

Wallington Primary Academy



Information and administration pack
for parents/carers and children

This is for you to keep

This document provides important information about the school. You will also receive other information specifically about your child's year group, and there is other key information on our website.

Our website is at **www.wallington.education**

Our address is:

Wallington Primary Academy
Mollison Drive
Wallington
SM6 9JN

Our telephone number is **020 8669 3978**

The main email address is office@wallington.sutton.sch.uk

If your child is going to be absent from school, there is an option to report your child's absence by calling the school's telephone number and pressing option '1'.

We may use various terms to refer to the adult that has parental responsibility for the child, so please take this as meaning just that. Should there be another adult with parental responsibility that does not live at the same address, please ask the school office to send documents and letters to more than one address or email account.

Wallington Primary is an **academy**, and it is still your child's **school**. You will find the use of both terms throughout this document.

Wallington Primary became an Academy in April 2018 and is a member of Cirrus Primary Academy Trust, a charitable company limited by guarantee registered in England and Wales with company number 09642581.

What we believe

Our core purpose is to nurture, challenge and enable every individual to develop a love of learning and understand that there is no limit to their potential!

Safeguarding

At Wallington Primary Academy we are fully committed to safeguarding our pupils and staff. We take notice of and adhere to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

Safeguarding is summarised as:

- protecting children from harm
- preventing damage to children's health or development
- making sure that children grow up safely, and
- taking action to make sure all children have the best start in life.

Our website has a section in the *key information - safeguarding* pages all about safeguarding with further information about how we keep children safe.

Our academy structure

Our Nursery accepts children in the September following their third birthday.

Should we have a space in our Nursery later in the year, we are able to offer it to anyone on our waiting list (where we apply our admissions criteria for this purpose) from that cohort of children, and then to younger children who are three (i.e. who would be in the next cohort).

Our Nursery offers 26 part-time morning places on a term time basis (38 weeks per year).

Children in the Nursery do not automatically transfer to the main school when they enter Reception. If you have a child in our Nursery and wish them to continue into Reception, you must apply for a place by 15th January via the Sutton Council website.

Children enter Reception in the September following their fourth birthday¹. Classes are of mixed ability and mixed gender, and there are normally 30 children in each class. In 2018/19 the school has an intake of 30 pupils at entry (admission number).

Children in the Nursery and in Reception are in the Early Years Foundation Stage (EYFS). Children in Year 1 and Year 2 are in Key Stage One (KS1). Sometimes both of these groups are referred to as 'infants'.

Children in Years 3 to 6 are in Key Stage Two (KS2) and are often referred to as 'juniors'.

¹ Parents can defer the date their child is admitted to the Academy until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. See our Admissions Policy with regard to children outside of their normal age group.

The SEN Opportunity Base at Wallington Primary Academy is for children with moderate learning difficulties. The class has a mix of Reception and KS1 pupils, and specialist support is provided for these children. Children are admitted to the Base by the London Borough of Sutton where the SEN Opportunity Base at Wallington Primary Academy is named on their Education Health Care Plan.

Our School Day

Our breakfast club (for children from Reception to Year 6) opens at 7.30am each morning that school is open. We also run a Playcentre after school which is open until 6pm. Full details of breakfast club and after-school care may be found on our website.

Morning Nursery

Nursery opens at 8.30am and the session finishes at 11.30am.

Reception

The Foundation Stage entrance will open at 8.30am and the classroom doors open at 8.40am. Parents and carers must stay with their child until they enter the classroom. Children must be in their class at 8.55am prompt, ready for registration. Children are welcomed to class by their teachers for early morning activities. This is an important part of the day for all children.

At the end of the school day, the Foundation Stage entrance will open at 3.10pm and the children will be dismissed from class at 3.15pm.

Years 1 –6

The main school entrance will open at 8.35am and the classroom doors open at 8.40am. Parents and carers must stay with their child until they enter the classroom. Children must be in their class at 8.55am prompt, ready for registration. Children are welcomed to class by their teachers for early morning activities. This is an important part of the day for all children.

The main school entrance will open at 3.10pm and the children will be dismissed from class at 3.15pm.

Children in Years 3 to Year 6 may only walk home alone if we have a signed consent slip from a parent.

General Guidance

Staff at Wallington Primary Academy will make every effort to ensure that your child settles down quickly to learning, in a stimulating atmosphere.

Our main method of communication with parents is via email and through our learning bulletins which explain what your child will be learning in class the following week. We will share information after workshops for those that cannot attend, and put letters and other information on our website for you to read.

Please note the following points:

1. The doors into the classrooms will be open at 8:40am. Please do not stay or escort children into the cloakroom or classroom areas unless this has been pre-arranged with the class teacher for a specific reason. The beginning of the day is a really important part of the day in class and it is vital that teachers are able to settle the children down quickly, so they are ready for learning. Urgent messages for the class teacher may be handed to a member of staff on the gate or at the school office.
2. Please closely supervise all younger children on school premises while waiting at the beginning and end of the school day – do not allow them to disturb children who are learning in class, interfere with other people's property or play on equipment. The playground apparatus must only be used under the supervision of a member of staff.
3. If you have a personal appointment, meeting at the school, or are collecting your child because of illness during the school day, always check into the school office first.
4. Please do not bring cars onto the premises at any time.
5. NEVER park, or stop to allow children to get out of the vehicle on the double yellow lines on the slip road to the staff car park, unless you have a prior arrangement, due to a disability. Please park with consideration and in permitted areas only as we work hard to maintain a good relationship with our neighbours. Children are encouraged to walk, cycle, or ride their scooters to school.
6. Dinner money, for children in the juniors who are not entitled to free school meals, must be paid using our on-line payment system; the price is £2.25 per. If your child will miss morning registration, but will still require a lunch, please ring the school office to order before 8:30am. The lunch menu may be found on our website.
7. Packed lunches should be contained in an appropriate lunchbox or bag, clearly labelled on the outside with your child's name and class. Plastic carrier bags are not acceptable, although may be used to wrap a lunchbox that has transparent flaps. Please do not bring any food onto the school premises that contains nuts (including peanut butter and *Nutella*). We have children with severe allergies and exposure to these items, including airborne, could be fatal.
8. Various fresh fruit and vegetables are provided for infant children at morning break. If children prefer, they can bring in fruit of their choice from home instead. Junior children are encouraged to bring a piece of fruit for eating at break time.
9. PE Bags containing shorts, t-shirts and plimsolls that are all clearly marked should be left in school all week and taken home for washing at weekends or at least on a half termly basis. It may be necessary to change PE lessons at short notice.
10. Children are not encouraged to bring mobile phones to school. However, it is accepted that parents of pupils that walk to and from school unaccompanied may wish for their child to carry a mobile phone. Whilst Wallington Primary Academy accepts no responsibility, the school office will hold pupils' mobile phones during the school day.

11. If your child is sick, please telephone the school and select the first option to leave details of your child's absence (this is an automated line and is open 24 hours). If you do not inform us, you will receive a phone call to ask where your child is. If we cannot get hold of you, we will contact the next person on your contacts list.

School Uniform and Appearance

Parents must ensure their children wear the correct uniform as it really does help us create a sense of pride in our school community as well as improving the children's mindset for learning.

It is important that all children and parents support us in ensuring that pupils wear the correct uniform at all times, particularly with regard to school shoes and ties.

Children must wear suitable shoes that fasten securely (no trainers, sling-backs, open-toes or high heels).

Please also ensure that **ALL** uniform is named so if it does get lost hopefully it can be returned more easily.

School uniform can be purchased from Hewitts of Croydon at www.hewittsofcroydon.com

Compulsory items are listed below:

Nursery

Sapphire blue crew neck sweatshirt with logo
Sapphire blue sweatcardy with logo
White polo shirt with logo (plain white polo shirt may be worn under sweatshirts only)
Sapphire blue plain jog trousers

Reception, Years 1 & 2

Sapphire blue crew neck sweatshirt with logo
Sapphire blue sweatcardy with logo
White polo shirt with logo (plain white polo shirt may be worn under sweatshirts only)
Grey trousers/shorts
Grey trousers/skirt/pinafore dress
Light blue & white check summer dress
Bookbag
Black suitable shoes that fasten securely

Years 3 – 6

Sapphire blue V-neck sweatshirt with logo
Sapphire blue sweatcardy with logo
School tie
White collar shirt
Grey trousers/shorts
Grey trousers/skirt/pinafore dress
Light blue & white check summer dress
Rucksack
Black suitable shoes that fasten securely

PE Kit

Azure blue T-Shirt with logo
Navy blue plain shorts
Navy blue plain jog trousers
Royal blue PE bag with logo
Black plimsolls or trainers

Other 'presentation' requirements (all children):

All long hair (shoulder length or longer, both boys and girls) should be tied back using appropriate **plain and small** accessories (e.g. hair bands or scrunchies, which should be in school colours – blue, white or black). This is to reduce the possibility of hair becoming caught in something and causing injury, and also to reduce the spread of head lice.

Hairstyles should be plain, with no dyed or shaved patterns. Hair gel may be used to keep hair tidy, but not for fashion styling as this is inappropriate.

Nail varnish must not be worn in school.

We prefer pupils not to wear earrings. If they are worn, there should be a maximum of one small plain gold or silver ear stud per ear, in the lobe (not glass/diamond-effect/emblems, etc.) Children must remove their earrings themselves for PE and swimming, although it is safest not to wear them on PE days. Hooped earrings are not allowed and no other piercings are permitted. The only other jewellery permitted is that worn for religious or medical reasons (which requires a letter of explanation), and a named wristwatch. The school accepts no responsibility for loss or damage to jewellery.

Attendance and Punctuality

At Wallington Primary Academy we believe that good attendance is not simply a legal requirement: it is essential if pupils are to take full advantage of the range of opportunities that school offers and gain the skills that equip them for their next stage of education and for adult life. All children have a right to receive the full benefits of education; attendance is therefore an equal opportunities issue. We recognise punctuality as an important related issue as frequent lateness will cause children to miss aspects of their education, is upsetting for the child and is disruptive to others. We recognise the importance of a clear understanding of the need for regular and punctual attendance in preparing children for the workplace, and building good habits should start at an early age.

Once a child is registered at a school, the parent is legally responsible for making sure they attend regularly.

Parents/carers should ensure that children attend school by:

- Making sure they understand the importance of good attendance and punctuality;
- Taking an interest in their education – ask about school work and encourage them to get involved in school activities;
- Discussing any problems they may have at school – inform their teacher or a member of the leadership team about anything serious;
- Not letting them take time off school for minor ailments – particularly those which would not prevent an adult from going to work.

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to a child's education and to the school. The school will not agree to a child going on holiday during term time. Please see our attendance policy (available on the school website) for full information, including what to do in an emergency when you may need to take your children out of school. Any request should be in writing to the Head of School in good time.

Celebratory events that take place in another country that affect your child attending school will not normally be authorised beyond a few days. There are 13 weeks of the year when children are not at school.

You will receive an up-to-date Registration Certificate with your child's annual report. If we have any concerns about your child's attendance these will have already been shared with you either at a Parents' Evening, or at some other time. Good attendance is between 96% and 100%. Registers are checked regularly by the Trust's Attendance Officer, who will contact families where issues are developing.

It is also important that children arrive at school on time every day and ready to learn. We run a breakfast club (see our website) which may help many families. Doors open for children in Reception at 8:30am and 8.35am for Years 1 to 6. Registration is at 8:55am and children who arrive after this time will receive a late mark. Children who are not in school by 9:20am will receive an authorised mark for that session. Please let the class teacher (via the school office) know in advance if your child will be arriving later because of a medical appointment.

Regular attendance and excellent punctuality will ensure that your child makes the best possible progress during their primary years – please support your child by ensuring this happens.

School Lunches

All children in Reception, Year 1 and Year 2 are entitled to receive a free school meal every day. This is funded through two different funding streams:

- Pupils eligible for Free School Meals
- The Universal Infant Free School Meals

The school may only receive funding for one of the above for each pupil. Registering your child for Free School Meals has extra benefits (see Free School Meal Entitlement below).

Children in the juniors eligible for Free School Meals are also entitled to receive a free school meal every day, and for all other junior children, the cost is £2.25 per day. This must be paid for in advance using our on-line payment system.

Lunches for all children are provided by Caterlink.

We encourage you to commit to either school meals, or a packed lunch from home, on a half-termly basis. However, you must inform the school office of any changes to your child's meal pattern. The menu is available on our website. Please complete the lunch form (Appendix B) and return with your paperwork to the school (this does not apply to Nursery).

Free School Meals (FSM) and Pupil Premium Entitlement

Registering for Pupil Premium or free school meals does not mean your child will have to eat the school lunch - there are other benefits. We offer extra support to children who are registered - for instance, help with the cost of school trips. Please see the section in our 'Statutory Information' on our website for details of how we spend the money.

In the 2017 to 2018 financial year, Wallington Primary Academy will receive £1,320 for each child registered as eligible for free school meals at any point in the last 6 years. This additional funding is used in many ways to support these children in school.

Parents who are in receipt of one of certain benefits may qualify for free school meals. Please use the **Free Schools Entitlement Checking Service** at **www.fsm.lgfl.net** to find out if your child is eligible for Pupil Premium. If you are, then this will begin the process for registration.

Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

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

In addition, the following pupils will be protected against losing their free school meals as follows:

- From 1 April 2018, all existing free school meals claimants will continue to receive free school meals whilst Universal Credit is rolled out. This will apply even if their earnings rise above the new threshold during that time.
- In addition, any child gaining eligibility for free school meals after 1 April 2018 will be protected against losing free school meals during the Universal Credit rollout period.
- Once Universal Credit is fully rolled out, any existing claimants that no longer meet the eligibility criteria at that point (because they are earning above the threshold or are no longer a recipient of Universal Credit) will continue to receive free school meals until the end of their current phase of education (i.e. primary or secondary).

The Universal Credit rollout is currently expected to complete in March 2022.

Swimming

We are able to provide swimming lessons as part of our P.E. Curriculum for Years 4, 5 and 6. All children (boys and girls) must wear swimming hats. Children must wear swim shorts/trunks and one piece swimsuits.

On-line Payment System

Wallington Primary Academy uses an on-line payment system to receive payments from parents/carers. This includes dinner money, breakfast and after-school care, school trips, etc. Once your child is enrolled and in attendance at school, you will receive a letter with your username and password.

If you have more than one child at Wallington Primary Academy you are able to link accounts and have just one login. If you have any questions or problems with our on-line payment system, please speak to a member of the office staff.

School Trips

We make as much use of our locality as possible, which includes, for example, the Phoenix Centre Library and St Paul's Church. We inform you of any local visit in advance (via text, email or letter), and ask you to give your permission for such visits once when your child joins the school. Any visit requiring transport or not in the immediate locality will require separate permission from you at the time. Please read about our insurance (below), and complete and return Appendix A.

School Trips Insurance

The Trust arranges insurance through Sutton Council and provides insurance when your child takes part in school visits and off-site activities. You will, of course, be sent full details of every school visit or off-site activity planned for your child before it occurs.

These insurance arrangements have been made on condition that the guidelines set out in the Trust's School Visit Policy are followed. This policy is available for inspection at the school and has been drawn up with a view to ensuring the safety and wellbeing of all those taking part in school visits.

School visits and off-site activities are planned with great care, but you should understand that occasionally it may be necessary to alter the arrangements made to take account of particular circumstances. Staff in charge will take all reasonable care of your child and you can help by explaining to your son/daughter that he/she will be required to obey the instructions and advice of the teacher-in-charge and other accompanying adults and will be subject to the school's general code of behaviour.

You should also understand that the school cannot be held responsible for any loss or damage to property suffered by your son/daughter during or arising out of a visit other than that due to negligence of the Trust or any of its employees.

You will also be asked to pay for any damage which may be caused by the misconduct or carelessness of your child to the person or property of any party or parties.

Each child taking part in a school visit should be in good health and you will be asked to ensure that your child is fit to go on any proposed visit. In the event of an accident or illness while your child is taking part in a school visit or off-site activity, every effort will be made to contact you, but failing that, you are asked to authorise the teacher-in-charge to consent to any medical treatment – including inoculations, surgery or blood transfusions which in the opinion of a qualified medical practitioner may be necessary for your child in the course of the visit.

You will be asked to indemnify the Leader of a visit in respect of any expenses reasonably incurred in consequence of any accident or illness of your child.

You may take out additional insurance cover by contacting the party leader of a school visit or by making your own arrangement.

A summary of the insurance arrangements is available in the prospectus section on our website.

Fundamental British Values

Schools are required to provide for the spiritual, moral, social and cultural (SMSC) development of their pupils. As part of this requirement, we are expected actively to promote the fundamental British values of:

- Democracy
- The rule of law
- Individual liberty
- Mutual respect and tolerance of different faiths and beliefs
-

What does this mean for my child?

Our efforts to promote fundamental British values are designed to prepare children for life in modern Britain. Ultimately, we aim to help pupils understand:

- How we can influence decision-making by taking part in democratic processes like voting and petitioning
- That the law is there to keep us safe
- Our freedom under British law to choose different faiths and beliefs
- The importance of combatting discrimination

What does this look like in school?

The values are reflected throughout our school, including in our policies, assemblies and ethos. Children also engage with the values through the curriculum in ways that are suitable for their age and context, for example, learning the value of rules through creating their own class charters and opportunities to learn about traditions from different cultures and religions. Through pupil votes, questionnaires and councils, children can have their voices heard and learn about democracy. We are also responsible for challenging prejudiced or extreme opinions and behaviour. As part of this responsibility, we have put measures in place to protect children from exposure to extremist views. Our duty to actively promote fundamental British values means that we always present political views to children in a balanced way.

e-Safety

We have an Acceptable Use Policy, which is intended to ensure:

- that pupils will be responsible users and stay safe whilst using the internet and other communications technologies for educational, personal and recreational use.
- that academy systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of online safety and are involved in the education and guidance of children with regard to their on-line behaviour.

The academy will try to ensure that pupils will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Copies of the permission forms are included at the back of this booklet for your reference, and you should sign the copies in the **Part 2** document.

Photographs and videos of children

Educational Purposes

We take photos of children regularly to record achievements in school (e.g. a Reception child writing, or a child receiving a certificate in assembly). All images are stored securely on our academy network and are used for display purposes within school or as a record of evidence. For instance, when reporting to Governors, we use images as evidence of activities taking place.

Learning journeys are utilised as a record of evidence in the Early Years setting. We use photographs and videos (if the facility is available) to evidence your child's learning. In this school, we use an online portal called Tapestry that allows us to share this information with parents and carers so that you can celebrate this learning at home too. You are also able to upload your own photos to the journal, should you wish.

These images are taken for educational purposes and are processed on the basis of the public duty of our academy to educate our children, therefore consent is not required to be obtained. We may include group photographs to show a group activity. We will ask for your consent to show your child in a group setting as this means that other children will appear in the photograph on the learning journey.

Evidencing and sharing achievement & learning

We like to share what we are doing in our learning bulletins and newsletters. In the future we hope to add images in the learning section of our website, showing examples of activities in school.

If we put images on our website, we have some specific rules:

- To avoid identifying a pupil by name (unless for a specific reason, such as an award or recognition, and in such cases, only using a first name).
- Only to show images of pupils fully clothed i.e. not in a swimming pool.

Parents do have the right to withhold consent for pictures of their children to appear on the learning section of the website, which are in the public domain.

Parents/carers have the right to have an image removed at any time. If you wish to withdraw your consent, please contact the office and they will record this and remove the photograph.

Use of photographs by third parties

On occasions we are asked to provide an image for publication beyond our website (e.g. in a newspaper). On these occasions we would allow a group situation, such as children working together in a classroom or playing outside

We would ensure that, where a parent has specifically asked for no images to be used in the public domain, that child is not in the picture. If an image is required of one or two children together, or names are required (e.g. newspapers often request first names), we would contact the parent on that occasion to discuss this and obtain consent for the publication of the personal data. We would only ever allow first names to be used.

Photographs taken for the purposes of marketing and promotion

We refresh the photographs on our websites on a rolling five-year basis. We will use a professional photographer to take these pictures and we will let you know in advance when these photographs will be taken. We try to ensure that these photographs are reflective of all the children in the academy and inevitably some children featured may leave school less than five years after the photographs are taken.

Therefore to ensure that your consent for marketing photographs remains valid after your child leaves the academy, we extend the consent for a period of 4 years after your child has left the academy.

Trusted third parties that we work with, for example providers of educational software, may request a photograph of children for use on their own website. In this specific instance we will only use professional photographs taken for the express purpose of marketing and promotion. We will additionally contact the parents of the children in the photographs to inform them of the request and confirm that they are happy for these photographs to be used.

Photographs taken by parents

We will continue to allow parents to record images at school events such as sports days, concerts, and productions, provided these are for personal use and pictures involving any other children are not shared on social media sites.

Withholding and withdrawal of consent

If you do not wish your child's photograph to be published, please indicate this on the consent form, and we will ensure that your child's photograph is not published in the public domain.

If you wish to withdraw your consent for photographs of your child to be used in the public domain, please email the office at office@wallington.sutton.sch.uk at any time and we will record this for you.

The following are your copies of the e-safety agreements – please sign them and keep them in this document for reference. The school's copy is in the additional pack which is the one that you return.



Appendix 1: Acceptable Use Agreement (Parents/Carers)

At Wallington Primary Academy, we ensure that all pupils have good access to digital technologies to support their teaching and learning and we expect all our pupils to agree to be responsible users in order to keep everyone safe.

Your child will be asked to read (or will have read to them) and sign an Acceptable Use Policy Agreement tailored to his/her age. Please read this carefully – it is attached in Appendix 2 or 3.

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

As the parent/carer of the pupil below, I understand that my son/daughter will have access to the internet and to ICT systems at school and is expected to follow the Acceptable Use Policy Agreement.

I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that children will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that the school takes inappropriate behaviour seriously and will respond to observed or reported inappropriate or unsafe behaviour. I understand that my child's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy Agreement.

I will support the school by promoting safe and responsible use of the internet, online services and digital technology at home and will inform the school if I have concerns.

I understand that if I take photographs or videos at school events that have other children or staff in them, I will not share these online without their permission.

Name(s) of pupil(s): _____

Parent/Carer Name: _____

Parent /Carer Signature: _____

Date: _____

This is your copy to keep.

You will want to read the whole policy carefully – this is available in the policies section on our website

Appendix 2: Pupil Acceptable Use Policy Agreement EYFS and Key Stage 1



This agreement will help keep me safe and help me to treat others respectfully.

This is how I will keep safe online:



I will only use the devices and websites my teacher says I'm allowed to use.	
I will check before I use new sites, games or apps.	
I will remember that people online aren't always who they say they are and will not arrange to meet them.	
I won't change clothes in front of a camera or send photos of myself or others.	
I won't share my personal information (including my name, address, telephone number, religion, ethnicity or health information).	
I will be kind and polite to people online and will not join in with bullying.	
I will tell a trusted adult if I am worried, scared or just not sure.	

Child's Name: _____

Child's Class: _____

Parent /Carer Signature: _____

Date: _____

This is your copy to keep.

Appendix 3: Pupil Acceptable Use Policy Agreement Key Stage 2



This agreement will help keep me safe and help me to treat others respectfully.

In order to stay safe online I must remember:

I am an online digital learner – I will use the school's internet and devices for schoolwork and learning activities. I will only use sites, games and apps that my trusted adults say I can.

I am secure online – I will not share my password with others or log in using someone else's details. I will not open any attachments in emails, or follow any links in emails, without first checking with a teacher.

I am private online – I will not give out my personal information (including my name, address, telephone number, religion, ethnicity or health information). I will never change what I wear in front of a camera and won't send photos of myself or others.

I am a rule-follower online – I know that some websites and social networks have age restrictions and I respect this. I will not use the internet without a teacher being present or without their permission, and will only visit sites that my trusted adults have agreed to.

I am respectful online – I will not post, make or share unkind, hurtful, rude or inappropriate messages or materials and will tell my trusted adults if I see these. I will not join in with cyber-bullying or sharing of inappropriate material. I will not use inappropriate language when communicating online.

I am responsible online – I will tell a trusted adult if I find material or messages that might upset, distress or harm myself or others or if someone is being bullied online. I will not access or share inappropriate materials, websites, social networking sites or chat rooms.

I am careful online – I will not arrange to meet anyone offline without asking a trusted adult. I understand that unless I have met someone in real life, I can't be sure who someone is online.

I understand that if I breach the rules, I may not be allowed to use the internet for a period of time as determined by my teacher. I will also take part in an e-Safety reflection session where I will discuss appropriate use of the internet, watch videos or take part in additional learning activities based on the breach I took part in. My teacher will help me fill in a reflection sheet during the activity saying what I have learned about how to behave online in future.

I have read and understood this agreement.

Child's Name: _____

Child's Class: _____

Parent /Carer Signature: _____

Date: _____

This is your copy to keep.