



PARENT HANDBOOK

Early Years – Primary 7

Dear Parent / Carer

This handbook is for you to keep as a reference for your child’s education within Argyll and Bute establishments. It details aspects of school/nursery life that we need you to be aware of and sign your agreement to; for example internet use and publishing your child’s photos and artwork. This is because the current data protection legislation has implications for schools as well as other areas of society. In addition, there are Child Protection guidelines, which affect education practice.

The handbook will provide information to help you decide whether to give your consent and the form at the end of the handbook allows you to tick each consent separately. The handbook is designed so that you can keep the sections detailing the consent and the sign off form at the rear is completed and passed to the school/nursery. Your consent choices will be recorded in your child’s SEEMiS record and will move with them through nursery and primary school. Consent will be requested again for secondary school. You can, of course, give or remove consent at any time throughout your child's educational life by contacting the establishment in writing.

Please note references to ‘school’ throughout the consent handbook includes all educational establishment such as nurseries and playgroups.

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Using the Internet and Glow in Argyll and Bute educational establishments

Responsible use agreement

Purpose of a responsible use agreement

A responsible use agreement provides the education service and its registered Internet and Glow users with a set of agreed boundaries which both parties will agree to work within. The agreement guarantees that all users are aware of the security procedures that are in place for their own protection and their own responsibilities when accessing the Internet and Glow. The responsible use agreement applies to all pupils and a similar policy for Council staff applies to all school staff. The terms and conditions of a responsible use agreement are as follows.

Using the Internet and Glow

When accessing the Internet all pupils must abide by the following rules.

All users should:

- access Internet pages which are directly related to the current task as identified by the member of staff in charge;
- save/download information related to the current task as identified by the member of staff in charge;
- report instances of misuse to the member of staff in charge;
- 'logout' at the end of each Internet or Glow session;
- treat all equipment and other users with respect.

Users should not:

- tell anyone their login ID or password;
- use portable storage devices brought from out with the school;
- send illegal or defamatory material; further information is included in the accompanying acceptable use policy documentation;
- receive illegal material or material which is offensive or defamatory without informing the member of staff in charge;
- read emails intended for others;
- create rude or abusive emails about other people.

Personal safety

- never tell anyone you meet on the Internet your home address or your telephone number.
- never tell anyone you meet on the Internet your school's name or phone number, unless your teacher specifically gives you permission.
- never send anyone your picture, credit card or bank details.
- never give your password to anyone – even a best friend.
- never arrange by email to meet anyone you don't know in person.
- never respond to nasty, suggestive or rude emails.
- always tell a member of staff in charge if you see bad language or distasteful pictures while you are online.
- always be yourself and do not pretend to be anyone or anything you are not.
- always remember if someone makes you an offer that seems too good to be true, it probably is.
- always delete attachments from strangers without opening them; they may contain viruses that can damage your machine.

Please note

Security on any computer system is high priority. If a user identifies a security problem on the network they must notify the school network manager immediately. They should not demonstrate the problem to other users. Any user identified as a security risk may be denied access to the network. Argyll and Bute Education makes no warranties of any kind, whether expressed or implied, for the service it provides and specifically denies any responsibility for the accuracy or quality of information obtained through its network services.

Skin Protection

Sun Cream and Midge Repellent

Your child's skin may be affected by exposure to the sun, especially over the lunchtime period and other outdoor activities. It is a good idea for your child to wear a sun hat. If they have one, please put it in their school bag.

The school is restricted in what it can apply or administer to your child, however, if you wish to send in sun-cream/block/midge repellent we can help them apply it. We have factor 50 sunblock in school which we can put on the children. If you do not wish these creams to be used on your child, please complete the Skin Protection consent section at the rear of this handbook.

Media Approval

During the course of the school year, pupils' achievements are celebrated in a variety of different ways. School websites, Facebook and Twitter facilities are especially good at highlighting and celebrating our youngster's achievements and successes. Additionally the local press often request permission to feature stories on youngster's sporting achievements and other notable school events.

Increasingly, children can be invited to represent the school at local and national events that may feature in the national press, radio or television.

Where large group photographs of youngsters feature in any publication it is the norm for individual pupils not to be named. However, individual / small groups of pupils may be named where their specific achievements are featured in the media. Group and individual photos give a flavour of school life and enhance the publications concerned. Children are also pleased to see their pictures used in this way. Some schools use a camera, either still or video, within the classroom or on educational outings. Photographs and videos of pupils may be used on the following manner:

1. In the school's handbook, newsletters or on the school website*
2. In Argyll and Bute Council publications and on the Council website*
3. In Council exhibition material, plasma screens etc.,
4. Kept indefinitely and used by the Museum, Library or Archives as part of their collection
5. Press coverage
6. School and Council social media sites e.g. Facebook and Twitter
7. Reviewing and improving professional practice
8. Filming of school concerts and school events

Copyright Approval

Children's work is often displayed in the classroom and schools corridors. In addition, work is often displayed in other Council buildings as part of exhibitions.

Short Visits

During the pupil's school life teachers will be organising some local off-site curricular activities which will take place in the proximity of the school. Pupils will be supervised by their class teacher during these visits. Class teachers will obtain approval from the Head Teacher for each visit. Please note that this consent form is for short local visits only. **We will ask you at the appropriate time for permission for any longer visits and any visits that require transport.**

Childsmile Core Supervised Daily Toothbrushing Programme

Childsmile is a national programme designed to improve the oral health of children in Scotland. Research tells us that brushing at least twice a day with fluoride toothpaste can help prevent tooth decay. To support this, Childsmile has developed a national daily supervised toothbrushing programme to take place in the nursery or school setting, **in addition** to brushing at home. Your child will be enrolled in the toothbrushing programme automatically at their nursery or school. However, **if you do not want your child to take part** in the Childsmile toothbrushing programme please indicate this on the form below.

Parent/Carer Consents

(please return completed form to school office)

Pupil Name: _____

School Name: _____ Date of Birth: _____

Using the Internet and Glow in Argyll and Bute educational establishments

Responsible use agreement

As the parent or carer of this pupil, I understand that access to the Internet and Glow is required for educational purposes and that my child will automatically receive access to the Internet and Glow. Argyll and Bute Community Services: Education has taken precautions to prevent access to inappropriate material, but cannot restrict access to all potentially offensive materials and I accept they cannot be responsible for materials acquired on the network.

However, if you **do not** want your child to have access to the internet and Glow please tick here:

I do not want my child's details shared with Education Scotland for a Glow account

Skin Protection

I give consent for my son/daughter to:

- have sun cream applied if supplied by the school
- have sun cream applied if supplied by parent
- have midge repellent if supplied by the school
- have midge repellent if supplied by the parent
- have stage makeup/face paints applied by the school

YES	NO

Copyright Approval

I give consent for my son/daughter to have work displayed:

- in school classrooms / corridors
- in other Council buildings as part of exhibitions

YES	NO

Media Approval

I give consent for my son/daughter to be included in any media coverage of events associated with the School and Argyll and Bute Council

YES	NO

Short Visits

I give consent for my son/daughter to take part in the supervised short local visits/activities unless I withdraw consent for any particular visit/activity in writing.

YES	NO

I acknowledge the need for obedience and responsible behaviour on his/her part.

Childsmile Core Supervised Daily Toothbrushing Programme

I do not want my child to be enrolled in the Childsmile programme

Declaration

Information provided by you will be held on computer files in accordance with current data protection legislation

Signature of Parent/Carer: _____

Print Name: _____ Date: _____