



SIR WILLIAM ROBERTSON
ACADEMY

Information for Parents/Carers of New Pupils

NB: This information is to be kept by parents

Further, updated information is available on our school website and copies of any school policies can be obtained upon written request.

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1 Pupil Guidelines for Network, Internet and Email Use

General

Use of network, internet and emails in school is intended for educational purposes only. Pupils are responsible for good behaviour on the Network just as they are in a classroom or a school corridor. General school rules apply.

Individual users of the internet and email are responsible for their behaviour and communications over the network. It is presumed that users will comply with school standards and will honour the agreements they have signed.

Staff may and will review files and communications to ensure that users are using the system responsibly. Users should not expect that files stored on servers would always be private.

All school devices are connected to our internet filtered system, this system monitors the internet usage of all users and blocks inappropriate searches and reports these searches to IT team in school.

School devices are also connected to our safeguard monitoring system, this system tracks everything that is entered into the devices and notifies appropriate members of staff if any inappropriate material is searched or entered onto the devices.

The following are not permitted:

1. Use of network computers without permission or Teacher Supervision.
2. Attempting to access offensive and inappropriate material
3. Sending or displaying offensive messages or pictures
4. Attempting to save, download or upload offensive and inappropriate material onto the school network.
5. Using the network or emails to harass or insult others
6. Damaging computers, computer systems or computer networks
7. Breaking copyright laws
8. Using others' passwords
9. Trespassing in others' folders, work or files
10. Intentionally wasting limited resources

Sanctions

1. Breaking any of the above rules will result in a temporary or permanent ban on Network and Internet use.
2. Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.
3. When applicable, police or local authorities may be involved.

2 The School Website - www.swracademy.org

As part of the school's ICT programme, we are continuously developing our range of information services which we hope will be of use to our pupils and parents. The school website offers a number of features for both pupils and parents/carers:

Home-school access

Students can access their school emails over the internet from a home computer or any PC that has an internet connection. They can also access school-based revision, homework worksheets and other learning resource materials.

Events calendar

Parents/Carers and pupils will be able to check dates throughout the year, such as course work deadlines, school trips, parents' evenings, term dates, etc. Important dates are also published on the back cover of all newsletters.

Latest News/Events

Keep up to date with events/trips/activities in school by looking at the Latest News Posts on the Home page of the website and by following Sir William Robertson Academy on Facebook, Instagram, @swracademy on Twitter.

You may also be interested in following Aspire Schools Trust on Facebook and Twitter @aspieschtrust for news on the Multi Academy Trust.

3 Internet Safety

Sir William Robertson Academy teaches its pupils to be safe and responsible when using the Internet. We therefore recommend the SMART code of safety when browsing the net.



Keep your personal details Secret - Never use your parents'/carers' credit card without their permission, and always keep your name, address, and password private - it's like giving out the keys to your home!



Never Meet someone you have contacted in Cyberspace without your parents'/carers' permission, and then only when they can be present.



Don't Accept emails or open files from people or organisations you don't really know or trust - they may contain viruses or nasty messages.



Remember that someone on line may not be who they say they are. If you feel uncomfortable or worried in a chat room simply get out of there!



Tell your parent or carer if someone or something makes you feel uncomfortable or worried. Remember you're in charge out there!

4 Digital Video in School

Digital video is an exciting medium which can motivate and inspire pupils. Its use in education can help encourage creativity, motivate and enthuse pupils and improve communication and team-working skills.

We use digital video in school as part of the curriculum, for example in PE for peer assessment of performance across a range of sports. Video is used in performing arts for analysing performance and as coursework evidence.

Whereas the risks of using digital video in education are minimal, schools have a duty of care towards pupils. This means that pupils will not be identified, reducing the risk of inappropriate contact, if images or examples of their work are used on the school website and/or YouTube channel. All digital video work is underpinned by relevant safety policies.

5 Publication of Images of Pupils

Child safety is of the greatest importance to us and this includes the use of images of pupils. We like to celebrate the success of pupils by using images of them in school publications, local newspapers, social media and on the school website; pupils and parents find it motivating and the work of the school is promoted. However, we have a duty of care towards pupils, which means that, wherever possible, pupils remain unidentified. Any use of pupil images is in line with relevant school policies.

6 The School Bus Park

The safety of all users of the bus park is a prime aim. Governors have carried out a risk assessment of the bus park, with a special focus on its busiest time at the end of the school day. Their recommendations on the best way to manage the movement of buses, private vehicles and pupils leaving school on foot have been implemented as a series of procedures:

1. The one-way traffic system is used (entrance only at the Welbourn end of the bus park and exit only at the school end).
2. Drivers are requested not to use the roadways adjacent to the tennis courts for the 10 minutes after the close of school at 3.10pm.
3. Parents/carers collecting pupils by car meet them on the grass area to the rear of the bungalow. Staff will see pupils across the school roadway to this area and parents /carers then escort them to their vehicles.
4. Loaded vehicles may leave before buses start to move.
5. Buses move only when duty staff are sure that it is safe for them to do so.
6. Once buses start to move, other vehicle movements halt.
7. Pupils who walk to school are escorted to the roadside by duty staff.

Duty staff are responsible for ensuring that pupils can board buses safely and can exit the school safely on foot; they have no role as parking attendants.

For parents/carers not wishing to use the school bus park, there is alternative parking in the lay-by 100 metres to the north of the school.

7 Sex Education

The governing body have approved a detailed sex and relationships education policy whose main aims are:

- to present facts in an effective and balanced manner
- to make pupils aware of the religious, cultural and moral values and attitudes of others in relation to sex-related matters and to make them aware of the issues of the day
- to give pupils an opportunity to consider their attitudes to sexual matters and to allow them to make informed and responsible decisions about the attitudes that they will adopt
- to prepare pupils for the responsibilities of parenthood
- to make pupils aware of what is and is not legal
- to break down gender stereo-typing and the negative attitudes and behaviours that arise out of this.

Relationships and Sex Education (RSE) takes place in all years, mainly in science and in personal, social and health education lessons. Some aspects of RSE are also covered by external experts who deliver workshops in school.

We are confident that this approach will support both parents/carers and pupils in this sensitive area of education in a context which is appropriate and relevant. If you have any concerns relating to this matter, please contact the Headteacher. A copy of the policy is available on request.

8 Mobile Phone Use

Pupils must ensure that their mobile phone is switched off and not removed from their blazer pockets or school bags during the school day. The school has a phone system to which the pupils have access if necessary. Should pupils bring a phone into school and the phone is lost, damaged or stolen, then the school can play no part whatsoever in following this up. However, we do take full responsibility for items left in our care. The same rules apply to other electronic items e.g. AirPods etc. Where a pupil ignores these safeguards then the school may well confiscate the items and request that a parent/carer collect them from school.

9 Aerosols in School

We cannot allow pressurised aerosols in school. Aerosols, sprayed in a confined space, have, in the past, triggered severe asthma attacks. We do not object to other forms of deodorant, but cannot possibly support the use of an item that might have a severe impact on the health and safety of other members of the school community. Aerosols are not permitted in school.

10 Attendance and Punctuality

The law states that parents are responsible for ensuring their children's regular and punctual attendance at school. Parents can be the subject of legal proceedings in the Magistrates Court if this fails to happen.

If a pupil is unable to attend school then there must be a good reason e.g. illness. Reasons for absence can be recorded on the school telephone system (by calling 01400 272422) 24 hours a day or by emailing attendance@swracademy.org. School should be notified as soon as is possible. On return to school, an absence note should be presented to the attendance officer. Parents will be contacted if no reason has been received, but as this can place undue pressure on time and resources, we would be grateful for your help in ensuring that reasons are provided quickly.

Pupils who arrive / leave during the school day must sign in/out at the school office for health and safety reasons.

If a pupil is taken ill during the school day, parents may be contacted to collect their children, if necessary. It is vital; therefore, that contact information is kept up-to-date. Please contact the school office should your details change.

Attendance rates are regularly monitored. The school has a duty to inform parents, and take action, where their child's attendance rate is below the targets set by the government. In the first instance, the school is most likely to contact parents by telephone or letter or to invite them to an attendance review meeting. If a pupil's absence is unauthorised, or unexplained, we may be required to issue a fixed-penalty-notice. It is always our policy to work with parents to try and resolve any difficulties swiftly.

Family Holidays:

In line with current government guidance, we are no longer able to authorise absence for holidays during term time.

11 Expectations

We believe that everybody in this school should be polite, considerate and tolerant. Our expectations are embedded in the Home/School Agreement.

Pupils are expected to:

- work to the best of their ability
- arrive at class and other activities on time and make sure they attend every lesson
- listen to others and respect their opinions
- not distract or annoy anyone and allow them to get on with their work
- consider the impact of what they say and do on members of the school and public
- manage their own behaviour in class and around school to reinforce school values
- complete homework and all tasks to the best of their ability and meet deadlines
- wear the correct school uniform at all times
- make sure they have the appropriate equipment for each lesson
- catch up on work when they have been absent
- keep the school clean and tidy

Pupils can expect their teachers and other staff to

- arrive at class and other activities on time
- keep them informed of what they are learning and why
- help them to achieve their best
- support or help them to overcome any difficulties in learning
- mark their work and offer guidance on how to improve it
- treat all members of the school with respect and consideration
- apply our rewards and sanctions policy fairly and consistently
- follow school procedures to maintain order in the classroom

12 GDPR (General Data Protection Regulation)

Sir William Robertson Academy collects, holds and uses personal information relating to our pupils and their parents/carers. Full details can be found in the Privacy Notice found on the school website www.swracademy.org or if you are unable to access the website please contact 01400 272422 for a paper copy.