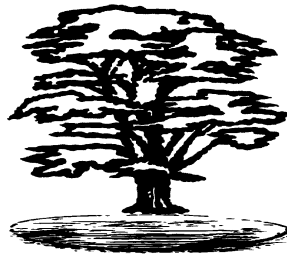




ST MARY'S CHURCH OF ENGLAND VOLUNTARY CONTROLLED PRIMARY SCHOOL



School Prospectus 2019-20





ST MARY'S CHURCH OF ENGLAND VOLUNTARY CONTROLLED PRIMARY SCHOOL

**ASKHAM RICHARD
YORK
YO23 3PD**

**Telephone: 01904 707125
Email: stmarys.primary@york.gov.uk
Website: www.stmarysprimaryschool.co.uk**

Headteacher: Mr Steve Jones

Chair of Governors: Mr Peter Cannings

Care has been taken to ensure that these particulars are correct at the time, however, circumstances are always changing and it is possible that some details will alter. Parents should always check with the school for the latest information relating to any item of special importance to them.



St. Mary's Church of England Primary School

Askham Richard, York, YO23 3PD

Tel: 01904 707125

Email: stmarys.primary@york.gov.uk

Headteacher: Mr Steve Jones

Dear Parents / Carers,

It is my privilege to welcome you to St. Mary's Church of England Voluntary Controlled Primary School. This prospectus provides you with an overview of the school and some of the exciting activities which we provide.

St Mary's prides itself in having high standards of teaching, learning and behaviour. This is all underpinned with strong traditional Christian values and principles. As well as having high academic attainment, we encourage your child to develop a wide range of interests such as the music, sports and the arts. Above all, we believe in the importance of your child's development as an individual and as part of our community.

We are a highly motivated, enthusiastic and committed team here at St. Mary's. We strongly believe in placing learning and the wellbeing of children at the centre of education. Happy and challenged children make good learners, not only in school, but as lifelong learners. We strive to make education challenging, exciting, fun and full of enriching experiences. We strive to make learning irresistible.

At St. Mary's, we firmly believe that working together as a partnership between home and school, is crucial in providing the very best for your child. We therefore see you as an active partner in your child's education, we value your interest and support, and we are always happy to discuss any matter to help your child.

We very much look forward to meeting your children and yourselves. Please do not hesitate to contact me if you have any queries or need clarification on any matter.

Yours sincerely,

Mr Steve Jones
Headteacher



Registered Charity No: 1057265

ST. MARY'S CHURCH OF ENGLAND VOLUNTARY CONTROLLED PRIMARY SCHOOL

MISSION STATEMENT

At St. Mary's we aim to provide an environment for all members of our school community where positive attitudes to learning and creativity are promoted and valued within the context of Christian belief and practice.



Compassion, Friendship, Koinonia, Trust

AIMS OF THE SCHOOL

Develop a responsible and caring attitude towards others which is informed by Christian belief.

Provide an environment that is happy, supportive, safe and secure.

Set high standards in work and behaviour by providing a broad and balanced curriculum which is challenging, stimulating and enriching.

Enable and encourage independent learning, creativity and critical thinking.

Promote respect for each other, valuing diversity in our own and other societies, faiths, providing equal opportunities for all.

Value honesty and fairness in order to be responsible citizens.

Celebrate success and foster self-esteem and self-confidence in all.

SCHOOL STAFF

Headteacher: Mr Steve Jones

Deputy Headteacher + SENCO: Mrs Stephanie Gee

Teaching Staff:

Class 1: Mrs Angela Holliday / Mrs Jayne Boast

Class 2: Mrs Fiona Beighton / Mrs Nina Read

Class 3: Mrs Sally Walmsley

Class 4: Mrs Stephanie Gee

Teaching Assistants:

Mrs Clare Gibbs

Mrs Steph Bedford

Mrs Kate Lewis

Mrs Diane Goodwin

Mrs Kate Waugh

Administration Staff:

Mrs Amanda Godbolt

Mr Garry East (School Business Manager)

Mrs Judith Doughty (Bursar)

Peripatetic Music Teachers:

Mr Croyle - Keyboard

Mr Young - Guitar

Mrs Lusty - Violin

Mr Chalk - Trumpet

Mrs Goffin - Wind

Mr Hickling - Drumming

Caterers:

Mrs Kath Speed

Mrs Sandra Hayes

Midday Supervisors:

Mrs Amanda Godbolt

Ms Cheryl Parker

Mrs Mandy Main

Mrs Steph Bedford

Caretaker and Cleaner:

Mr Simon Ripley

SCHOOL GOVERNORS

Chair of Governors: Mr Peter Cannings

Headteacher: Mr Steve Jones

Teacher: Mrs Sally Walmsley

Foundation: Mrs Glynis Ashford

Foundation: Mrs Ann Watson

Co-opted: Mr Gary Bowman

Co-opted: Mrs Inger Russon

Co-opted: Mr Mark Barratt

Co-opted: Vacancy

Parent: Professor Kiran Fernandes

Parent: Vacancy

THE SCHOOL AND ITS FACILITIES

St Mary's Church of England Voluntary Controlled Primary School lies eight miles from the centre of the City of York. Many of the children travel from surrounding villages spread over a wide rural area. We currently have 110 children on roll ranging from Reception to Year 6.

As a Church of England school, our distinctive Christian character supports the spiritual, moral, social and cultural development of all learners, and aids in their preparation to become responsible citizens. The local parish is actively involved with the school and special services are held at St. Mary's Church in Askham Richard throughout the year. We have a secure site and rigorously uphold safeguarding measures to ensure the safety of all children.

The school was originally opened in 1899. Over the years it has increased in numbers and the building extended. We have three indoor and one outside classroom. The Reception / Key Stage One children share a learning area where the areas of provision are mirrored both inside and in the adjoining Outside Classroom. Class 3 comprises of Year 3 and 4 children, and Class 4 consists of Year 5 and 6 children.

The classrooms and school hall are equipped with interactive Smartboards and all children have access to laptops, iPads and tablets. School dinners are cooked on site in the school kitchen, and we have a small library and personalised learning areas.

The school has a wonderful outside learning environment for work and play. We have a hard playground area, a playing field, two adventure play areas, wildlife area and a pond. We have also incorporated shade, seating and quiet areas for the children. The children have access to a wide range of different play equipment to use with friends or on their own at break times.

The School House, adjacent to the school, offers breakfast and after school clubs, as well as housing Little St. Mary's, a local nursery playgroup.

ADMISSIONS POLICY

Governors welcome applications for places from the catchment area: Askham Bryan, Askham Richard, Angram, Bilbrough, Catterton, Healaugh and Wighill, as well as children from the fringe districts whose parents are supportive of the Christian ethos and are seeking the type of education that a small school can offer. The maximum admission number agreed with the Local Authority for 2019-20 is 15.

Children whose 5th birthday falls between 1st September 2019 and 31st August 2020 are admitted into the Reception class.

St. Mary's Church of England Primary School offers either full time provision from September 2019, or, part time (5 mornings a week) for the Autumn Term leading to full time from January 2020.

An induction meeting is arranged for new parents and an admissions pack provided prior to your child commencing school.

Parents of children desiring to join the school are encouraged to make an appointment with the Headteacher to look around and meet both the class teacher and class. An admissions pack is provided from the school office.

All applications for admittance to the school are made through the City of York Council. Details of the Admissions Policy and catchment areas may be obtained either from the Council website or by contacting School Services on 01904 551554.

ADDITIONAL INFORMATION

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1. ABSENCES

If your child is ill, please telephone school on the morning of the first day of absence between 8.30am and 9.00am. When your child returns to school, it is a legal requirement to provide a written note explaining their absence.

2. BEHAVIOUR

Good behaviour, manners and thoughtfulness towards others are necessary to support the aims of the school. Therefore all children are expected to behave in a responsible manner, both to themselves and by showing consideration and respect for other people, in line with our Christian ethos and values.

3. CHILDREN WITH SPECIAL NEEDS

All our children are treated as individuals and are given support and encouragement according to their abilities. If a teacher, or parent, has cause for concern about your child's progress or behaviour, then a meeting would be arranged so that your child's needs could be jointly discussed.

Some children may be identified as requiring Special Educational Needs and Disability (SEND) support. There is a clear and agreed procedure by which a child's needs, provision and progress are monitored. The provision for the child's needs is the class teacher's responsibility; however, additional support from the Local Authority may also be needed. Any health issues are referred to the School Nurse from the Healthy Child Service. In accordance with the government's Code of Practice, these children are placed on a register.

Able, Gifted and Talented children are identified on the School Register and Shadow Register. Their needs are primarily catered for by the class teacher, however, additional provision and enrichment may be arranged by the Able, Gifted and Talented Coordinator.

St. Mary's aims to be an inclusive school and will make reasonable adjustments to ensure that the school environment is as accessible as possible.

4. CLOTHING AND EQUIPMENT

St. Mary's prides itself in the smart appearance of our children. The school's dress code consists of a white shirt or polo shirt, a red sweatshirt and dark grey or black trousers / skirt. Skirts should be appropriate for children of primary age and not shorter than knee length. Socks can be of any length as long as they end below the knee. The sweatshirts, fleeces and cardigans are available with the school logo. Sensible heeled school shoes, not boots or trainers, should be black.

In the summer, a red or blue checked dress, or a pair of dark grey or black, knee-length shorts are alternative options. Suitable sandals may also be worn.

New uniform is supplied by Emblazon, 138 Micklegate, York, YO1 6JX, t:01904 651133, e: york@emblazon.biz, w: www.emblazon.biz, however, we also have a 'Nearly New' stall that is held in school on the second Monday of every month.

Children need a change of clothes for Physical Education. We are an active school and enjoy a wide range of sports throughout the year.

PE KIT: INDOORS

White t-shirt or polo shirt

Black or grey shorts

Plimsolls / non marking trainers (Key stage 1 only)

PE KIT: OUTDOORS

White t-shirt or polo shirt

Black or grey shorts

Trainers for use on the playground or field

Appropriate jogging bottoms and sweatshirt / fleece in black or grey

PE bags are available for purchase from the school office.

KEY STAGE 1 FOREST SCHOOLS

Wellingtons

Waterproof over trousers

Please ensure that every item of clothing is named.

5. COLLECTIVE WORSHIP

The school meets the requirements in accordance with the Education Reform Act of 1988 with collective worship taking place on a daily basis. Parents do have the right to withdraw their child from all or part of the collective act of worship. Alternative provision will be made for those children. Please contact the Headteacher if you have any concerns.

The school has close links with the local parishes and visits St. Mary's Church in Askham Richard for services and related curriculum activities. Our collective worship is led by members of the churches, staff and visitors from the wider community.

6. COMMUNITY PARTNERSHIPS

We actively promote positive partnerships within our school community. These include the 'Askham Partnership' which is for the early years practitioners from St. Mary's School, Little St. Mary's, Out of School Club, Askham Bryan Nursery and the Askham Grange Family Centre. We also have partnerships with: South Bank and Small Schools' clusters; Pathfinder Teaching School Alliance for teacher training and professional development; Askham Bryan College for outdoor learning; and Tadcaster Grammar School, Manor Church of England Academy and St. Peter's School.

7. COMPLAINTS

Should you have a complaint that cannot be resolved by the class teacher, please make an appointment to see the Headteacher. Our Complaints Procedure is available on our website and from the school office.

8. EDUCATIONAL VISITS

We strongly believe in making education real and providing the children with direct experiences. Consequently, during the school year, class teachers organise various educational visits both in the local area and wider locality. Every two years, children in Year 5 and 6 are also invited to take part in a residential visit.

Regulations made under the Government 1988 Education Reform Act stipulate that we can ask for voluntary financial contributions. No child is excluded from a visit by parental non-payment, however, if insufficient donations are received, the visit may have to be cancelled.

Letters incorporating a consent form are sent to parents prior to the visit with detailed information. For visits within the immediate vicinity, a generic 'Permission for visits to the village' permission slip is used.

9. EMERGENCY CONTACT

All parents are asked to complete a form providing emergency telephone numbers, contact names and addresses. If any of these details change, please notify the school office immediately.

10. EXTENDED PROVISION

St Mary's Out Of School Club offer a 'drop in' Breakfast Club to parents from 7.45am - 8.30am and an After School Club from 3.15pm to 6.00pm. Both clubs are located in the School House. Further information on their provision and costings are available from Ceri Lamb on 07506 344 653 or you can email her at stmarysoosc@gmail.com

11. EXTRA CURRICULAR ACTIVITIES

Throughout the year we have a wide variety of clubs on offer both during lunchtimes and after school. These have included: football, cricket, hockey, tag rugby, netball, gymnastics, art and craft, music theatre, music, choir, science, strategy games and gardening.

Peripatetic music lessons currently include: drumming, violin, guitar, trumpet, singing, keyboard and wind instruments. These are available for a termly fee from York Music Service who can be contacted via email at enquiry@yorkmusicservice.co.uk

12. FAMILY HOLIDAYS

In line with DfE regulations, we ask that all family holidays are planned out of term time. The DfE have outlined that holidays during term time should not be authorised. Discretion is given to the Headteacher where they feel exceptional circumstances exist e.g. a family crisis such as a bereavement or terminal illness, and service families returning from posting. In these exceptional cases, applications must be made in writing to the Headteacher before the requested time off and using the appropriate Local Authority form, which is available from the school office.

Should you choose to take the leave of absence in term time, it will be regarded as an unauthorised absence. The Local Authority will consider what action they take, and may issue you with a fixed penalty notice under Section 23 of the Anti-Social Behaviour Act. Any parents issued with such a notice will be subject to a prompt fine of either £60 per parent per child (if paid within 21 days) or £120 (if paid after the 21st day but within 28 days). Failure to pay the Fixed Penalty Notice is likely to lead to prosecution.

13. FOREST SCHOOLS

We have an excellent Forest School provision within the school site. This is an extensive area where the children can explore and enjoy the wonder of the environment. Teaching sessions are held for Key Stage One children, and they will need a pair of wellingtons and waterproof over trousers.

14. FRIENDS OF ST MARY'S

All parents and carers are welcome to join our Friends of St. Mary's parent teacher association. FOSM are an active group who arrange fun events for children and parents, as well as arranging fund-raising events throughout the year. Money raised is then allocated to a range of resources and activities for children across the school. We are extremely grateful for the continued hard work of our FOSM whose fundraising makes a direct impact on each child's learning experience here at St. Mary's. If you are able to help in any way, please do. A leaflet may be obtained from the School Office for further information.

15. HOME / SCHOOL AGREEMENT

The home / school agreement helps parents, children and school understand what is expected of them. It is reviewed annually and is in line with recommendations and guidance from the City of York Council. (Appendix 1)

16. HOMEWORK

Reading is an important activity, which gives great pleasure and is vital to a child's literary and educational development. It is encouraged as a daily activity at home with family members. Class teachers also ask the children to learn their spellings, multiplication tables and number bonds on a regular basis. From time to time your child may also be asked to undertake a small research project or mini-task. In preparation for secondary school, children in Class Four undertake additional weekly homework.

17. INTERNET ACCESS

The internet is recognised as a valuable teaching and learning resource. Internet safety is paramount in school. Please refer to our 'Acceptable Internet Use Agreement for pupils' for further safeguarding details. (Appendix 2)

18. LEAVING THE SCHOOL PREMISES

No child is allowed to leave school unless accompanied by a parent or carer. Adults are asked to sign their child out and give a reason for their absence e.g. dentist appointment.

All children will go home either on the school bus, collected by a parent / carer, or go to Out of School Club. In Key Stage 1, to ensure the safeguarding of all children, we ask that parents / carers write in their child's planner every day to inform school of how your child is going home each day. However, if your child will **always** be collected, then a letter informing us of this is required instead. If there are any changes in arrangements, you must inform the school at the earliest possible time. When children move in to Key Stage 2 they are expected to know their home time arrangements each day. Parents may choose to continue to write this in their child's planner, if needed.

19. PARENTAL CONTACT

Parents are welcome in school and are asked to assist on educational visits and with some school activities. Regular help in the classrooms is also very much welcomed. If you are keen to get involved as a volunteer, please speak to the class teacher. During the school year, parents are invited to attend special events including: concerts, sports and seasonal events.

Formal parent interviews are arranged with the class teacher during the autumn and

spring terms to review your child's progress and attainment. A written report will also be produced at the end of the summer term.

If you have any concerns or issues about your child's progress or any problems, please do not hesitate to speak with the class teacher at the end of the school day, or before morning registration between 8.30am and 8.45am.

20. PARENTPAY

The school uses ParentPay to collect money for school lunches, educational visits and other occasions. This is an online cashless payment system which is easy to use and avoids the need for cash in school. We ask that all parents register for this before their your child starts school. Further information will be set once your child is registered with school.

21. POLICIES

Key policies including Safeguarding and Child Protection, Special Educational Needs and Disability and Admissions can be viewed on the school website. Other policies are available to view upon request.

22. RELIGIOUS EDUCATION

The school follows the City of York and Church of England guidelines for Religious Education. Religious Education is of a broadly Christian character, although we also explore other world faiths and beliefs. We provide an integrated approach in which opportunities for reflection and response are given alongside the development of knowledge and understanding. Under the 1988 Education Act parents have a right to withdraw their child from Religious Education by writing to the Headteacher.

23. SAFEGUARDING

The school is committed to Safeguarding and promoting the welfare of all pupils by: providing a safe environment for children to learn; identifying children who are likely to suffer significant harm; and taking appropriate action with the aim of making sure they are kept safe both at home and at school.

24. SCHOOL COUNCIL

We have an active School Council who is involved in school improvement as well as organising fundraising events in school. Annually, each year group elects a representative and meetings are held every month. The Year 6 School Council Secretaries are responsible for organising the agenda and minutes.

25. SCHOOL CURRICULUM

The Education Act of 2002 requires that every state-funded school must offer a

curriculum which is balanced and broadly based and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and
- prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

The school curriculum comprises of all learning and other experiences that each school plans for its pupils. The National Curriculum forms one part of the school curriculum.

The National Curriculum (revised 2013) consists of three core subjects: English, Mathematics and Science. There are eight foundation subjects: Art and Design, Computing, Design and Technology, Languages (KS2 Foreign Language), Geography, History, Music and Physical Education. These subjects are taught throughout the school to children aged five to eleven as discrete subjects or in cross-curricular topics.

The children in the Foundation Stage follow the 2014 Early Years Foundation Stage guidelines. Play, indoors and outdoors, is the key to this learning. The curriculum is organised into seven areas of learning and development, of which there are three prime areas: Communication and Language; Physical Development; and Personal, Social and Emotional Development, and four specific areas: Literacy; Mathematics; Understanding the World; and Expressive Arts and Design.

We have a phonics approach to reading and use Jolly Phonics combined with Bug Club. Our reading schemes include Oxford Reading Tree, Bug Club and Big Cats resources.

All state schools are required to make provision for a daily act of worship and must teach Religious Education to pupils at every key stage. All schools also make provision for Personal, Social, Health and Economic education (PSHE).

Details of our curriculum are published on the school website, and the term's curriculum topics are sent out to parents in the form of a Class Newsletter. Copies of the National Curriculum are available to read on the premises.

26. SCHOOL DAY

The school day starts at 8.45 am and finishes at 3.15 pm. The school gate is open from 8.30am to 8.45am. Lunch for Key Stage 1 children is from 12.00pm to 1.00pm. Key Stage 2 children have lunch between 12.15pm and 1.15pm. All children have a 20 minute break in the morning. Foundation and Key Stage 1 also have a fifteen minute break in the afternoon.

The school's timetabled teaching week: (excluding breaks, registration, and assemblies)

Key Stage 1 21.00 hours per week
Key Stage 2 23.30 hours per week

This is in line with the DfE recommended timetabled teaching week.

27. SCHOOL MEALS AND SNACKS

Excellent lunches are provided on site and we encourage children to take this option. Children in Key Stage One are offered a free school lunch, and the cost of a Key Stage Two lunch is currently £2.15 per day. We offer a two day (Monday and Tuesday), three day (Wednesday, Thursday and Friday) or full week option.

Please pay for your child's school lunch using ParentPay. To help the school cook with ordering, we request a minimum of two weeks written notice be given for changes to school dinners. Children are also able to bring a packed lunch in to school.

Milk is provided free to all under 5's and those registered as Free School Meals, and at a cost for the other children throughout the school.

Children within Foundation and Key Stage 1 receive a piece of free fruit daily under a Government scheme. All snacks for playtime must be either fresh or dried fruit.

St. Mary's is a nut allergy aware school and we have individuals in school with severe nut allergies. Please ensure that no food items containing nuts or that may contain nuts are brought on site at any time.

28. SECURITY

We wish to make our school as safe and as secure as possible. The black gates at the entrance to the school are connected to the School Office via an intercom system. All visitors arriving at school should report immediately to the School Office at the main entrance. Visitors are required to sign in and wear a visitors badge during their visit and sign out when leaving. All visitors are required to read the 'Visitor Safeguarding Leaflet' to ensure their safety and that of others.

29. RELATIONSHIPS EDUCATION

In Year 5 and 6 the School Nurse works alongside the class teacher and with the children about Relationships. This includes: body changes, puberty, emotions, hygiene and reproduction. Parents are invited to attend a preview of the teaching materials and video used. Parents have a right to withdraw their child from all or part of the Relationships Education.

30. SWIMMING

Swimming is part of the Physical Education curriculum and is considered an invaluable

life skill. The children in Year 3 and 4 receive swimming lessons during the Summer Term. Regulations made under the Government 1988 Education Reform Act stipulates that we can ask for voluntary financial contributions, however, no child is excluded from swimming by parental non-payment.

31. TRANSFER TO SECONDARY EDUCATION

Children leave St. Mary's at the end of the summer term of the academic year in which they will be eleven years old. Most of our children transfer to Manor Church of England Academy in York or Tadcaster Grammar School in North Yorkshire. A close liaison is maintained with both schools to ensure that the transition is as smooth as possible. Parents' meetings and pupil transition days are arranged by the secondary schools during the summer term.

32. TRANSPORT

Children living in the catchment area of the school are entitled to free transport provided by the City of York and North Yorkshire County Councils.

Families living in Askham Bryan need to apply for a bus pass to:

School Transport Services

School Services

City of York Council

West Offices

Station Rise

York YO1 6GA

Tel : 01904 551554 or email education@york.gov.uk

Families living in Angram, Bilbrough, Catterton, Healaugh, Wighill need to apply for a bus pass to:

North Yorkshire County Council

Integrated Passenger Transport Team

1 Racecourse Lane

Northallerton

DL7 8AD

Tel : 01609 533679 or email : schooltransport@northyorks.gov.uk

33. VALUABLES and JEWELLERY

The wearing of jewellery such as necklaces, bangles, and rings is discouraged as they constitute a safety risk. If your child has pierced ears, please ensure that only small studs are worn. The children must remove all jewellery for PE and swimming i.e. watches, earrings. School cannot be held responsible for the loss of or damage to any articles of value.

34. WATER BOTTLES

We actively encourage the drinking of water to aid concentration and general wellbeing. Each child requires their own water bottle and is encouraged to fill it at the beginning of each day. Water bottles may be purchased from the School Office.

APPENDIX 1



ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL HOME-SCHOOL AGREEMENT 2018-19

Do all you can to live in peace with everyone.
Romans 12: 18

School

We will endeavour to:

- Care for your child's safety and happiness
- Encourage your child to do their best at all times
- Provide a balanced curriculum that meets the individual needs of your child
- Keep parents informed about general school matters and your child's progress in particular
- Welcome parents to our school, and offer them opportunities to become involved
- Have regular Parents' Evenings and send home an annual report

Family

I / We will endeavour to:

- See that my child goes to school regularly, on time and properly equipped
- Inform the school of any absences as soon as possible
- Encourage my child to support and respect the school, staff and other pupils
- Let the staff know of any concerns that might affect my child
- Support my child with homework and other opportunities for home learning
- Not arrange our holiday during term time
- Attend Parents' Evenings and respond, when appropriate to school letters

Pupil

I will try to:

- Let my teacher, partner, friend or another adult in school know if I am worried about anything
- Be kind and understanding to other people in school
- Always do my best
- Make a positive contribution to life at school
- Follow the rules that we have written together
- Be responsible for bringing P.E. kit and other appropriate equipment for the school day

Together We Will:

- Support any individual needs.
- Work to resolve problems.
- Support each child.

Signed: *Mr Steve Jones*

Headteacher

Date: September 2019

Signed: Parent

Date:

Signed:Pupil

Date:



ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL
Acceptable Internet Use Agreement for Pupils

The value of the Internet is recognised as a teaching and learning resource. The opportunities it can provide for children are many. The Internet can raise educational standards by offering pupils and teachers opportunities to search for information from a wide range of sources and to enhance the child's knowledge of the outside world.

As well as providing many benefits and new opportunities, the use of IT, and the Internet in particular, can offer chances for misuse and abuse. At St. Mary's Church of England Primary School we accept that this possibility must be managed if the child is to be protected.

It must also be remembered that children have access to computers and the Internet, both inside and outside school. It is therefore necessary for us to ensure and maintain appropriate use while they are within school, but also to encourage a responsible and mature attitude to Internet use and e-safety outside school.

Please read and talk through these rules for responsible internet use with your child. These will be enforced as your child progresses through the school.

- I will only use the system with my own login and password
- I will not access other people's files
- I will only use the computers for schoolwork and homework
- I will not bring in memory sticks or CDs from outside school unless I have been given permission
- I will ask permission from a member of staff before using the Internet
- I will not use the Internet during wet playtimes
- I will not give my home address or telephone number, or arrange to meet someone
- The messages I send will be polite and responsible
- I will not send anyone my picture or school details
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect others and myself.

Pupil:..... Date:.....

Parent:..... Date:.....