

The purpose of this booklet is to give parents/carers a summary of useful information taken from some of our school policies, however the full policies are all available on the school website at:

**[www.cooperslane.lewisham.sch.uk](http://www.cooperslane.lewisham.sch.uk)**

After reading the information enclosed and the school policies, you will be asked to sign a permissions sheet on your admissions form for the following:

**Home School Agreement**

**Local Area Trips Permission**

**Photograph Permission**

**Use of Internet Permission**

**The Rules for Using ICT**

Thank you for choosing Coopers Lane and we look forward to you joining our school community.

Pragnell Road  
Grove Park  
SE12 0LF

T. 020 8857 7680

E. [info@cooperslane.lewisham.sch.uk](mailto:info@cooperslane.lewisham.sch.uk)  
W. [www.cooperslane.lewisham.sch.uk](http://www.cooperslane.lewisham.sch.uk)



**Information**  
**for Our Families**

## Welcome

At Coopers Lane, our values are central to all that we do and we expect them to be reflected across the school community. Our school values are as follows:

- Perseverance
- Honesty
- Kindness
- Happiness
- Love
- Responsibility
- Respect



Our values are displayed in every classroom and in other communal areas around school as well as on our school website and we expect all staff, children and parents/carers to promote these values at all times.

We are also a UNICEF Rights Respecting School and as such understand that all members of our school community have rights. Pupils have a right to be heard, a right to learn and a right to be safe. Teachers and staff have a right to teach in a friendly, safe and supportive school. Parents and carers have a right to feel welcome and be heard, and to know that their children learn and achieve in a friendly, safe and supportive school.

This booklet aims to outline the school's expectations to enable our community to reflect those rights and values.

## Local Walks

Occasionally the children are taken out of school during the day on supervised, risk assessed, short visits in the local area (e.g. the local park, local shops, etc.). These visits will not include public transport or any expenses, and children will always be accompanied by the appropriate number of staff. However, to ensure that these trips can happen, we ask for parents to give permission in advance. You will also be asked to give individual consent to trips that require public transport or go beyond the local area around the school.

**Please Note:** You will be asked to sign this permission slip on your admissions form.





### Parents and Carers will ...

- be interested in my/our child's education and praise them for their achievements and efforts;
- provide support and encouragement for home learning, particularly reading;
- attend open evenings and other meetings about my child;
- inform the school about any changes or issues that affect my child;
- ensure that my child arrives on time equipped and ready to learn;
- ensure that my child attends school every day or notify the school immediately if my child is absent, giving the reason;
- collect my child on time and, in case of emergency, notify the school; and
- provide the school with accurate and up to date contact information.

### Pupils will ...

- treat others with respect.
- always use kind words and actions.
- ask for help when I need it if someone hurts or upsets me.
- listen to the other person's point of view.
- be safe and keep others safe.
- look after our school: the buildings; the grounds; the equipment.
- put effort into my learning and help others to learn.
- put effort into my home learning and do the best I can.
- follow the internet safety rules.

**Please note:** As part of your admissions form you and your child will be asked to sign to say that you will follow the above Home School Agreement.



## Social Media



*(Below is part of our Social Media Policy, which can be found in full on the school website)*

Social media and social networking sites play an important role in the lives of many youngsters. We recognise that sites bring risks, but equally there are many benefits to be reaped as long as all members of the school community use them responsibly.

Pupils are not permitted to use social networking sites within school. This includes at after school events such as a school disco and any other event where a parent is not directly supervising their child's use of the device.

Staff must ensure that they protect their professional reputation by ensuring that they use their personal accounts in an appropriate manner.

Parents are not permitted to post pictures of pupils other than their own children on social networking sites.

Parents should make complaints through official school channels rather than posting them on social networking sites.

Parents should not post malicious or fictitious comments on social networking sites about any member of the school community.

Use of social networking sites to harass, bully or intimidate any member of the school community will be dealt with swiftly and firmly.



## Home School Agreement

### **Coopers Lane School will...**

- help your child to overcome any barriers to learning and reach their full potential;
- provide a calm, safe, stimulating and attractive environment, in which children can learn effectively;
- inform you of your child's progress throughout the year;
- expect and encourage good behaviour and deal promptly with unacceptable behaviour;
- challenge all types of bullying and handle any issues with consistency and fairness;
- endeavour to resolve conflicts and disagreements fairly;
- let you know about any concerns or issues affecting your child;
- monitor your child's attendance and lateness and contact you if either is giving cause for concern; and
- keep you informed about events, meetings and special occasions.

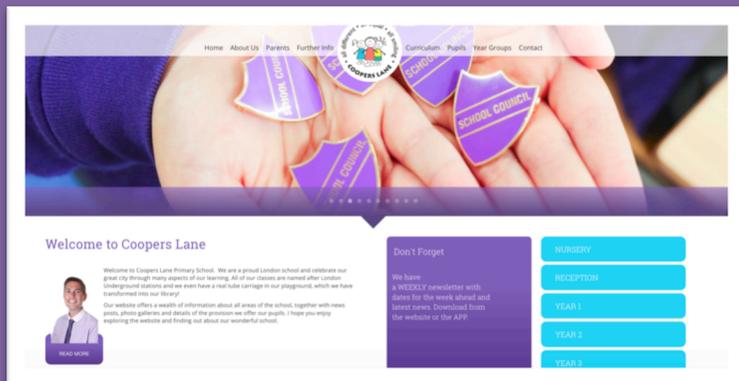
## Photography

*(Below is part of our Social Media Policy, which can be found in full on the school website)*

During the course of a year many photographs are taken during class trips, on school journeys, during class-based projects and also to personalise pupils' work. These are then displayed in the school corridors and classrooms to enrich and celebrate learning at school. We also occasionally use these photos on our website, in our newsletters and to publicise Coopers Lane.

**Please note:** *You will be asked to give your permission for the school to use photographs of your child in this way on your admissions form. You must sign the form to either give your acceptance or not.*

Events such as Sports Day, outings, Christmas and fundraising events may be recorded by video and photographed by staff and parent/carers but always in full view of all attending. Parents must not post photographs or videos containing other children on social media websites. A verbal reminder will be given by staff at each event.



## Safe Internet Use

As part of the school's ICT programme, we offer pupils supervised access to the Internet. We need to gain parental permission before we allow pupils to use the Internet.

Although Internet access is supervised in our school and teachers guide pupils towards appropriate material, please be aware that pupils may inadvertently access information of an unsuitable nature. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

The school cannot be held responsible for the nature and content of materials accessed through the Internet, but takes every reasonable precaution to keep children safe and to prevent children from accessing inappropriate material. These steps include using a filtered Internet service, secure access email, employing appropriate teaching practice and teaching e-safety skills to children.

**Please note:** *As part of your admissions form you will be asked to sign to say that you and your child understand the school rules for using ICT and to say that you give permission for your child to access the Internet at school.*



## Safe Internet Use Continued...

In order to keep the children safe when using ICT, we expect them to adhere to the following rules:

1. I will keep my login and password secret.
2. I will only use ICT in school for schoolwork.
3. I will only open and delete my own files.
4. I will only e-mail people I know, or who my teacher has approved.
5. I will only open e-mail attachments from people I know, or who my teacher has approved.
6. The messages I send, or information I upload, will always be responsible, polite and sensible.
7. I will not give out my own details, such as my name, phone number, home address or any other personal information that could be used to identify me, my family or friends.
8. I will never arrange to meet someone who I have only ever previously met on the Internet or by e-mail or in a chat room.
9. If I see anything I am unhappy with or I receive a message that I do not like, I will not respond to it but I will tell a teacher immediately.
10. I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-Safety.
11. I will not take photographs or film using a mobile phone.
12. I will be responsible for my behaviour when using the Internet. This includes resources I access, the language I use and the way I look after the equipment.

## Code of Conduct

*(Below is part of the Code of Conduct for Parents, which can be found in full on the school website)*

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about expected conduct, so that we can work together to ensure a safe and positive school environment for our children.

We expect parents and carers to show respect and concern for others by:

- supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- working together with teachers for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- reinforcing the school's policy on behaviour;
- respecting the learning environment appropriately (both in school and off site); and
- parking with consideration and respect for others when delivering and collecting children from school.

