

Dear parents/carers

We are delighted that your child has chosen to join us at Beacon Hill Community School for their secondary education.

We are extremely proud of the school and the achievements of our students, both their academic progress and their enthusiastic and inclusive approach to extra-curricular activities and all aspects of school life.

The positive family approach of our small school, with small classes benefits all children; they are well known to the staff so we can build upon their strengths from the outset and develop a supportive relationship with all parents. Students of all abilities do well here, and we know your child will be happy and successful here as they develop into unique and self-confident young people.

### **Collective Information Sheets**

Please complete and return all the attached forms (listed below) to the school office as soon as possible either on or before the first day your child enrolls at Beacon Hill. It is important that we hold up-to-date contact details for your child: a minimum of 2 contacts including landline and mobile numbers as well as email addresses.

Please note if IT Acceptable Use/Home School Agreement form isn't returned signed and agreed by both the parent and student access to the school's internet network will be inactive.

1. Data Collection Sheet
2. IT Acceptable Use Agreement form
3. Home School Agreement form
4. Photography and Use of Images Consent form
5. Parental Consent – Regular out of School Activities/Visits

Also included in this pack is information regarding: safeguarding; ordering uniform; attendance including Leave of Absence in term time; term dates for the current year and the General Data Protection Privacy Notice outlining how we use personal information about your child. Please keep these for your information only.

If you have any comments or queries about any information contained in these forms or the privacy notice please do not hesitate to contact the school office on the contact details below.

Yours sincerely



Tom Hailwood  
Headteacher

## **STUDENT IT ACCEPTABLE USE AGREEMENT**

### ***Solway Community School and Beacon Hill Community School***

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for educational purposes.
- I will only log on to the school network/Learning Platform, other systems and resources with my own user name and password. I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username or password.
- I will follow the schools ICT security system and not reveal my passwords to anyone.
- I will only use my school email address for educational purposes. I will check my email regularly and carry out routine "housekeeping" of my email messages.
- I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- I will make sure that all ICT communications with students, teachers or others is responsible, polite and sensible. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will 'log off' when leaving a computer.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- I am aware that when I take images of students and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when you are in school uniform or when otherwise representing the school.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- I understand that I am responsible for my actions, both in and out of school and that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (e.g. cyberbullying, use of images or personal information etc.)
- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- When I am using the internet to find information, I should take care to check that the information that I access is accurate as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

- I will respect the privacy and ownership of others' work online at all times and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will only use my personal hand-held/external devices (USB devices) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- If I bring a mobile phone in to school I must hand it in at reception at the beginning of the school day, and collect it at the end of the day
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted and any illegal activities will be reported to the Police.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this Agreement, access will not be granted to the school ICT system.**



**Solway Community School and Beacon Hill Community School  
Student Acceptable Use – Student and Parent Agreement**

Dear Parent,

ICT including the internet, learning platforms, email and mobile technologies and online resources have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of online safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher.

I have read, understood and agree to follow the terms of this Acceptable Use Agreement when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. camera, USB stick, etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student:

Class/Year Group:

<b>Parent Signature</b>		<b>Date</b>	
<b>Student Signature</b>		<b>Date</b>	

**Please read and sign agreement on reverse**

**Home School Agreement**

The whole of the agreement between home and school is based upon the mutual respect between parent/carers, students and the staff at Beacon Hill Community School

**The School will:**

Welcome the appropriate involvement of parent/ carers in the daily life of the School

Care for your child's safety, emotional well-being and learning needs.

Provide a balanced curriculum and endeavour to meet the needs of your child.

Achieve high standards of work and behaviour through good relationships and a sense of responsibility.

Endeavour to ensure that your child feels a valued member of the School community and achieves his/her potential.

Set, mark and monitor homework and provide clear deadlines for Homework/Coursework completion.

Let parents know about any concerns or problems that affect your child's work, behaviour and progress.

Contact parents if there is a problem with attendance or punctuality.

Keep parents informed of progress in subjects at least twice a year.

Arrange at least one Parent/Carers Evening/Event each year during which progress can be discussed.

Keep parent/carers informed about any school activities through regular letters home, newsletters, text messaging and notices about special events.

Actively discourage bullying and any form of discrimination or prejudice. Actively promote Community Cohesion for each student's benefit.

Yours sincerely



Tom Hailwood  
Headteacher

## **The Parent/carer will:**

Actively promote achievement and learning and make the school aware if there are any issues that might affect my child's work or well-being.

See that my child comes to school regularly and arrives on time.

Ensure that my child is properly equipped for lessons but that he/she does not bring valuable items (e.g. mobile phone, and jewellery) to school.

Ensure that my child wears the correct school uniform.

Support school policies and guidelines for behaviour, including our mobile phone policy that states phones should not be used in school.

Monitor my child's homework, coursework and other independent learning, signing the planner each week and encouraging the meeting of deadlines.

Attend Parents Evening/Event and other discussions about my child's progress.

Have regard for the school's attendance target of 95% and not to take my child on holiday during term time unless there are exceptional circumstances.

Inform school of any change of address/ telephone number.

## **The Student will:**

Be ready to learn and achieve in every lesson.

Abide by Beacon Hill Community School's Standards and Codes.

Be polite and respectful to everyone in school and in the local community.

Take care of the school site, keeping it free of graffiti and litter.

Attend regularly, arriving on time.

Consistently strive to achieve the School's attendance target of 95%.

Wear full school uniform correctly and look neat and tidy.

Arrive at lessons fully equipped and willing to learn.

Complete homework and coursework to the best of my ability.

Respect coursework deadlines.

Leave valuable items at home.

**I understand and agree to the above actions.**

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Parental Consent Photography and Use of Images (Year 7 to Year 11)

Dear Parent / Carer

At Beacon Hill Community School, we sometimes take photographs and videos of students in order to publicise and celebrate their achievements. We use these photos/videos in the school's prospectus, on the school's website and on display boards around school as well as on Facebook and other social media, and for use in the local media. We also use photography and videos to support learning.

Photography and filming will only occur with the permission of the Headteacher and under the strict supervision of a member of staff. When filming or photography is carried out by the news media, students will only be named when there is a good reason to do so – e.g. prize winning. Home addresses will never be disclosed, and generally when we publicise student achievements, for example on Facebook, we will only use first names.

We would like your consent to take photos/videos of your child, and use them in the ways described above. If you're not happy for us to do this, that's not a problem – we will accommodate your preferences.

Please tick the relevant box(es) below and return this form to school.

- I give consent for the school to take photographs/videos of my child
- I give consent for photos/videos of my child to be used on the school website
- I give consent for photos of my child to be used in the school prospectus
- I give consent for photos/videos of my child to be used in internal displays
- I give consent for photos/videos of my child to be used on Facebook
- I give consent for photos of my child to be used in local newspapers, e.g. Times and Star

OR

- I am **NOT** happy for the school to take or use photos or videos of my child

If you change your mind at any time, you can let us know by emailing [beaconhill@beaconhill.cumbria.sch.uk](mailto:beaconhill@beaconhill.cumbria.sch.uk), calling the school on 016973 20509, or just popping in to the school office.

If you have any other questions, please get in touch.

Parent or carer's signature: \_\_\_\_\_

Relationship to the child: \_\_\_\_\_

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

**CUMBRIA COUNTY COUNCIL CHILDRENS SERVICES**

**PARENTAL CONSENT  
REGULAR OUT OF SCHOOL ACTIVITIES/VISITS**

**School:** Beacon Hill Community School, Market Square, Aspatria, Cumbria, CA7 3EZ.

**Student:** \_\_\_\_\_ **Form:** \_\_\_\_\_

I hereby agree to my son/daughter participating in recognised activities off the site, but only if the visit is within the County or neighbouring area, for example, local environmental studies, swimming, joint sporting activities with other schools, etc.

**I understand that:**

- I will be informed of the dates and nature of the activities prior to them taking place and will consequently have an opportunity to revoke this general consent if, in a particular situation, I wish to do so.
- Such activities will not often extend beyond the school day, but that if, occasionally, they are likely to do so, adequate advance notice will be given so that I can decide whether or not to consent to this and, if so, make appropriate arrangements for his/her safe return home.
- My specific permission will be sought for any out-of-school 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 activity/visit and will be subject to normal school discipline during the activity/visit.
- Any medical condition or physical disabilities will be notified to the school now and as and when they arise.
- All pupils are covered by the County Council's third party liability insurance in respect of any claim arising from an incidence caused by a defect in the school premises or equipment attributable to negligence by the Council or one of their employees. **These arrangements do not provide personal accident cover.**

**My son/daughter 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.**

**Signature of parent/carer:** \_\_\_\_\_

**Date:** \_\_\_\_\_