BRYNMAWR FOUNDATION SCHOOL HOME SCHOOL AGREEMENT

The aim of our school is:

To include everyone; staff, pupils, parents, governors, and the wider community in providing a caring, stimulating environment which enables everyone to feel valued and achieve their full potential.

This goal will only be achieved if:

- there is a shared commitment by pupils, parents and the school
- a high-quality education is provided as the right of every child

We ask that everyone works together to achieve these aims.

THE SCHOOL

Brynmawr Foundation School will:

- Provide a high standard of teaching, academic and personal guidance and deliver a broad and balanced curriculum, in line with the Curriculum for Wales.
- Resolve incidents fairly, consistently and in line with the school policies
- Provide a safe, well-ordered and caring environment.
- Set and mark homework regularly following a structured timetable.
- Listen to and respond quickly to any concerns raised.
- Contact parents/carers should a problem arise.
- Maintain regular communication with parents/carers and provide regular reports and meetings on pupil progress.
- Encourage excellent attendance and punctuality.
- Provide a variety of extra curricular activities.
- Record and recognise good effort, progress and outcomes.
- Encourage respect in all aspects of school life.

GOVERNORS

As Governors of the school, we will:

- Ensure financial efficiency and value for money.
- Maintain and publish a full set of appropriate school policies.
- Consult with, and report to, parents/carers.
- Ensure compliance with statutory obligations, including health and safety regulations.
- Monitor and review all aspects of the school's work.
- Support the school community in all aspects of school life

PUPILS

As a pupil of Brynmawr Foundation School, I will:

- Abide to all the relevant school policies.
- Attend school regularly, on time and in full uniform.
- Adopt a positive attitude towards, and participate fully in, the life of the school.
- Abide by the school's expectations, in and outside the classroom and in the wider community.
- Remain on school site during school hours.
- Co-operate with school staff.
- Come to school with the necessary equipment and make sure that books are looked after.
- Respect the school environment and the local community.
- To treat all members of the school community with respect.

PARENTS/CARERS

As parents/carers, we will:

- Abide by the schools' policies and expectations.
- Ensure excellent attendance and punctuality.
- Ensure the uniform is in line with school policy.
- Inform the school in the event of absence.
- Ensure all the necessary equipment and kit is provided.
- Give encouragement to complete homework and encourage participation in all opportunities for learning.
- Keep the school informed about any issues which might affect your child's learning.
- Attend parental consultation evenings.
- Read all correspondence from the school and respond promptly when necessary.
- Ensure that your child aims for success in all aspects of school life.
- Sign up to Classcharts, our behaviour and attendance App.

BRYNMAWR FOUNDATION SCHOOL

Attendance & Punctuality Agreement

Brynmawr Foundation School Attendance Commitment
The school will:

✓ Monitor all pupils' attendance
✓ Inform pupils of the academic and social benefits of having excellent attendance and punctuality
✓ Provide pupils with strategies on how they can improve their attendance and punctuality
✓ Recognise pupils who have an excellent attendance and punctuality record
✓ Contact parents/carers on the first day of absence
✓ Have a direct telephone line specifically for parents to inform school of absences
✓ Inform pupils and their parents/carers when attendance and punctuality is a concern
✓ Provide information about support services that parents/carers can access to improve their child's attendance
✓ Make attendance a whole school priority which is led by a senior member of staff
✓ Ensure quality educational provision to help pupils overcome social or academic barriers to learning
✓ Provide broad curriculum opportunities to inspire and engage pupils with education to improve attendance

The Pupils' Attendance Commitment
The Pupils should:

✓ Go to bed at a reasonable time and ensure that they wake-up on time to get to school
✓ Plan their journey to school to ensure that they arrive on time
✓ Aim for 100% attendance
✓ Take responsibility for their attendance and punctuality
✓ Ensure that days are not missed due to non-urgent issues e.g. birthdays or end of term holidays.
✓ Attend appointments out of school hours and if not possible, to attend school before/after the appointment
✓ If feeling unwell inform a member of staff **DO NOT** ring home directly
✓ Be punctual for school each day
✓ Talk to a member of staff if they have a concern which may affect their attendance or punctuality
✓ Not leave the school site between 8:30am and 2:40pm
✓ Act on advice given from staff to improve attendance

The Parents'/Carers' Attendance Commitment
Parents/carers should:

✓ Ensure their child attends regularly, with an attendance of over 94%
✓ Ensure their child arrives on time to school
✓ Notify the school as early as possible on the first day of absence
✓ Contact the school should their child call them directly regarding going home
✓ Ensure that contact details on school records (SIMS) are kept updated
✓ Avoid booking holidays during term time as they may not be authorised
✓ Not keep their child away from school for trivial reasons e.g. birthdays, shopping trips, end of term etc
✓ Ask for support from the school and the local authority should their child be at risk of not attending school

Poor attendance and punctuality may lead to prosecution from the Educational Welfare Officer

BRYNMAWR FOUNDATION SCHOOL

Uniform Guidelines

The Governing Body supports the Headteacher and the teaching staff in maintaining the high standard of appearance of all pupils. There is a standard uniform for all pupils at Brynmawr Foundation School.

The appearance of pupils reflects the quality of the school and it is therefore important that all pupils adhere to the uniform regulations. We are confident that parents/carers share this view and will support the school by ensuring that pupils attend school wearing the correct uniform.
All items of clothing should be clearly marked with the owner's name.

School Uniform
Navy blue school blazer with badge
White shirt – long/short sleeve with no design
Plain black skirt of an appropriate length
Plain black tailored trousers (No jeans/jeggings/skinny leggings)
Plain black V-necked jumper
School tie
Black suitable shoes(leather/leather like)
Black plain socks/tights

PE/GAMES KIT
White Polo T-shirt (School logo or plain ONLY)
White shorts or navy shorts / leggings
Outdoor rugby jersey (essential for outdoor rugby/football activities)
Red & Green rugby socks / white socks
Base layer / skins (Optional)

COATS

Pupils are required to wear a dark coloured coat. No hooded jumpers/denim/leather jackets allowed. All outdoor wear should be removed in school e.g. scarves, gloves etc.

HAIR STYLES

Hairstyles must not be extreme for example: with bright unnatural colours (e.g. pink, green or blue) shaved into patterns or have stripes/bands of different colours.

JEWELLERY & MAKE UP

Jewellery should not be worn for security and safety reasons. Pupils are allowed to wear one plain stud in each ear. Other piercings are not permitted. A watch maybe worn. No excessive make up. No acrylic nails or false eyelashes allowed. Tattoos are not permitted.

BRYNMAWR FOUNDATION SCHOOL

Computer Use & Internet Access Agreement

The computer system is made available by the school to pupils to further their education. The school's Computer use and Internet Access Agreement has been drawn up to protect all parties – the pupils, the staff and the school.

- Each user will be given a secure account and a password that they must change frequently and keep confidential. Access must only be made via the users authorised account and password, which must not be made available to any other person;
- The use of the ICT suites is only permitted when supervised. The use of computers in other areas of the school is only to be with the permission of the members of staff responsible for them;
- Activity that threatens the integrity of the school ICT system or potentially attacks or corrupts the work of others, or prohibited activities of the type detailed on page two will be considered as serious misconduct and will result in consequences being applied. These consequences range from withdrawal of access rights to the computes on a long or short-term basis through to the full range of normal school consequences.
- All Internet sites and materials accessed must be appropriate to work in school. If an inappropriate site is accidentally accessed a member of staff must be informed. Users will recognise materials that are inappropriate and should they access these without alerting staff they should expect to have their access removed.
- The provision of e-mail is for the purpose of educational purposes only. Users are responsible for e-mail they send and for contacts made that may send and for contacts made that may result in e-mail being received. All e-mail correspondence will be monitored and any misuse of this facility will be treated as serious misconduct and such provision of e-mail by the offending pupil(s) will the withdrawn with immediate effect and may result in prosecution.

The following and any similar activities are prohibited on all school computers and will be considered as serious misconduct:

- Accessing other user's accounts and their files without authorisation from a member of the teaching staff including unauthorised shutting down of other users' machines;
- Altering or tampering with system files, software or set-up files on any school computer;
- File or software downloading from the Internet or loading USB Pen Drive on to any computer without authorisation from the ICT staff
- File uploading to the Internet without written authorisation from a member of the ICT staff
- The playing of games either on the Internet or from USB Pen Drive unless given permission by a member of staff
- Using e-mail (includes viewing received mail and sending mail) and Internet for non-educational purposes
- The use of inappropriate language or any lack of respect or derogatory comments made/shown to either a pupil or teaching staff on any e-mail, message or document
- The use of any chat rooms and text messaging websites
- Knowingly accessing inappropriate websites
- Posting anonymous messages and forwarding chain letters
- Use for personal financial gain, gambling and political purposes.

The school will exercise the right to:

- Monitor any Internet sites visited
- Monitor the e-mails that have been sent and received
- Examine or delete any files that are held by a pupil on the hard drive of any school computer
- Examine or delete any files that a pupil may bring into school on removable media (e.g. USB Pen Drive)
- Check content and use of digital media

BRYNMAWR FOUNDATION SCHOOL

E-Safety Information

What is E – Safety?

E – Safety has replaced the acceptable Internet Use Policy to reflect the changing nature of technology and the related safety issues. E – Safety includes not only safe internet use but also mobile phones and other wireless technologies. It highlights the need to educate children and adults about the benefits, risks and responsibilities of using ICT. E – Safety should provide safeguards and raise awareness to allow control.

Due to the nature of the internet, it is an open channel form of information and communication. Much of this material is unsuitable for young people and may contain references of an adult nature. There is also information in weapons, racism and crime that would be restricted and monitored in any other form.

The use of the internet and e-mail in school

As part of the school's ICT curriculum we offer pupils supervised access to the internet and e-mail. Before the school allows pupils to use these facilities, they must read the rules with their parents and agree to abide by the rules.

Advice for E-Safety at home

During school, teachers will guide pupils towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio. Despite robust procedures at school, open access to the internet has become an integral part of children's lives. A growing danger is presented by the ease of uploading material to the web via social networking sites.

It is the parents'/carers' responsibility to monitor and control the access their child has to the internet at home and abide by the age restrictions imposed on accessing social media sites.

Mobile Phones

Pupils are allowed to bring mobile phones to school and are allowed to use them at the following times:

- Prior to the start of the school day
- At break time
- At lunch time

Mobile phones may be permitted in lessons under the direction and agreement of the classroom teacher.

If a pupil is seen using a mobile phone in school (without permission) the phone will be confiscated and stored securely and centrally until the end of the school day when the pupil can collect, it. If a phone is confiscated more than three times in a half term, parents will be asked to collect it from school.

BRYNMAWR FOUNDATION SCHOOL

Home School Agreement for Participation in Live Streamed Lessons

Teachers agree to:

- discuss roles and responsibilities with learners at the outset of all lessons
- notify the school's senior leadership team, learners and parents/carers of any scheduled lessons, cancelled lessons or changes in arrangements
- ensure that they keep themselves up-to-date with all relevant policies and procedures, including online safety, safeguarding and data protection policies
- prevent a one-to-one situation at the end of an online class by disconnecting all participants from Teams at the close of the lesson.

Pupils agree to:

- be punctual for all lessons
- access the relevant files for each lesson in advance and have the materials to hand
- make sure they have all power adaptors and laptops ready before the lesson begins and are logged into the session
- show respect for everyone in the online classroom
- dress appropriately for all classes, thinking about respect for others
- ensure the location they log in from is appropriate, i.e. give consideration to background, camera angle, privacy, etc.
- seek to contribute to the class in a positive manner and not be disruptive at any time
- not share images or videos of the class

Please note that:

- All live streamed lessons will be recorded for safeguarding purposes
- Pupils are invited to turn their cameras off if they wish
- Teachers have the right to 'uninvite' a pupil from a class/request for them to leave if they are not adhering to our expectations/guidelines
- Failure to follow these expectations will lead to learners not being able to access any live streamed learning. For serious breaches, the police or other agencies may need to be informed.

BRYNMAWR FOUNDATION SCHOOL

Use of Pupil Images for Media Publications

As a school we celebrate the success of our pupils in a number of ways and technological advances have meant that the school has increased both the opportunities for publicity and the variety of ways in which to take advantage of those possibilities through our web site and access to other publications.

The purpose for which we may wish to use images of children to enhance the written or spoken word are listed below. Although this provides a useful reference point for schools and parents, it is not an exhaustive list.

Internet/School Website/Official Social Media We take particular care when considering releasing information onto the internet. Articles are screened very carefully
Newspapers and magazines - School sports days; Prize Evening; Launch of a special project; Opening of new facilities; School concerts or plays; Special achievement awards; VIP visits; Charity work.
Television - Local news stories; National news stories; Documentaries; Drama
School Prospectus/Banners/Publicity material- To inform prospective pupils and/or teachers of the work or activities on offer at our school.

Parental Consent Parents/Carers are asked at the start of their child's admission to the school to give their consent to the above mentioned use of images. We accept that some parents/carers may not wish for any image of their child to be used and their wishes will be respected and maintained.

Photographs taken by Parents/Carers for personal use
There will be school events when parents/carers will want to take photographs for their own personal use. It is good practice to demonstrate the school's protective ethos by determining and implementing our own policies on the safe use of cameras and videos by parents/carers at school events.
Use of mobile phones with photographic capability
As a school mobile phones are not permitted for use in school and therefore photographs should not be taken during school hours or during school-based activities by children
The school accepts that to ban members of the school community from using the photographic capability on the school site or on school activities would be difficult to police, but it is clear that the following circumstances must be adhered to:

- Photographs are not taken without the subject's consent.
- Photographs are not taken of situations calculated to embarrass, humiliate or make fun of others.
- No photographs must be taken, under any circumstances, in changing rooms or other situations which infringe decency.

At Brynmawr School we take the issue of child safety very seriously. This includes the use of images of pupils in school publications, the school website and in forms of media reporting on school based activities. We do feel that their inclusion can be motivating for the pupils involved, and provide a good opportunity to promote the work of the school.

We ask that parents/carers consent to the school taking and using photographs and images of their children. Any use of pupil images at Brynmawr School is underpinned by our Acceptable Internet Use Policy.

Should you have any objections to this policy please discuss with a member of the Senior Leadership Team.

Parental/carer consent is sought for use of pupil photographs and digital images appearing in Brynmawr School printed publications, or in the media reporting on school based activities or on the school website. The images will only be used for educational purposes. The images may also be used in and distributed by other media, as part of the promotional activities of the school.

BRYNMAWR FOUNDATION SCHOOL

Administrating Paracetamol in School

Children can be given a dose of paracetamol if necessary after every other effort has been made to ease their pain. (The dose will be the recommended dose for the child's age). A written record will be kept when the paracetamol is given.

It is a legal requirement that the school has written permission from parents/carers of pupils before paracetamol is given.

If you the 'I agree' box to the home school agreement is ticked on the Microsoft form link, we accept this as consent to the school administering paracetamol.

Please ensure that we have an up to date contact number and inform the office of any changes.

Please note paracetamol will not be issued without written consent.

BRYNMAWR FOUNDATION SCHOOL

Biometric Reading System

What is a Biometric Reading System?

This is a central database within the school which stores the information which identifies pupils uniquely. Pupils register once by placing their finger on a scanner. There is no storage of these images only a mathematical representation of certain points of the finger image to form a template, the data is encrypted so it is impossible to re-create the original finger image.

What the School Uses Biometric Images For

The school uses a 'cashless catering system' for the purchases of provisions from our school canteen. The system means that no cash can be accepted at the till point. Pupils are required to credit their account by the methods noted below.

How to pay into a Pupil's account

Any amount of money can be paid into the account held within the system, money spent on food will be taken out of the system. If requested, the school is also able to provide parents/carers with a report detailing each item of food serve, each credit to the system, for any time period and show a current balance. Parents/carers can monitor daily purchases on line and there is a facility to limit the amount of money available for your child to spend each day.

An online account with a username and password will be available once your child has enrolled with us. Money can be paid directly into this account.
Money can also be paid over the counter in any shop displaying the Pay point symbol.

Parental Permission

In line with current legislation, we are required to notify parents/carers and obtain written consent before taking a biometric reading. Would you please tick the corresponding box on the front cover of the Home-School Agreement if you give permission for Brynmawr Foundation School to take a Biometric reading of your child's finger for use with Cashless Catering.

Pupils will have their finger scanned on their first day of school and an account will be set up.

If you have any further queries or do not wish for your child to use the Biometric System please contact the school.