to them.

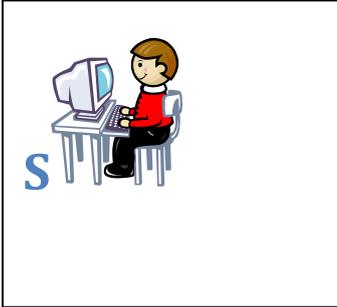
Child's name: _____ Child's signature: _____

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I will support the school's approach to e-Safety and will not upload or add any pictures, audio, video or text onto any social media that could comment on, upset, offend, identify or threaten the safety of any member of the school community. I have read and agree to the E-safety and Data Protection policies, including the Addendum to pupil Acceptable Usage Policy (AUP) – 1st September 2020.

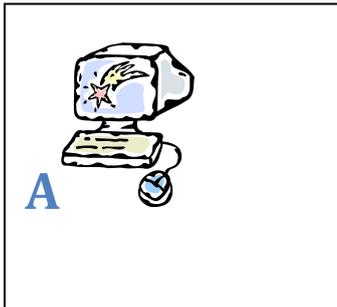
Parent's signature: _____ Date: _____

The school accepts no responsibility for inappropriate use of the Internet outside school, even when children are researching a school-based subject.

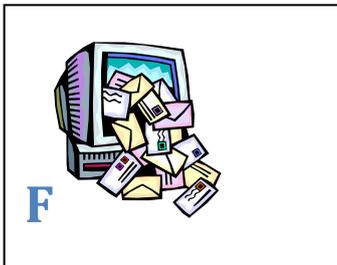
Think before you click



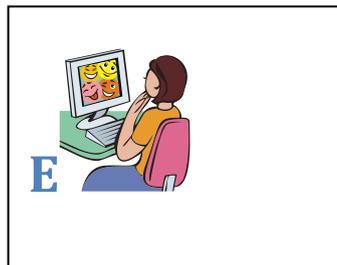
I will only use the Internet and email with an adult's permission.



I will only click on icons and links when I know they are safe



I will only send friendly and polite messages



If I see something I don't like on a screen, I will always tell an adult

Child's name: _____ Child's signature: _____

I will support the school by promoting safe use of the Internet and digital technology at home and will inform the school if I have any concerns over my child's e-safety. I will support the school's approach to e-Safety and will not upload or add any pictures, audio, video or text onto any social media that could comment on, upset, offend, identify or threaten the safety of any member of the school community. I have read and agree to the E-safety and Data Protection policies, including the Addendum to pupil Acceptable Usage Policy (AUP) – 1st September 2020.

Parent's signature: _____ Date: _____