Worplesdon Primary School

Handbook

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Welcome to Worplesdon!

The aim of this handbook is to give new parents and children to Worplesdon the necessary information to enable them to settle easily and quickly into school life.

It should be read in conjunction with our school prospectus.

Safeguarding Children at Worplesdon

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This means that we have a Child Protection Policy and procedures in place which we refer to in our prospectus. All staff (including ancillary and supply staff, regular volunteers and Governors) must ensure that they are aware of these procedures. This policy is accessible to parents, carers, and students via our website.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a young person's welfare. We will ensure that our concerns about our students are discussed with his/her parents/carers first unless we have reason to believe that such a move would be contrary to the young person's welfare.

Our Designated Safeguarding Team Includes:

- Mrs O'Brien, Headteacher
- Mrs Bassett-Cross, Deputy Headteacher & Designated Safeguarding Lead (DSL)
- Mrs Woodruff, Deputy Headteacher
- Mrs Earl-Smith, Assistant Headteacher & SENDCo
- Mr Clifton, Assistant Headteacher
- Mrs Parker, Assistant Headteacher
- Mrs Ireland, Home School Link Worker
- Mrs Fyfe, Extended Day Supervisor
- Mrs Bennett, Office Manager & PA to Executive Headteacher
- Mrs Punchard, Head of Centre

If you are concerned about a young person's welfare, please record your concern and any observations or conversation heard and report to the DSL as soon as possible the same day. Do NOT conduct your own investigation. If your concerns relate to the actions or behaviour of a member of staff (which could suggest that s/he is a danger to children) then you should report this to a DSL in confidence or the Chair of Governors if the concern relates to the Headteacher who will consider what action to take.

Helping in School

You are very welcome in school if you have time to spare. Parents/carers provide invaluable help with a variety of activities from reading to cooking, sewing to running a stall at the fair. A full DBS certificate for Worplesdon Primary School will be required; information on how to apply for one of these is available from the school office. All adults who work in school have a responsibility to read and understand all safeguarding policies.

Home-School Partnership Agreement

This agreement is designed to help foster the partnership between the school, its pupils and their parents. It reflects the philosophy that effective education is the responsibility of us all.

Each family is asked to consent via ParentMail confirming their agreement to the points below.

The School:

- Provides high quality teaching across a broad and balanced curriculum with access for all children regardless of ability.
- Provides a safe, secure, yet stimulating environment for learning.
- Ensures that your child is valued for who he or she is and helps to make good progress in their spiritual, moral, social, emotional, physical and intellectual development.
- Marks work regularly and gives your child positive, constructive feedback with targets for improvement.
- Provides opportunities for pupils to take part in extra-curricular activities and clubs.
- Sets and follows up homework on a regular basis.
- Provides clear information regarding the child's progress by way of reports, parents' evenings and individual teacher consultations.
- Contacts you promptly if there is a problem e.g. a sickness bug, behaviour etc.
- Keeps you informed about the curriculum, school events and how you can help.
- Provides clear lines of communication with parents (e.g. the use of link books, reading record books, newsletters, etc.) and replies promptly to any communication from parents where a reply is required.
- Reports the school aims to all parents each year.
- Welcomes and encourages parents' interests and involvement in school life.
- Cares for your child's safety and well-being by observing and listening to them.
- Teaches your child to develop a positive attitude to one another regardless of gender, race, culture, beliefs, values, age and need.
- Encourages your child to become an active member within our community and helps them to see how they have an impact on the world around them.

Pupils:

- Work to the best of their ability at all times and take responsibility for their own learning.
- Understand the school aims, values and Behaviour Policy.
- Are responsible for their school work and homework.
- Ensure that they take home all school letters.
- Are punctual and prepared for all lessons.
- Wear their uniform correctly and with pride at all times.
- Complete the homework that has been set.
- Accept responsibility for the things that they do.
- Are kind and respect everyone in school.
- Behave in a safe way.
- Take good care of the building, equipment (e.g. reading books) and school grounds.
- Tell a member of staff if they are worried or unhappy.

Parents:

- Support and work with the school to ensure that the behaviour policy of the school is maintained, particularly with their own child.
- Encourage a positive attitude towards their child's education and the school. If there are any concerns, discuss them with school staff to resolve any issues and avoid using social media as a means of sharing concerns with other parents.
- Read all information sent home as this provides information on school policies, meetings, workshops, activities and relevant dates.
- Have an understanding of the school's aims and support the school's actions to meet these aims.
- Foster respect for all adults who work within the Worplesdon community.
- Ensure their child's full and punctual attendance at school (except in the case of ill health when the school will be informed before 9.30am)
- Ensure that their child attends school wearing the correct school uniform and is fully equipped for their school day.
- Support the respect of school equipment taken home.
- Take an active role in their child's schooling and give support and encouragement where appropriate.
- Avoid taking holidays during term time.
- Provide a suitable, quiet place for homework and provide support and encouragement to assist their child.
- Attend meetings with the child's class teacher and other staff, aiming to be positive and productive, working towards moving the child forward in their learning.
- Support and work with the school to ensure that the Behaviour Policy of the school is maintained, particularly with their own child.
- Encourage a positive attitude towards their child's education and the school. If there are any concerns, discuss them with school staff to resolve any issues and avoid using social media as a means of sharing concerns with other parents.
- Read all information sent home as this provides information on school policies, meetings, workshops, activities and relevant dates.

The School Year

During the year, children attend school for 190 days. A further five days are designated for teachers to undertake in-service training which can be taken at any point during the teaching year. These days are planned as far ahead as possible and where feasible will be organised at the beginning or end of holidays, however this is not always possible. Term dates for the school year ahead are available from the school office or the school website.

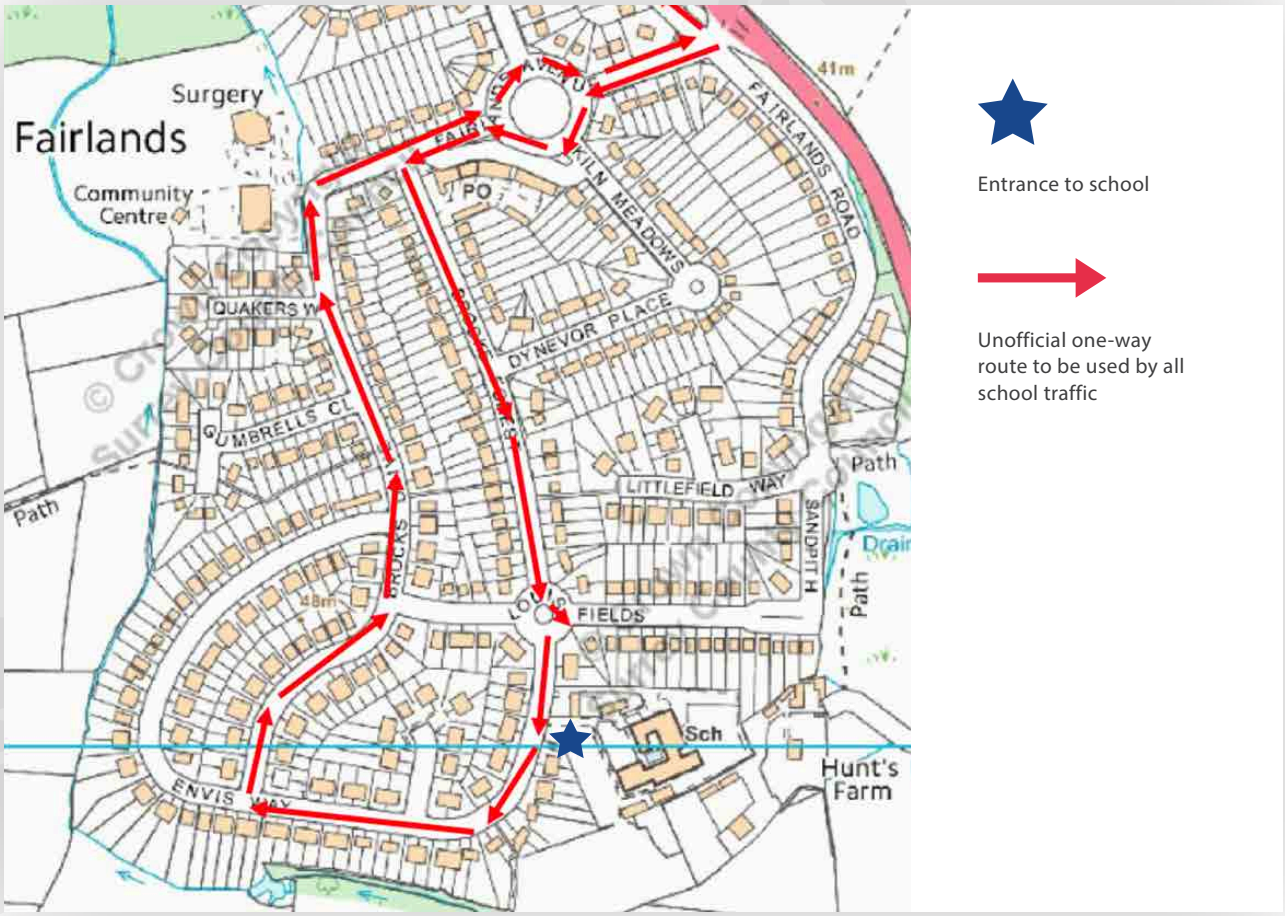
The School Day

Travelling to School

We actively encourage our pupils and staff to walk, scoot or cycle to school. To support this we provide: pedestrian, scooter and cycle (Bikeability) training, as well as ample scooter and cycle parking. Local school trips are made by coach where possible, or on foot if the destination is close by.

We understand that sometimes there is no alternative to driving to school. Where a car must be used we ask parents to drive only part of the way then stride or scoot the rest of the journey. We have a 5 - 10 minute walk zone that we ask parents to park outside of. If you do have to drive your child(ren) and stop in the near vicinity please do so legally, safely and with respect for our neighbours and local residents. It is not acceptable to park or wait on double yellow lines, on the school zigzags or across residential driveways for any period of time.

To ease congestion for parents and residents of Fairlands, we respect an unofficial one way route as shown below. We ask all parents to respect this.

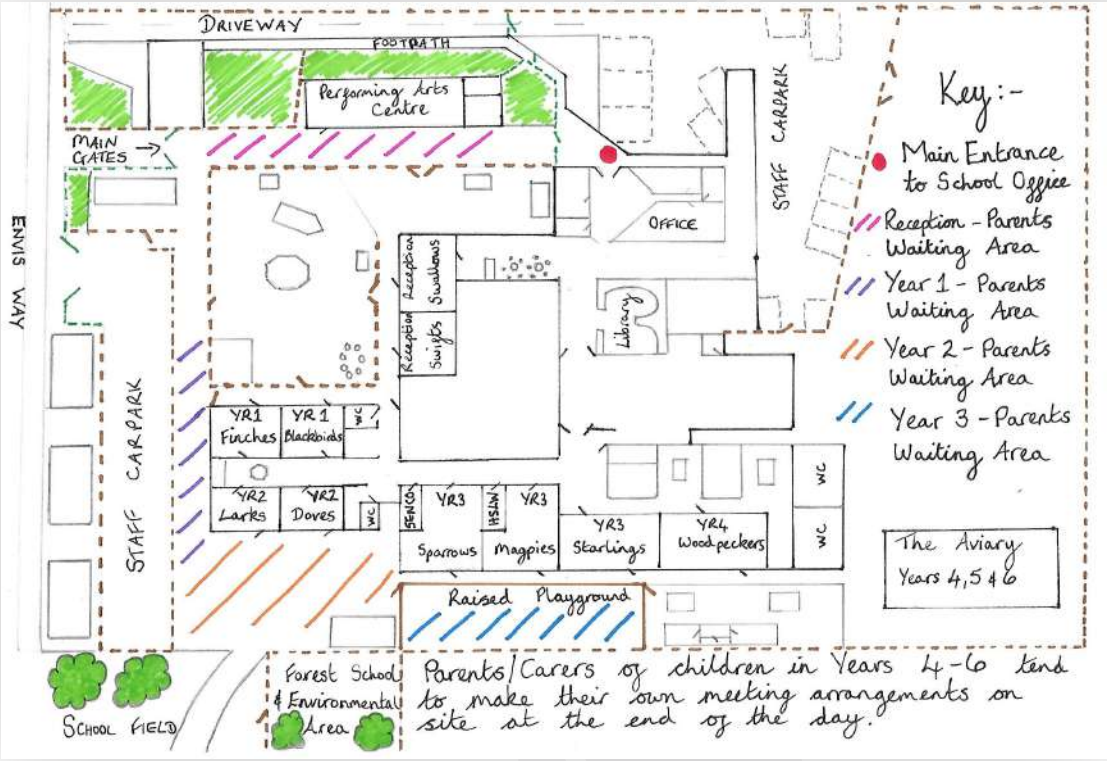


Start and Finish Times

Children may come to school any time between 8.45am and 8.55am. Infant children must be taken straight into the classroom by their parents/carers. Junior children are allowed to walk themselves into class if their parents/carers believe they are responsible to do so. Although teachers are in school preparing for the day, children should not arrive before 8.45am as there is no supervision before this time. Our teaching day begins at 8.55am when the registers are taken. Children arriving after this are marked as late.

For those children who are part of our Special Needs Centre, their school day begins at 8:30am and finishes at 3:00pm Monday to Friday.

Parents/carers are welcome to come with your child into the classroom in the mornings; most children take great delight in showing you their work or other features in the room. At the end of the day we would ask you not to wait immediately outside the classroom until the children start to come out to avoid them being distracted.



Playtime and Lunchtime

All children have a daily play break between 9.50am - 10.10am or 10.10am - 10.30am. Infant classes have an additional break during the afternoon. Lunchtimes are staggered with the Reception, Year 1 and 2 children having their lunch from 11:30am. Junior lunch begins at 12.00pm.

Absence

If your child is absent from school we require an email/telephone call or message via Studybugs to explain the reason for the absence. We strongly encourage parents to get the app or register now via **https://studybugs.com/about/parents**. Unexplained absence will be recorded as unauthorised absence. In September 2013 the Government set out new regulations concerning term time absence.

Please refer to the **Absence Policy** '(on our website) to understand the implications of this.

Learning

At Worplesdon we give pupils opportunities to develop the skills needed to become well-rounded, articulate, independent and confident members of a constantly evolving society, valuing themselves and others and feeling inspired by the world around them. At Worplesdon we aspire to promote a love for learning and life and we achieve this with the following four drivers at the core of our delivery of the National Curriculum (2014).

- building resilience
- inspiring curiosity
- promoting teamwork and independence
- instilling empathy

Curriculum

Our curriculum is categorised in two ways:

Breadth:

In the Early Years, the curriculum is focussed around 7 areas: Personal, Social and Emotional Development, Physical Development, Communication and Language, Literacy, Mathematics, Understanding the World, Expressive Arts and Design. These elements develop the skills necessary to access the National Curriculum. Further information regarding this can be found in the Early Years Policy.

In Key Stage 1 and Key Stage 2 pupils study the following foundation subjects alongside the core subjects, English, Maths and Science: History, Geography, Religious Education, Personal, Social and Health Education, Design and Technology, Art and Design, Computing, Physical Education, Modern Languages and Music.

Depth:

Whilst coverage is our goal for the 'breadth' elements, repetition and increasing understanding is our goal for the 'depth' elements. Depth increasingly allows pupils to make decisions for themselves, enabling them to become independent learners. Our curriculum 'drivers' shape our teaching across the school so that every opportunity is taken to relate learning to the needs of our pupils. Continuous study of National Curriculum subjects once pupils enter Year 1, enables them to gain a growing developmental understanding of the matters, skills and processes in our curriculum.

Normal Day

In the Early Years, the children will follow a daily visual timetable that includes short whole class sessions (for example: phonics, reading, Maths) and child initiated learning inside and outside which we call Continuous Provision. It is within Continuous Provision that the adults engage and support the children individually or within small groups.

In Key Stage 1 & 2, each class will have their own timetable which typically will include a daily English and Maths session, as well as two other subjects (for example: Geography and Science).

Reading

Home reading

Pupils in the infants begin reading using the ELS phonics scheme. They start with books that are matched to their phonics knowledge. The book bands in school are set up to follow the order of the phonics teaching and children progress through these based on their phonics assessments and ability to read the sounds in words. These books are changed once or twice per week as children are encouraged to read these 3 times to develop decoding, fluency and comprehension skills. Once they reach the turquoise band children move through the final book bands based on benchmark assessments. In Key Stage 2, or when children reach the end of the book bands, children move on to choosing books from our school library. Children are encouraged to choose books from a range of genres and authors and can change these as needed.

Reading at school

Children take part in guided reading where teachers select books to challenge children and support the development of specific skills. Through this, teachers can develop core comprehension skills and embed these through follow-up activities. Shared reading is also used to teach key reading skills across the school.

Book-bands

PINK - A / B / C / D
RED - A / B / C
YELLOW - A / B / C
BLUE - A / B / C
GREEN - A / B / C
ORANGE - A / B / C
TURQUOISE
PURPLE
GOLD
WHITE
LIME

Each pupil has a home-school reading record that teachers and parents can use to share information about a pupil's reading. Parents are encouraged to read with their child daily. Information is given on how to support their pupil in reading at teacher meetings and also on the school website.

Swimming

As part of our PE curriculum, we organise swimming lessons for year 3 & year 5 children. These sessions take place outside of school and are led by experienced and highly qualified instructors. The children travel by coach to and from the pool. We ask for a contribution towards the cost of these.

Communication

An important aspect of school life is the information that you receive about the school and your child's progress. Information will come in many forms including:

School Website:

We have developed the school website to give Parents easy access to school information such as yearly, termly and diary dates, newsflashes/newsletters, year group letters and information. Within each year group area as well as the learning resource area of the web site there are a large range of resources and activities to help you support your child's learning at home. These areas will also explain the methods we use in school in key areas such as reading and mathematics. The site is constantly being added to – if you do not find what you need we would be glad to have suggestions as to additional things that could be included. The address of the site is: **www.worplesdon.surrey.sch.uk.**

ParentMail:

A text and email system is used that enables the school to contact all our groups of parents to inform them of events, a change of arrangements or timings, or give messages at short notice. On the admission form you are invited to give your email and mobile number so that you could be included in this service. Please inform the office of any changes to your mobile or email details.

Newsflash/Newsletter:

Every week a newsflash/every month a newsletter is sent out by ParentMail with details of forthcoming dates, school news that may be of interest, details of the Friends of Worplesdon School events and highlighting individual children's achievements. These are also published on the school website.

Curriculum Evenings:

We consider it important that you are given the opportunity to learn more about your child's education in terms of what and how they are being taught. Curriculum Evenings will cover a particular area of the curriculum (e.g. reading, ICT, maths) so that you are able to stay up to date with the latest initiatives such as the literacy and numeracy hour.

Curriculum Information:

Every half term our long term planning, is shared with parents via our website. Every Friday each year group send out an overview of the learning for the following week via email which is also published on the website.

Parent Consultation Evenings:

During the Autumn and Spring term you have an opportunity to formally meet with your child's class teacher about their progress. Prior to the Spring term meeting, you will receive an interim report explaining the child's progress and next steps to date. At the end of the Summer term, you will receive a written report about your child's achievements and progress.

There will be occasions when you will want further information; please do not hesitate to ask the class teacher, the head teacher or the office staff.

School Uniform

Our uniform is designed to be both practical and simple to provide. Children find a sense of loyalty and belonging when wearing their uniform. Please ensure that all items of school clothing are clearly named so that items can be returned to their owner. There are three lost property boxes, one in the Atrium and two in the Avery building.

Second-hand Uniform

Periodically the Friends of Worplesdon Primary School organise second hand uniform sales. Often this coincides with Parents Evenings. Usually there is lots of good quality uniform of all sizes and is idea for spare uniform and can save a small fortune compared to new prices.

Girls

- Red cardigan*/crew neck sweatshirt*
- Light blue blouse/polo shirt*
- Grey skirt or skort, grey trousers or grey pinafore dress
- Pale blue gingham dress may be worn in the summer
- Grey socks or tights in the winter and white socks in the summer

Boys

- Red crew neck sweatshirt*
- Light blue shirt/ polo shirt*
- Grey trousers (or shorts in summer)
- Grey socks

Sensible black shoes are required for everyday use- trainers are not suitable and excessive heels on girls shoes are a particular hazard and must be avoided. The wearing of jewellery, make up or transferable tattoos to school is not allowed. Ear-rings must be a small stud only and one per ear. Ear-rings need to be removed at home for PE if your child is unable to remove them themselves.

PE Kit

- Navy Shorts
- Red Worplesdon T-Shirt (a plain red t-shirt is acceptable)
- Trainers for outdoor games lessons
- Trainers and navy blue track-suit are encouraged for outdoor games lessons

*These items are available by order from the Stevensons (www.stevensons.co.uk)
Email: guildfordbranch@stevensons.co.uk Telephone: 01483 577835

Book bags and PE bags are available to purchase from the Stevensons.

Equipment Needed

School Bags

Infant children are asked to use book bags to carry their belongings to and from school. These can be easily stored in the children's classroom. Junior children are allowed to bring their own rucksacks to school, however we ask that they are appropriate in size so that they fit onto the children's peg.

Pencil Cases

In the infant classes, all stationery equipment is provided by the school. Once the children enter the juniors, they are allowed to bring in a small pencil case. We suggest that they have: pencils, blue handwriting pens, a green biro for editing, a rubber, a whiteboard pen and a glue stick. All of these items must be named. Each class will have stationery for the children to use if they do not have a pencil case.

PE Equipment

We ask that children wear their PE kit to school on their allocated days to maximise learning time.

Food and Drink

Water Bottles

Please provide your child with a clearly named water bottle each day. Children are encouraged to drink water throughout the day. In warm weather, children will be encouraged to keep their water bottles topped up.

Midday Snack

We are part of the government's Free Fruit Scheme for our infant children. In reception, we create fruit and vegetable platters for the children to enjoy throughout the day and we ask for some additional contributions from parents each week so that there is a variety for the children to choose from. In key stage one, the children will benefit from the fruit/vegetables provided by the school during their morning play. We ask parents to supplement this scheme by sending in a piece of fruit or vegetable in a named snack box for the children to enjoy during the afternoon session.

Junior children are asked to bring in their own fruit or vegetable snacks.

Lunch Provided by the School

School lunches are provided by the catering company, Edwards and Ward. All meals are cooked fresh daily on site and the children are able to choose from three options each day.

Special Dietary Requirements

The kitchen are able to cater for children with special dietary requirements. If your child requires a special diet as a result of a diagnosed allergy, intolerance or medical condition, you must register with Edwards and Ward directly - https://edwardsandward.co.uk/special-diets/

Payment

School lunches are free of charge for those children in Reception, Year 1 and Year 2 due to the Government's Universal Free School Meals Scheme, please refer to the school website for costings for Years 3, 4, 5 and 6. Free School Meals are available for some families who are in receipt of certain benefits. Please contact the school office if you think you may be entitled.

Logistics

These meals will need to be pre ordered (i.e. by 9.15am on the day) in order that the school kitchen can accurately cater for the number of children having school meals. The school uses a band system for the children to select the choice of meal they want. There is a choice of three meals per day and at the start of the day the children choose a 'red', 'yellow' or 'green' meal and are given a coloured wrist band which they exchange for that meal at the servery. To get an idea of the menus on offer please look at the school website and also the Edwards and Ward website. To support our younger children, we ask parents to look at the menu in advance then use the sign-up sheet on the class window avoiding the children having to remember their choice.

Lunch Provided by Home (Packed Lunches)

If you would prefer, your child can bring in a packed lunch. The container should be clearly named and the contents should include a drink (preferably water with no fizzy drinks, cans or glass bottles). No chocolate bars or sweets are allowed, as we are a school that promotes healthy eating. Please read the allergy section for further details.

We would also remind you that we are a nut free school and therefore please do not send in any food which may contain nuts such as certain cereal bars, peanut butter or chocolate spread sandwiches.

School Milk

Our school provides a milk scheme that is available to all of our pupils and we would like to invite you to register your child. School milk is free for under-5s, and for over-5s it is available at a subsidised price.

Each child that registers with Cool Milk will receive a 189ml portion of semi-skimmed milk every day, delivered fresh and chilled to the classroom. Their school milk will not only provide them with essential nutrients, but as it is rehydrating and energy boosting it also bridges the gap between breakfast and lunch to help children stay focused. For more information on how milk can benefit children visit **www.coolmilk.com/why-milk-is-great.**

How to Register

If your child is under five:

- Register online at **www.coolmilk.com**
- Register by a Tuesday at 5pm for your child's free milk to start the following week
- Free milk will continue until the Friday before your child's fifth birthday. You will receive a payment request four weeks before their birthday - if you wish your child to continue to receive school milk, simply make a payment

If your child is five or older:

- Register and pay online at **www.coolmilk.com**
- You can pay Cool Milk either online, over the phone or at a local PayPoint in half-termly, termly or annual instalments
- Please pay by a Tuesday at 5pm for your child's milk to start the following week

If you have any questions regarding school milk please visit **www.coolmilk.com** or contact Cool Milk directly on **0800 321 3248**.

*Milk for under-5s is provided free of charge, fully funded by the Department of Health. Milk for over-5s is subsidised by the Rural Payments Agency and the E.U.

Extra-curricular Activities

Clubs

The school organises a range of clubs and activities during term-time. They are organised by teachers before school, after-school or at lunchtime. Most of these clubs are free of charge but where outside agencies are used a charge may be made. Children are told about clubs and permission is requested using ParentMail forms section.

At Worplesdon every child is taught by a specialist music teacher. Using the Kodaly approach children develop their musicianship and have access to a wide variety of musical activities. These include: choirs; string groups (the school has an advanced strings programme with children learning and taking exams), wind ensembles, a brass group and recorder choir. We also host the Rock and Pop foundation who currently have pupils learning drums, piano/keyboards, and guitar. Our peripatetic music teachers work in school and these are organised by our music co-ordinator and are paid for termly. ParentMails will be sent home giving details of these opportunities.

Extended School Provision

The school runs a very successful breakfast and after school club, for more information and booking forms please go to our website, www.worplesdon.surrey.sch.uk.

School Trips

As part of the curriculum we visit places away from school or have visitors to school. These activities require us to ask for contributions towards the costs involved. There is no profit made and we always aim to give value for money. Without the financial support from parents these additions to the curriculum cannot take place.

Medication, Allergies and Illness

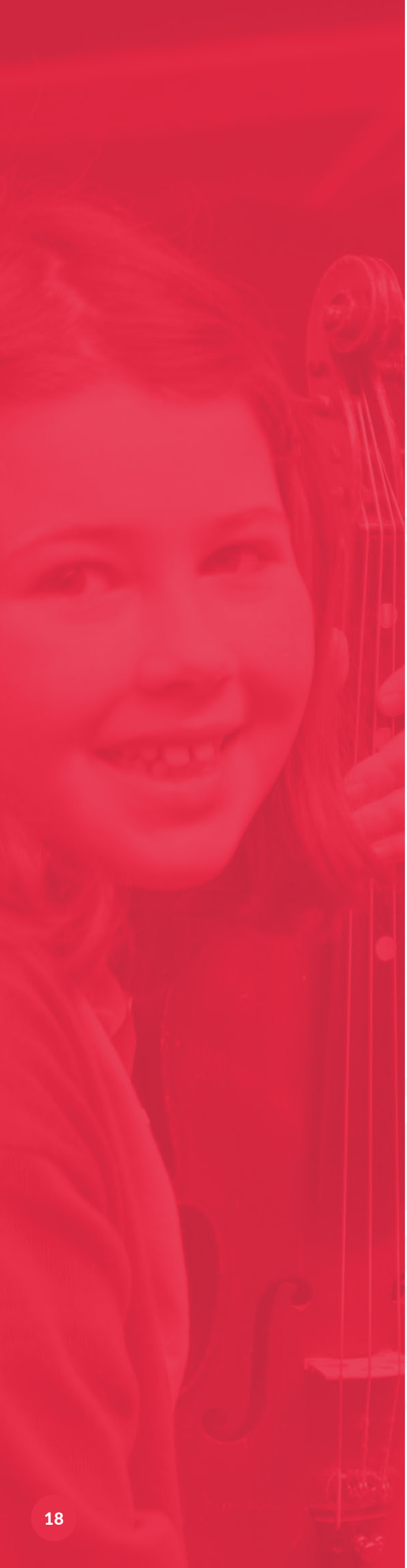
It will help our school if you:

- Only send your child to school if they are fit and well enough to cope with school.
- Please provide the full details of any health problems he/she may have and keep the school informed of any changes.
- It is vital we know of nut allergies or any other strong allergic reactions.
- If medicines are prescribed for him/her, ask your doctor if they can be taken outside of school hours.
- If appropriate, offer to attend the school to administer his/her medication. School office staff can administer if needed with written consent.
- Provide full details of any medication requirements and ensure medicines supplied to the school do not exceed their expiry date.
- Children should not be carrying medicines around school. If it is necessary that they have medicines in school it should be handed into the office staff in the containers in which they were supplied, clearly labelled with the child's name, the type of medicine, the dosage, storage instructions and expiry date. The possible exception to this is possibly inhalers (with parental consent) or travel sickness medication (for use on educational visits).
- If your child is sick or has had diarrhoea they should not attend school for 48 hrs after the sickness has ended.
- Ensure the school has a telephone number where you can be contacted in an emergency.

If your child suffers from asthma please let us know. We keep a register of children with a note of their medication in the office.

Please note:

Surrey advises that schools are not to keep medicines in school for general use, with the exception of paracetamol which may be given in age appropriate doses (always with parental consent) for certain conditions. Schools cannot be expected to take responsibility for any other non-prescribed medicines which may be brought into school to help with minor ailments.



Payment

Termly Contributions

Termly, we ask for contributions to school funds to cover the costs of extra-curricular activities such as educational visits, visiting speakers and cooking. Please understand that without your financial support these would not happen. All payments are made via your child's ParentMail account.

ParentMail Payment

Any school related payments are made via our ParentMail communications system.

Pupil Premium

General Information

Pupil Premium funding is in place to provide additional financial support to schools in supporting children whose parents receive certain benefits. The additional funding is used to allocate additional provision at Worplesdon Primary School such as:

- Home School Link Worker support for children and their families
- Speech and Language therapist support for children
- Parenting groups
- Cumbria Reading scheme
- Additional interventions led by TAs

If your child is eligible, they may be able to receive any of the above; will receive free school meals once they are in Juniors (they automatically receive them in Infants) and may be entitled to discounted extra-curricular activities including subsidies on enrichment opportunities such as school trip visits and residential trips.

How does it work? What do I need to do?

1. First, check if you qualify (against the criteria below)
2. If you think you are eligible, please email the school office via office@worplesdon.surrey.sch.uk. Please email with your full name, date of birth, National Insurance number and details of which benefit you receive. Please also include your child/children's full name/s and year group. We can then run a check with Surrey County Council to check if you qualify.
3. If you don't want your child to have the school meals they can continue as normal – as long as you qualify and are registered, the school still receives the funding.
4. No one will know you have registered and it will not affect any other benefits you are claiming.

Eligibility Criteria

You can register your child for Pupil Premium if you get any of these benefits:

- 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 State Pension Credit
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed the threshold
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed.

Friends of Worplesdon School

What is FoWS?

Friends of Worplesdon School is a registered charity (1087830) that work to raise funds to support the school and advance your children's education. Every year our volunteer teams organise events that are both fun and engaging for the school community while raising funds for projects such as athletics equipment, ICT upgrades, maths mastery resources, reading books and a full library refurbishment! Every year we aim to raise much needed funds for the school.

We run an exciting calendar of events, which include classic favourites such as the Christmas Fair, easy to join events such as clothing bag collections, pupil focused activities like craft afternoons and of course grown-up social occasions.

Who is on FoWS?

All parents and carers of children at Worplesdon Primary School are automatically members of FoWS along with a wide range of other supporters from the Governors to grandparents! We run our FoWS on a project basis with a very small number of legally required appointed roles. We have a wonderful team of parents running FoWS, for more information please email worplesdonprimarypta@gmail.com.

How can you get involved with the FoWS?

Our project approach means that no matter how much time or resource you have to give there is always something that every parent and child in the school can contribute towards our fundraising! Please join us at one of our meetings to find out what we are planning for the year.

In the meantime, what can you do?

Follow and like **@worplesdonprimarypta** on **Facebook** for the latest news on our PTA and events.

Once your child has started at Worplesdon Primary School we will be in touch with more details about how you can support FoWS and your child's education as a result, if you have any queries ahead of that please do contact us at **worplesdonprimarypta@gmail.com** or via our **Facebook** page.

Children's Responsibilities

School Council

As well as recognising the important role that parents play in the life of the school we also believe it is right to involve children in certain decisions. For this reason we have a School Council where representatives from all year groups give feedback on certain issues and also raise any concerns that the year groups have. In the course of their careers at Worplesdon the majority of children will have the chance to represent their year group if they wish to. In the past year the children have been involved in the revision of the school's anti bullying policy and contributed their ideas to the creation of a quiet playground area.

Year 6 Responsibilities

To give our year 6 children the opportunity to be positive role models to the younger children and to develop their confidence and independence as they prepare for their next stage of education, we have developed a wide variety of roles and responsibilities. Each role has a job description and the children are asked to write a letter of application (at the end of their time in year 5) for three of the roles that they believe best match their skills and interests. Roles include: House Captains, Prefects, Learning Mentors, Office Monitors, Music Mentors and much more. The senior leadership team review applications and decide on the roles. All children are expected to have a role and experience shows that they relish their responsibilities.

Using The Internet And Related Resources Responsibly

Introduction

It is the duty of the school to ensure that every child in their care is safe, and the same principles apply to the 'virtual' or digital world as applied to the school's physical environment. This policy document is drawn up to protect the children, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements. This Acceptable Use Policy is essential for managing and sustaining the integrity and legality of the Worplesdon Primary School network and computing resources.

Use of the Worplesdon Primary School network constitutes agreement to comply with this policy. At school, the children agree with E-Safety charters to help them be fair to others and to keep everyone safe when using the internet and other related resources. Each family is asked to consent via ParentMail confirming their agreement to the points below.

Each family is asked to sign a form via ParentMail confirming their agreement to the points below.

Key Stage 1 E-Safety Charter

When using computers and other devices we will:

- only search the internet when a trusted adult is with us.
- not open files if we do not know what they are.
- always be polite and friendly, especially when writing messages.
- only click on the buttons or links when we know what they do.
- always ask if we get lost on the internet.
- follow an adult's instructions carefully and make sure they know what we are doing.
- never give out personal information or passwords.
- tell an adult if we see anything we don't like.

Key Stage 2 E-Safety Charter

When using computers and other devices we will:

- explore the internet safely, with the permission of an adult and when an adult is present.
- not open files or emails sent by anyone we don't know or if we don't know what they are.
- always be polite and friendly when communicating online.
- only email or contact people who an adult has approved.
- never arrange to meet anyone we do not know.
- not use internet chatrooms or contact people we do not know.
- immediately minimise or close any web page we are not sure about.
- never give out personal information or passwords.
- tell an adult if we see anything we are uncomfortable with.

The School's Role

The children understand that the school can check their computer files and the internet site they visit. They understand that if they deliberately break any of these rules, they could be stopped from using the internet, computers or related resources. They understand that the school may contact their parent or carer if there are concerns about their E-safety.

The staff and governors of Worplesdon Primary School reserve the right to monitor the use of the school's computer system, including monitoring of the website and related resources, the interception of email and the deletion of inappropriate materials where it is believed unauthorised use of the school's computer system is or has been taking place.

Worplesdon Primary School

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