

Parent Handbook - Appendices

Appendix 1 - E-safety guidelines

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SUMMARY OF GUIDELINES ON E-SAFETY FOR ALL WITHIN THE SCHOOL COMMUNITY

These notes summarise the school's policy which can be obtained on request from the school office.

1. Staff, pupils, parents and all who work with or have connections with the school are expected to be aware of the risks associated with access to inappropriate material.
2. Constant vigilance is required to protect pupils from the effects of media misuse both at school and at home. This applies as much to downloading of software and games as to e-mail traffic.
3. The school has controls in place and staff will guide pupils to suitable sites and monitor use. Parents are strongly advised to implement controls at home to develop consistency between school and home use.
4. Care should be taken when using social media, as incautious, unguarded, derogatory and offensive remarks can cause serious harm which may be difficult to undo. The school will respond seriously to any remarks which are deemed to bring the school into disrepute or perceived to be in danger of damaging the school's reputation. A useful rule is that anything you would not say to someone's face is best left unwritten. Facebook users must be at least 13 years old.
5. Pupils should be made aware of the risks associated with use of chat rooms as so called friends may not be what they seem.
6. Instances of cyber bullying will be taken very seriously whether by text, e-mail or image. Anyone initiating or distributing such material can expect to face investigation and sanctions may result.
7. Pupils and parents should not exchange e-mail addresses or private 'phone numbers with staff and should not engage in direct personal contact with staff by 'phone, text or e-mail but only through the school office.
8. Pupils and parents should not become "friends" (nor be asked to) with members of staff as this could be considered as potential "grooming".
9. Parents should be aware of the school policy on photographic images of pupils which may not be taken without the individual's permission. The school will always seek this from parents in the case of images used by staff for publicity and other official purposes. Pupils likewise will be taught to always seek an individual's permission before using any images.
10. Parents, guardians and carers will be expected to sign a copy of the Pupils' Internet Code of Practice and support the school's policies on use of the internet before joining the school.



**Education Department
Application**

APPENDIX 2

Regulation 8 – Education (Pupil Registration) Regulations 1995

**PLEASE NOTE: PARENTS ARE EXPECTED TO TAKE
FAMILY HOLIDAYS DURING SCHOOL HOLIDAYS**

Name of School: Curzon C of E Combined School

Proposed Dates of Absence From _____ To: _____

I request permission for my child/ren to be granted Leave of Absence for the above dates.

Name(s): _____ Class: _____

Please give details and reasons for the proposed absence:

Details of any other siblings at other schools who you will be asking for leave of absence for:

Sibling 1 name:	School:
Sibling 2 name:	School:
Sibling 3 name:	School:

Signature of Parent/Guardian _____ Date: _____

The completed form should be submitted to the Headteacher not less than one month before the proposed period of absence. The Headteacher will not grant any leave of absence during term time unless 'exceptional circumstances' exist (see policy). Permission will never be granted for holiday leave of absence during assessment or examination periods.

*Having a good education will help to give your child the best possible start in life.
If your child is absent for any period, he or she may miss essential elements
of their learning programme.*

Name of Pupil/s: _____

Curzon School does / does not give permission for the above named pupil/s to be absent from school on _____ (date/s) in accordance with the school's policy.

Signature: _____
(Headteacher)




Date: _____

At a glance - Packed lunch policy

For a balanced packed lunch select these healthier foods and drink

	Fruit and Vegetables	Include at least one portion of fruit and one portion of vegetables or salad every day.	✓
	Meat and alternatives	Meat, fish or another source of non-dairy protein should be included every day. Non dairy sources of protein include lentils, kidney beans, chickpeas, hummus, peanut butter and falafel	✓
	Oily fish	Include oily fish, such as salmon, at least once every three weeks.	✓
	Starchy food	A starchy food such as any type of bread or pasta, rice, couscous, noodles, potatoes or other cereals, should be included every day.	✓
	Milk and Dairy food	Include a dairy food such as semi-skimmed or skimmed milk, cheese, yoghurt, fromage frais or custard every day.	✓
	Drinking Water	Free, fresh drinking water should be available at all times.	✓

Avoid including these foods in packed lunches

	Snacks	Snacks such as crisps should not be included. Instead, include nuts†, seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice	✗
	Confectionary	Confectionery such as chocolate bars, chocolate-coated biscuits and sweets should not be included. Cakes and biscuits are allowed but encourage your child to eat these only as part of a balanced meal	✗
	Meat Products	Meat products such as sausage rolls, individual pies corned meat and sausages /chipolatas should be included only occasionally.	✗