



Parental / Carer Consent

While your child is a pupil at Sutton Courtenay Primary School we will require your permission for the following:

- ◆ Publications
- ◆ Animals in School
- ◆ Media Consent
- ◆ IT Permission
- ◆ Visit Consent
- ◆ Google Meet

Details of these are to be found on the next few pages.

Please note that any permissions you give on this form will cover your child throughout their education at Sutton Courtenay CofE Primary School and it is your responsibility to advise us of any changes in your circumstances.

*Headteacher:
Mrs Rachel Hornsey
Assistant Headteachers:
Mrs Knight and Mrs Potter*



*Bradstocks Way
Sutton Courtenay
Abingdon
OX14 4DA*

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Publications

From time to time during your child's education at Sutton Courtenay Primary School we will distribute various publications.

Many of these are publications from Friends of Sutton Courtenay School (FOSCS) letting you know of the various children's activities and fund raising events that have been organised.

Occasionally we are asked to distribute publicity from other sources such as holiday sports clubs or events that are happening in the village or local area.

Animals in School

From time to time animals are used to help children learn about nature and the environment. They may visit school or they may be based in the classroom such as our residential guinea pigs and our school dog, Cessy.

A positive bond between an animal and a child can support academic, social and emotional growth. Your child's teacher will have planned carefully and assessed risk to be sure that children and animals have a safe learning environment.

Some children have health problems when they are near animals so please talk with your health care provider to decide whether classroom animals are a health problem for your child.

You will be informed about any visiting animals prior to the visit in case you have a specific concern.

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Media Consent Form

At Sutton Courtenay Primary School we like to celebrate student participation and achievements. We may take photographs or videos (images) of students for a variety of reasons. There are also occasions when we may include student names in school media with or without images. Listed below are some examples of how we may use names and images of your child during their school career:

- Individual/group photographs for display in classrooms and other areas around the school (when names may be given in full)
- General photographs of students working in classrooms or around the school for our archives (which could be published at some time in the future as a record of an era)
- Photographs of school events (e.g. educational visits, Sports Day, dance, drama and music performances) - when names may be given in full
- Photographs of achievements/school events for the website (when full names will not be given without consent)
- Press photos (of awards ceremonies, individual achievers, school events, etc) which will appear with full names in local press and media
- Photo portraits by commercial photographers to be offered for sale to parents as a school fund-raising activity
- Video of an individual or group (e.g. a video of a science experience or dance performance) to be shared on the school website and social media
- Full names included in a printed programme for a school concert or awards ceremony
- Full names mentioned in an article about a school event or achievement (with or without images) to be published on the school website

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School Network and Internet Permission Form

As part of the school's IT programme we offer pupils supervised access to the school network and the Internet. Before being allowed to use the Internet, all pupils must obtain parental permission and both they and you must sign and return the enclosed form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable pupils to explore many websites and use on line learning tools. Our internet connection is filtered to help prevent students from accessing inappropriate material; however, no filtering system is perfect. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for on line learning exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. During school, teachers will guide pupils toward appropriate materials. Outside school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other media. We would be grateful if you could read the enclosed code of conduct document and then complete the permission form.

As parent or guardian, I have read, and will discuss and explained the Code of Conduct as appropriate to my child.

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CODE OF CONDUCT FOR USE OF THE SCHOOL COMPUTER NETWORK AND THE INTERNET

This code of conduct applies at all times whilst using school equipment. Please read it carefully.

Pupil should:

- Only access sites that are appropriate for use in school.
- Be aware that others can see your actions on the computer and that records may be kept.
- Be careful of what you say to others and how you say it.
- Respect copyright and trademarks.
- You cannot use the words or pictures that you see on an Internet site without giving credit to the owner of the site.
- Check with a teacher before opening email attachments or completing online questionnaires or subscription forms.
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Pupils must not:

- Give your password to anyone else or allow them to use your account.
- Download games or other programs from the Internet or elsewhere.
- Use social networking sites or unauthorised web-based email services.
- Give your name, address, telephone number or any other personal information about yourself or others to anyone you write to.

Please note that Pupils will be closely monitored when using IT equipment

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Day Visits Consent Form

From time to time during your child's education at Sutton Courtenay Primary School we would like to take him/her out on educational visits and other off-site activities (including sporting activities, local and environmental activities). These visits/activities may be directly linked to curriculum studies or form part of our extra-curricula enrichment programme. The visits may involve walking or travelling by coach, train, staff car (where business use insurance is in place) or school minibus (driven by an insured, qualified driver). We will write to you prior to these activities taking place off-site with the respective details and, where applicable, will request a reply slip to be returned by you. This form does not cover residential visits for which a separate form will be issued for each visit.

By signing this form you are also giving permission for your child to take part in local activities, for example walks to the post box, village shop and the local environment which may take place without prior notification.

Please complete this form to confirm that you are happy for your child to participate in these visits/activities for the duration of her education with Sutton Courtenay Primary School.

- I give consent for my child to take part in off-site school activities under the supervision of a responsible adult during the time that he/she is at Sutton Courtenay Primary School.
- I agree to inform the Headteacher and Teacher leading the visit/activity of any change to my child's medical or other conditions(s) or any relevant circumstances before the start of each visit.
- I agree to my child being given first-aid or urgent medical treatment during any school visit or activity.
- I understand that insurance for loss or damage to personal property is my own responsibility.
- I agree that photos may be taken of my child for use in the school newsletter and/or on the website.

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Google Meet and virtual lessons online safeguarding protocol

Google Meet is a cloud-based Video Conferencing service that you can use to interact with others. Google Meet will allow staff to run interactive sessions/read stories with children by live video streaming.

This means that we need to be more vigilant than ever about safeguarding, and we need to ask for your support during this period of remote working.

To provide Google Meet, please could we ask you to address the points below very clearly with your child.

- Please ensure that your child is appropriately dressed and fully clothed. If they would like to wear their school uniform (or just their jumper / cardigan) then that will be encouraged!
- Language and interactions must remain respectful and polite with the same expectations as in school. Pupils need to be reminded that whatever they access, agree to or involve others in, forms part of their footprint and as such is identifiable.
- Your child's workstation must be suitable and appropriate, and that he /she is positioned at this workstation when interacting with staff. This includes making sure that their wider surroundings are suitable. Please ensure family photos and any form of advertising poster are not in view. The backdrop should be plain and unidentifiable.
- Whilst working on the computer/laptop/phone, it is important that there is openness and transparency at home. We ask that if parents are not directly in the room with their child then the door should remain open at all times. For all our pupils, we would remind parents that in line with our safe user agreement, an adult present when they are accessing the internet in anyway, be that a video on YouTube, a live Google Meet, online interaction or games and research.
- Live whole class/group lesson interactions will not be recorded, in order that we protect pupils' anonymity.
- For safeguarding, we would ask that **you or your child do not** take a screenshot of the meeting. In addition, we also ask that **you do not share the link for the meeting with anyone else** and will use a different meeting link each time for security. If for any reason an unknown person 'gate-crashed' the meeting, we will end the meeting immediately.
- Children will automatically be muted on arrival into a meeting. Until told otherwise by their teacher, a pupil should not unmute themselves which will ensure that all can be heard appropriately. Children will be reminded to raise their hand if they would like to speak to their teacher.
- Any behaviour deemed to be inappropriate will result in a child being removed from the Google Meet and a follow up call with parents will be made.
- **Transparency and honesty are the key to a safe working environment for us all.**

We hope that this information assures you that we are doing everything in our power to keep our pupils, teachers and families as safe as possible during our working school day.

As ever, if you have any questions, queries, or concerns, please do not hesitate to contact either someone in the

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