



Cranborne Primary School
Laurel Fields
Potters Bar
Hertfordshire
EN6 2BA
Tel: 01707 652714
Fax: 01707 661074

CONSENT FORM

Website: www.cranborne.herts.sch.uk
Email: admin@cranborne.herts.sch.uk

Dear Parents/Carers

Local Visits

During the years that your child attends our school, there will be a number of outings to local places of interest, which are within walking distance, e.g. the library, the park. It would be helpful to have a general permission slip for these occasions so that if a permission slip is not returned, and you are not available, we may still take your child with us.

You would always be informed in advance of such outings by letter or other school communication (text, school app etc). Please would you circle the relevant box on the parental consent form to indicate that you are happy with this arrangement.

Voluntary Contributions

From time to time during your child's time at Cranborne you may be asked to make voluntary contributions towards the cost of, for example, school trips or art projects. We need to ask for these contributions so that we can continue to offer a varied and stimulating curriculum. Without your contributions we will be unable to continue to provide these memorable opportunities for your children. Your contributions through fund raising events organised by Friends of Cranborne (FOC) also ensure that we can keep costs to a minimum.

Photographs/Video/Sound

Throughout the year, we enjoy taking photographs, videos or sound recordings of the children and using them to form displays in school to show the children at work. Please read the statements on the parent consent form carefully and circle the relevant option for each item based on whether you are giving consent or not. Please feel free to come and speak to us if you have any concerns regarding this. Work used on display will be named with a first name (and possibly initial of surname if the first name is shared with a child in the class). No names will be attached to photographs in school or on the website unless express permission is given. This will be gathered on an individual basis.

Internet/E-Mail

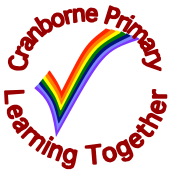
The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all pupils to be safe and responsible when using any IT. It is essential that pupils are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child and talk with them to ensure they understand their importance and what it means for them (and for you). When you have done this, you both need to sign it to say that you agree to follow the rules. Any concerns or explanation can be discussed with Mrs Keilty.

ICT including the internet, e-mail and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please note you can change any of your consent at any time by contacting the school office.

Many thanks for your co-operation



Primary Pupil Acceptable Use Agreement / eSafety Rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school when doing school work.
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments unless it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact that I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or others' personal information, including: name, phone number, home address, interests, schools or clubs or any personal image. I will let my teacher or parent/carer if anyone asks me online for personal information.
- I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parents'/carers' permission.
- Even if I have permission, I will not upload any images, videos, sounds or words that **could** upset, now or in the future, any member of the school community, as this is cyberbullying.
- I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.
- I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.
- I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.
- I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.



Cranborne Primary School Parental Consent Form

Please circle the relevant option and sign to give your consent

Childs Name:		
Yes	No	I give permission for the above named child to take part in outings to local amenities/sites whilst a pupil attending Cranborne Primary School
Yes	No	I give permission for photographs and videos of my child to be used in internal school displays
Yes	No	I give permission for photographs and videos of my child to be used on the school website
Yes	No	I give permission for examples of my child's work to be used on the school website
Yes	No	I give permission for photographs of my child to be taken at special events and used in the local paper
Signed:		

Acceptable Use of the Internet - Pupil and Parent Agreement

Pupil	<p>I understand that the acceptable use agreement is to keep me safe. I have discussed this agreement with my parents/carers and understand the commitment I have made and my responsibilities.</p> <p>Pupil name / signature.....</p>
Parent/ Carer Signature	<p>I/we have discussed this agreement, which highlights the associated risks when accessing the internet, mobile and digital technologies, with our child. I/we agree to support them in following the terms of this agreement.</p> <p>I/we also agree not share school related information or images online or post material that may bring the school or any individual within it into disrepute. (Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents.)</p> <p>I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement. I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.</p> <p>Parent/s Carer/s name/s.....</p> <p>Parent/Carer signature.....</p> <p>Date</p>

GDPR: This information will be kept on file in the office until your child leaves the school. At this point the form will be shredded. If you wish to change your consent you may at any time