

The Cedars Primary – A Special School for Special Children

We value the contribution that parents make to the development and education of their children. Together, with your support, we will endeavour to give your child the best education possible.

This agreement is intended to help you understand how we can work together.

The School's Promise to Parents and Carers

At The Cedars we will:

1. Welcome your child into a happy, safe environment.
2. Encourage your child to enjoy school.
3. Support your child at times of difficulty or upset.
4. Inform parents or carers of their child's progress through daily home/school diary, open evenings, end of year reports and Statutory Annual Reviews.
5. Maintain an open door policy for all parents and carers to visit the school.
6. Maintain close contact with all support agencies involved with the family.
7. Respect the confidentiality of information imparted to the school.
8. Make available to all parents and carers all policies, schemes of work or other relevant documents relating to your child's management and education.
10. Be honest and open with parents/carers about all issues relating to your child's needs, education and well being.

The Child's Promise

As a pupil I will keep the school rules which state that:

1. I will treat other people kindly.
2. I will not bully with actions or words.
3. I will stay in bounds.
4. I will listen to what grown ups tell me.
5. I will be a happy and friendly child.
6. I will always wear my seat belt and behave on school transport.

The Parents/Carers Undertaking.

We will:

1. Make sure our child attends each day – and will provide a note to explain an absence.
2. Maintain regular contact with the school. We will use the home/ school diary, telephone calls and face to face meetings to do this. We will sign the home / school diary every day.
3. Support our child's learning by listening to him/her read, take an active interest in any homework he/she undertakes and praise our child's efforts.
4. Attend wherever possible Statutory Annual Reviews, and other meetings held at the school involving other agencies such as Educational Psychology, Social Services, DCAP etc.
5. Join the school in celebrating our child's progress and achievements. This includes attending Open days, Sports day, Christmas Performances, Special Assemblies and other events promoted by the school, whenever possible.
6. Support the school's behaviour policy.
7. Be open and honest about changes in circumstances or incidents that may be upsetting or distressing our child and thereby effecting his/her learning.

Publication of Children's Photographs

We are keen to publicise our school wherever possible and to let people know about the type of work we do here at The Cedars. In order to do this we produce a school brochure which is reviewed annually and we also have a school website.

We would like to put children's photographs in the brochure and on the website but understand that many parents will have concerns about this.

Please be assured that if you give your permission for your child's photo to be published in this way, their name and photo **will never be shown together and there will be no way in which they can be contacted.**

Use of the Internet in School

Computers have become an important part of the teaching that takes place at The Cedars. All children now have regular, daily access to a network of computers. As part of their ICT learning, children make use of the Internet to support their learning in a range of subjects and therefore have free access to the World Wide Web and e-mail.

At The Cedars we have filtered access to the internet which conforms to Borough and Government regulations. The filter reduces significantly the risks of children entering inappropriate websites and material. However, there is still an element of risk that children will enter sites accidentally. Therefore additional security is provided by ensuring that children only use the internet under adult supervision. Where an inappropriate site has been entered the ICT co-ordinator will inform the service provider to ensure an immediate blocking of this site.

The LEA policy and that of this school, is that children are not given their own electronic mail accounts and only correspond with other children on the Internet through their class e-mail address. We also ensure that children do not include postal addresses in their mail and that digitised images of individuals are neither sent nor received.

If you are happy about the statement you have just read and how access to the internet and e-mail is managed at The Cedars then please sign the form at the end of this document and return to the school as soon as possible. If you do not wish your child to use the internet please indicate this wish below.

Think then Click

These rules help us to stay safe on the Internet

	We only use the internet when an adult is with us	
	We can click on the buttons or links when we know what they do.	
	We can search the Internet with an adult.	
	We always ask if we get lost on the Internet.	
	We can send and open emails together.	
	We can write polite and friendly emails to people that we know.	

Think then Click

e-Safety Rules for Key Stage 2

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

**Our School
e-Safety Rules**

All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the e-Safety Rules have been understood and agreed.

Pupil:

Class:

Pupil's Agreement

- I have read and I understand the school e-Safety Rules.
- I will use the computer, network, mobile phones, Internet access and other new technologies in a responsible way at all times.
- I know that network and Internet access may be monitored.

Signed:

Date:

Parent's Consent for Web Publication of Work and Photographs

I agree that my son/daughter's work may be electronically published. I also agree that appropriate images and video that include my son/daughter may be published subject to the school rule that photographs will not be accompanied by pupil names.

Parent's Consent for Internet Access

I have read and understood the school e-safety rules and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.

I understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

Signed:

Date:

Please print name:

Please complete, sign and return to the school office

Child's name _____

I have read and understood the home/school agreement and the implications of its content.

Signed _____

Child

Signed _____

Parent/Carer

Signed _____

Headteacher