Ysgol y Santes Ffraid

Llansantffraid C.in W.(V.A) Primary School



Parent Information Pack

**September 2020**

Welcome!/Croeso!

LLANSANTFFRAID CHURCH IN WALES (AIDED) PRIMARY SCHOOL

YOUR QUESTIONS ANSWERED

|  |  |
| --- | --- |
| Question – What should I do if … | Answer – We would advise that you… |
| I have a concern and want to raise an issue/make a complaint?  | Follow the school’s complaint process for quicker results. Don’t let your concern become an irritation. Talk to us first to sort it out.  |
| My child’s uniform always goes missing (or istaken) despite being labelled with my child’s name? | Continue to label all items of your child’s belongings, preferably in permanent ink inside the collar. We also have a lost property area that can be checked. |
| My child behaves well at home but at times doesnot always seem to behave well at school? | Continue to support the school’s behaviour system so that your child understands we have the same expectations of behaviour. We consider good teamwork with home as crucial for good behaviour. |
| I think my child is being bullied and the schoolseems to be doing nothing about it? My child hasreported that children are ‘bullying’ others? | Always report concerns to the school straightaway, through your child’s teacher. This way the concern(s) can be investigated and monitored in a context and, if there is clear evidence, be resolved. |
| I can never speak to the teacher or HT at thetime I want to? | Make an appointment. If the matter is urgent, arrange an agreed time for a telephone chat.  |
| My child is not getting enough work orhomework? | Tell your child’s teacher and agree a reasonable way forward. Homework is an extension of class work, so content may vary. |
| I am not sure the school is fully meeting mychild’s needs (ALN or MAT)? | Make time to speak to the class teacher first and then the Headteacher, if needed. Don’t wait to ‘see what happens first’ or until Parents Evening. Act quickly by sending a note in or by arranging to speak to the teacher. |
| I don’t receive enough information about mychild’s progress? | Make an appointment to speak to your child’s teacher, who is in the best position to tell you all about your child’s progress. |
| I always seem to hear about school events at thelast minute? (I work so I don’t always get to seeany notices put up on the school gate, especially on the same day!) | Do check your child’s school bag daily (or perhaps ask a parent/friend to keep you informed). You know your child best, so perhaps keep an ‘open mind’ about relying on pupil post; check the weekly Newsletter online and Seesaw notifications about your child’s work and messages from Class teachers. These contain most things that you need to know. We also place announcements on our Facebook page. Our Website also contains lots of information.  |
| I never seem able to speak to a governor or Idon’t know how to contact a governor? | Contact the school office on (01691) 828539 and leave a message; or email a governor at: office@llansantffraid.pows.sch.uk.  |
| I want to take my child out of school during termtime without getting an ‘unauthorised’ absence? | The school will not authorise repeated holidays during term time. If you need your child to be absent from school for an exceptional circumstance, please complete a request form and send to the Headteacher. |
| I would like to come in and ‘help out’ or share myexpertise but don’t know how to go about doingthis? | Tell the school office and complete a DBS form (Disclosure and Barring Scheme). Without DBS clearance, no parent or visitor can ‘help out’ in class. |
| I want to know about instrumental lessons, clubsand extra-curricular activities after school? | Direct all such queries to school office staff, who will be able to tell you about the range of clubs on offer and any costs involved. Again, the newsletter tells you mostly what you will need to know about what’s going on.  |
| I want to express my appreciation of the school’swork and commitment to the children’s educationalexperiences? | Let the HT, staff and governors know about your positive views and feelings, either in writing or verbally. Share your positive thoughts with everyone in the Community, so we can all feelgood about our school and what we do well.  |



**GDPR**

This  is a [regulation](https://en.wikipedia.org/wiki/Regulation_%28European_Union%29) in [EU law](https://en.wikipedia.org/wiki/EU_law) on [data protection](https://en.wikipedia.org/wiki/Data_protection) and privacy for all individuals within the [European Union](https://en.wikipedia.org/wiki/European_Union). It also addresses the export of personal data outside the EU. As a school we would like to think that any data we collect on pupils is purposeful, transparent, stored safely and for legislative timescales. Please see our Privacy policy on our website for further details.

|  |
| --- |
| **Communication directly about your child’s welfare and school procedures and events** *Eg. Letters about your child specifically as well as letters about school events and newsletters* |
| I give consent for the school to contact me via PHONE | YES | NO |
| I give consent for the school to contact me via EMAIL | YES | NO |
| I give consent for the school to contact me via SEESAW | YES | NO |

**Information kept about Parents/Carers**

1. Name b) Address c) Email d) Contact numbers d) Volunteer DBS information

**Information kept about Pupils**

a) Name b) DOB c) Gender d) Address e) Contacts and Relationships f) Ethnicity, Language and Religion g) Medical and Allergies h) Additional Learning Needs i) Permissions and Agreements j) Attendance k) First Aid administered l) Incident/Concern forms m) Assessments and data n) Online logins o) Class records of education p) Questionnaire information q) Audio/Visual files r) Free School Meals s) Club records

As a school we have a duty to share necessary information as appropriate with a) Powys Local Authority/ERW Consortium/Welsh Government b) School Staff and Governing Body c) Online Management information Systems eg Teacher Centre, Dewi d) Health, agencies and Social Services e) Police f) Transition schools g) Educational online resource providers eg Seesaw, HWB, TT Rockstars, h) Educational Assessment resource providers eg Incerts/GL Assessment i) Parentpay j) Residential Centres k) Estyn and CIW l) Urdd m) Club Providers

I confirm I acknowledge the information that is stored about my child and family.

Pupil Name…………………………………………… Year ………………………………

Signed………………………....... ………………Relationship to the Child………………………… Date…………………..

Using Images of Children– Parental Consent Form

For Use by Llansantffraid Church in Wales Primary School

CHILD’S NAME: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occasionally, we may take photographs of the children at our school. We may use these images in our prospectus or in other printed publications that we produce, as well as on our website or on display boards at our school. We may also make film recordings for monitoring or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of events and successes. Pupils will often appear in these images, which may appear in local or national newspapers, or on television news programmes. From time to time, parents/guardians will be invited to the school to various activities and events, such as concerts, Eisteddfod, sporting events, charity events etc.

To comply with the Data Protection Act , we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer the questions below, then sign and date the form.

|  |  |  |
| --- | --- | --- |
|  | **INDIVIDUAL**YES/NO | **GROUP**YES/NO |
| May we use your child’s photograph in the school prospectus and other printed publications that we produce for promotional purposes?  |  |  |
| May we use your child’s photograph on school display boards? |  |  |
| May we use your child’s image on our website? |  |  |
| May we use your child’s image on our Facebook/Twitter/Instagram account? |  |  |
| Are you happy for your child to appear in the media?  |  |  |
| May we share your child’s image in a group activity on Seesaw, our home/school communication platform? |  |  |

**I confirm that I will only take photos/film of my child for my own personal use**

**I confirm that if other children are to be seen in the photos/film that I will not share on social media**

**I have read and understood the conditions of use on the bottom of this form.**

Parent or guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conditions of Use**

*. You may withdraw your consent at any time by contacting the school.*

1. We may re-use photographs or recordings after your child leaves this school.
2. We will not use the personal details or names of any child or young person in a photographic image, on video, on our website, in our prospectus or in any of our other printed publications.
3. We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our prospectus or in other printed publications.
4. If we use photographs of individual children, we will not use the full name of that child in the accompanying text or photo caption.
5. We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
6. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Llansanffraid Church in Wales Primary School

PERMISSION FOR ACCEPTABLE USE OF THE INTERNET

CHILD’S NAME: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please review the Internet Acceptable Use Policy on our website, sign and return this permission form to the Head teacher

**Pupil**

I agree to follow the school’s Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

**Pupil’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(to be signed by Years 3-6) Date: \_\_\_\_\_\_\_\_\_

**Parent/Guardian**

As the parent or legal guardian of the above pupil, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

**I accept the above paragraph** □ **I do not accept the above paragraph** □

In relation to the school website, I accept that, if the school considers it appropriate, my child’s schoolwork may be chosen for inclusion on the website. I understand and accept the terms of the Acceptable Use Policy relating to publishing children’s work on the school website.

**I accept the above paragraph** □ **I do not accept the above paragraph** □

 *(Please tick as appropriate)*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Llansantffraid Church in Wales Primary School

HOME SCHOOL AGREEMENT

CHILD’S NAME: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHOOL’S RESPONSIBILITIES:**

*In order to meet our aims and mission statement we will:*

* Ensure that your child is valued for who he/ she is and learns to value others.
* Treat your child with dignity and respect and expect respect in return.
* Promote healthy lifestyle choices and an awareness of your child’s responsibilities to others and the world they live in.
* Provide the best possible education and care for your child.
* Provide you with information about your child’s progress and provide you with opportunities to discuss this progress with the relevant teachers.
* Inform you of concerns regarding your child’s attendance, behaviour, work or health.
* Challenge your child to develop personally, socially and intellectually.
* Provide an appropriately differentiated and engaging curriculum to meet the needs of your child.
* Set appropriate tasks to complete at home with your support.
* Promote Christian values of respect, care, and tolerance.
* SIGNED:  Headteacher

**PARENTAL RESPONSIBILITIES:**

*As parents we are the first and primary educators of our children and in signing this agreement we will work closely with the school to help our child achieve full potential and keep themselves safe. I / we will:*

* Ensure that my child attends school regularly, on time, and suitably dressed.
* Inform the school of any concerns and / or problems that might affect my child’s work and / or behaviour.
* Inform school immediately by phone or in writing if my child is to be absent from school for any reason, including illness and/ or medical appointments.
* Give my child opportunities for learning at home and support for tasks sent from school.
* Support the school’s policies and practice for promoting good behaviour.
* Attend parent / teacher discussions about my child’s progress.
* Encourage my child to be enthusiastic about learning and to enjoy school by being positive about what the school is trying to achieve.
* Encourage my child to talk about their experiences in school and encourage them to do their best in whatever they do.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carer

**PUPIL’S RESPONSIBILITIES**

*I will:*

* Attend school regularly and arrive on time.
* Come to school with a positive attitude for learning.
* Treat other people and the environment with respect and consideration.
* Look after my own belongings, and those of other people and the school.
* Always do my best and allow others to do so.
* Contribute fully to all learning activities provided by the school.
* Behave sensibly so that everyone can be happy and safe.
* Take responsibility for my actions by thinking about what I do and say.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Child (to be signed by children in Years 3-6)

PARENTAL CONSENT

REGULAR OFF-SITE VISITS/ACTIVITIES

CHILD’S NAME: ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF BIRTH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby agree to my child participating in recognised activities off site, but only if the visit is within the neighbouring area, for example, local environmental studies, joint sporting activities with other schools, church services etc.

I understand that:

* I will be informed beforehand of the dates and nature of the activities and will have an opportunity to withdraw this general consent if I wish to do so.
* Such activities will not often extend beyond the school day, but if they are likely to do so, adequate advance notice will be given so that I can decide whether or not to consent and make appropriate arrangements for his/her safe return home.
* My specific permission will be sought for any off-site activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards all reasonable care will be taken of my child in respect of the activity/visit my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal discipline during the visit/activity.
* Any medical condition or physical disabilities will be notified to the school now and as and when they.

Signature of Parent/Guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child suffers from the following medical conditions which may need to be taken into account when he/she is participating in a regular off-site visit:

# Llansantffraid Primary School, Llansantffraid, Powys, SY22 6AE

# Tel 01691 828539 email office@llansantffraid.powys.sch.uk

 **Headteacher - Mrs Meinir Wyn Morris**

**PUPIL DETAILS and EMERGENCY CONTACT FORM 2019-2020**

To ensure that our pupil database is correct, please could you complete the details below.

|  |  |
| --- | --- |
| Surname of child |  |
| First name(s) of child |  |
| Date of birth |  |

|  |  |
| --- | --- |
| Name of mother (if not mother please state relationship to child) |  |
| Name of father (if not father please state relationship to child) |  |
| Home address **including post code** |  |
| Home telephone number |  |
| Email address to which newsletters should be sent |  |
| If copies of school information should be sent to a second name and/or address please give details here |  |

|  |  |
| --- | --- |
| Primary mobile number for urgent information |  |
| Mother’s phone number at work |  |
| Mother’s mobile number |  |
| Father’s phone number at work |  |
| Father’s mobile number |  |
| Doctor’s name, address and phone number |  |
| Please note here any existing medical conditions of which we should be aware. |  |
| I consent for my child to be administered with a plaster as First Aid treatment | Yes/No |
| I consent for my child to have suncream applied if need be(We suggest applying before school) | Yes/No |
| I consent for my child to take part in any food sampling | Yes/NoAny allergies?.......................……………………………….. |

In the event of an emergency, we will always try to contact parents first. However, there may be times when you are unavailable, so please give two alternative contacts below and indicate their relationship to the child (e.g. grandparent, aunt, uncle, and friend).

1st Emergency Contact Name, Relationship to Child and Number……………………………………………

………………………………………………………………………………………………………………………

2nd Emergency Contact Name, Relationship to Child and Number…………………………………………

………………………………………………………………………………………………………………………