



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

School Policy on Bullying

To the Pupil

- PLEASE READ THIS FORM CAREFULLY, THEN SIGN IT
- IT WILL BE KEPT ON YOUR PERSONAL FILE IN SCHOOL

Bullying (including cyber bullying) can be defined as any word or action intended or likely to hurt another person, whether carried out individually or as a group. The action may be on just one occasion or may be persistent and organised. We believe that bullying is wrong and that ALL within this school community share a responsibility to deal with the matter seriously.

- Every person in Lampton School has the right to enjoy their learning and leisure free from intimidation, both in the school and in the surrounding community.
- Our school community will not tolerate unkind actions or remarks, even if these were not intended to hurt, or happened outside of school, or school hours.
- Any unkind action or comment will be called bullying.
- Pupils should support each other by reporting all instances of bullying.
- Bullying will be dealt with seriously.
- Telling is the only way to stop bullying.
- I agree to keep this code.

Signed: Pupil Name:.....

Date:.....

To the parent: I agree to support the school in the policy on bullying.

Signed by parent:



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

School Uniform Policy

The wearing of uniform indicates pride in personal appearance, acceptance of shared goals and support for the values Lampton School seeks to achieve.

Extremes of fashion in clothing or hairstyles will not be allowed. This means that shaved heads, inappropriately coloured hair and motifs cut into hairstyles are unacceptable, as are exaggerated styles of clothes whether or not dictated or influenced by fashion.

Parents are asked to support the school in their efforts to maintain a high standard of dress by being aware of the uniform rules, ensuring appropriate clothing is bought when it is to be used for school and encouraging and maintaining their son / daughter in the dress code of the school. Parent/carers should recognise that this may, in extreme cases, result in their son or daughter being sent home from school if there is a persistent refusal to maintain a standard of uniform dress in accordance with this policy.

- I have read the school's policy and rules on uniform dress
- I understand and accept this policy and the rules regarding school uniform
- I will make every reasonable effort to ensure my son / daughter is equipped with the correct school uniform and equipment including the compulsory school bag
- I will make every reasonable effort to ensure my son / daughter maintains a high standard of uniform dress
- I understand and accept that, in extreme cases, and after persistent refusal to wear uniform correctly, my son / daughter may be sent home until the matter is properly resolved

Name of child: (BLOCK LETTERS PLEASE).....

Name of Parent: (BLOCK LETTERS PLEASE).....

Date:.....



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Emergency Hospital Treatment

(THIS FORM **MUST NOT** BE LEFT BLANK)

If a pupil is injured or is taken seriously ill in school, it is sometimes necessary to make immediate arrangements to get him or her taken to the nearest hospital for treatment, and, of course, whichever parent is more quickly available is immediately contacted.

It is possible for a situation to arise in which immediate treatment (even surgical treatment or a blood transfusion) involving the use of a general anaesthetic needs to be given without delay and before we could contact you to get your permission. In such circumstances it would fall to the Headteacher to give permission on your behalf.

Such an occasion would, hopefully, be a very rare one, but it could happen (especially with so many households where both parents are out at work) and it is important you know what the procedure would be. Please sign below that you have read, understood, and agree to this Emergency Procedure.

1. I agree that in a medical emergency permission is given to the Headteacher of Lampton School to authorise emergency medical treatment, including, if necessary, surgery and blood transfusions.

Please tick

2. I do not agree that in a medical emergency permission is given to the Headteacher of Lampton School to authorise emergency medical treatment, including, if necessary, surgery and blood transfusions.

Please tick

Name of child: (BLOCK LETTERS PLEASE).....

Name of Parent: (BLOCK LETTERS PLEASE).....

Date:.....



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Sex Education

Sex education is taught in both Science and PSHE. In PSHE the teaching is based on the development of sound personal relationships and in the context of stable partnerships. We use the NHS and other external providers to help deliver aspects of the course to ensure the information your child receives is up to date.

There are parts of the sexual education programme which are compulsory, these are delivered in Science.

At Lampton School we value the importance of your child being able to thrive in modern British society, empowering them to tackle issues which may confront them. As part of the PSHE curriculum, Sex and Relationship Education is taught as a topic in years 7, 9 and 11. If you wish to withdraw your child from this element of the course you must write to the Headteacher informing them of your wishes

A full copy of the school's Sex Education Policy and Programme is available on request.

Name of child: (BLOCK LETTERS PLEASE).....

Name of Parent: (BLOCK LETTERS PLEASE).....

Date:.....



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Pupil Photo Policy

“Including images of pupils on the school website can be motivating for the pupils involved and provide a good opportunity to promote the work of the school. It is important to balance the potential risks of including images of pupils on the website against the design principles of creating colourful, attractive and relevant pages, as the school, heads and governors would do with any publication.”

“Digital video is an exciting new medium which can motivate and inspire pupils. Research has shown that using digital video in education can help encourage creativity, motivate and enthuse pupils, and improve communication and team working skills.”

E Safety - safe use of the internet

Lampton School has consulted widely to ensure our use of photos and still and moving video clips protects the privacy of our children. To this end Lampton School ensures:

- A pupil's last name is never published alongside a photograph or in a digital film or web page.
- If a contact person is needed for a project, this will be the teacher, not the pupil.
- No identifying material will be posted on the Internet or elsewhere (such as personal phone numbers, home addresses, and individual pictures with the pupil's first and last names.)
- If a class or group picture is posted, it may mention names but not which individuals are standing where in the picture.
- Pictures will generally include at least three or more pupils.
- If an individual picture is posted of a pupil, it will not include their name.
- We will ask permission to include a pupil's work in a video film or an individual photograph and advise why they are being taken.
- No pupil names will be used in any image files.
- Photos or digital clips will show pupils in suitable dress.
- We will protect the identity of pupils in published video clips. This could be by avoiding using the names of children in the film or credits or using a sound effect to "bleep" it out of the web version.
- Personal web pages will not be published from school. Where a web page is published, it will be based on the school curriculum.
- We ask parents to sign a consent form, allowing the school to publish photos or digital clips of educational activities. This will be a part of the new pupils' induction.
- Where an individual pupil is featured prominently in a video clip (eg speaking to camera), we will gain special permission of parents and copyright release before publishing it.
- Our pupils will be taught about the safe use of the internet and digital technology and will agree to abide by our school internet and technology code before they use it.
- We will publicise our procedures for reporting any concerns with our use of photos or digital images.

I do / do not give permission for my child to be photographed in school for use in publications

Name of child: (BLOCK LETTERS PLEASE).....

Name of Parent: BLOCK LETTERS PLEASE).....Date:.....



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Privacy Notice – Data Protection Act 1998

Privacy Notice for pupils in schools, early years settings, alternative provision and pupil referral units

We, Lampton School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- Support your teaching and learning
- Monitor and report on your progress
- Provide appropriate pastoral care
- Assess how well your school is doing

This information includes your contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you want to see a copy of the information we hold and share about you then please contact, Mrs. A. Dhir.

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

www.hounslow.gov.uk or www.dfe.gov.uk

If you are unable to access these websites, please contact the LA or the DfE as follows:

- Data Protection Officer, London Borough of Hounslow.
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London SW1 P 313T
Email: info@dfes.gov.uk
Tel: 0870 000 2288

In addition for Secondary Schools

Careers Services – once you are aged 13 or over we are required to pass on certain information to Hounslow Careers service.

We must provide both your own and your parent/s' names and address/es, and any further information relevant to the Careers Service role. This is to ensure your child gets suitable careers advice until they are 19.

However, you (if you are over 16) or your parents can ask that no information beyond name and address be passed to the Careers Service. Please inform Mrs. A. Dhir if you wish to opt out of this arrangement. For more information about Connexions, please contact the Local Authority as shown above.



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Ethnic / Mother Tongue & Religion Form

ETHNIC CLASSIFICATION				HOME LANGUAGE				RELIGION	
Please tick the appropriate box									
Afghan	<input type="checkbox"/>	Lebanese	<input type="checkbox"/>	Amharic	<input type="checkbox"/>	Pashito	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Albanian	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	Arabic	<input type="checkbox"/>	Polish	<input type="checkbox"/>	Balial	<input type="checkbox"/>
Arab	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Armenian	<input type="checkbox"/>	Portugese	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Serbian	<input type="checkbox"/>	Bengali	<input type="checkbox"/>	Punjabi	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Black Ghanaian	<input type="checkbox"/>	Sri Lankan Sinhalese	<input type="checkbox"/>	Chinese Cantonese	<input type="checkbox"/>	Serbo Croat	<input type="checkbox"/>	Jain	<input type="checkbox"/>
Black Nigerian	<input type="checkbox"/>	Sri Lankan Tamil	<input type="checkbox"/>	Chinese other	<input type="checkbox"/>	Singhalese	<input type="checkbox"/>	Jewish	<input type="checkbox"/>
Black Somali	<input type="checkbox"/>	Traveller of Irish heritage	<input type="checkbox"/>	Creole French	<input type="checkbox"/>	Spanish	<input type="checkbox"/>	Islam	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Turkish/Turkish Cypriot	<input type="checkbox"/>	English	<input type="checkbox"/>	Swahili/Kiswahili	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>	White English	<input type="checkbox"/>	Farsi	<input type="checkbox"/>	Tagalog/Philipino	<input type="checkbox"/>	Zoroshia	<input type="checkbox"/>
Bosnian Herzegovinian	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	French	<input type="checkbox"/>	Tamil	<input type="checkbox"/>	Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	White Scottish	<input type="checkbox"/>	Gaelic	<input type="checkbox"/>	Turkish	<input type="checkbox"/>	No Religion	<input type="checkbox"/>
Croatian	<input type="checkbox"/>	White Welsh	<input type="checkbox"/>	German	<input type="checkbox"/>	Urdu	<input type="checkbox"/>		
Filipino	<input type="checkbox"/>	White Other	<input type="checkbox"/>	Greek	<input type="checkbox"/>	Vietnamese	<input type="checkbox"/>		
Gypsy/Roma	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Gujerati	<input type="checkbox"/>	Welsh	<input type="checkbox"/>		
Indian	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Yoruba	<input type="checkbox"/>		
Iranian	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Italian	<input type="checkbox"/>				
Iraqi	<input type="checkbox"/>	White and Black Any other mixed background	<input type="checkbox"/>						
Kosovan	<input type="checkbox"/>	Other ethnic group	<input type="checkbox"/>						
Kurdish	<input type="checkbox"/>								
				Other Home Language, please specify:					

These are generally used and accepted categories. Please use them to guide you when completing the Pupil Registration or other forms.

The first language your child heard and learned from birth i.e. **First Language**:.....



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Our Image in the Community

The purpose of this questionnaire is to find out what you think about Lampton School. Your replies are considered important and will be used to help us improve the educational provision for all the youngsters in our care.

We would be grateful if you could complete each question as honestly as you can. You are not asked to put your names on the questionnaire so you will not be identified – your anonymity is guaranteed. We want to know what people think of Lampton School.

Why did you choose Lampton School? Was it because (please tick as many categories as you wish)		
Its reputation	A	
School uniform	B	
The buildings	C	
The playing fields	D	
School teams	E	
Good discipline	F	
The academic record	G	
Our care of pupils	H	
Being a multi-ethnic school	J	
The quality of the teaching staff	K	
The location	L	
The Open Evening	M	
A recommendation – from whom? (please state)	N	
Advertising	O	
Our examination results	P	
The behaviour of pupils in public	Q	
Reading about the school in the local press	R	
Friends attend school	S	
Brother/sister attends school	T	
Being close to shops	U	
Being close to bus/tube	V	
Being at end of quiet road	W	
A recommendation by primary Headteacher	X	
A recommendation by primary class teacher	Y	
A pleasant atmosphere at open evening	Aa	
The Headteacher	Bb	
Being better than other local schools	Cc	
Facilities	Dd	

Other reasons – please state below:



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Lampton School Fund - 'Gift Aid It' Scheme

I know that parents, pupils, staff and governors wish to see Lampton School continue to move ahead. We want to be able to offer additional facilities for our pupils which will enhance their educational opportunities. Financial support from you, the parents, would help us to achieve this. We ask all parents to contribute to the **School Fund** and should be grateful if you could please complete the accompanying form and return it to school in a sealed envelope by the 30th September. Cheques should be made payable to Lampton School Parent Staff Association.

The following information may answer some of the questions you might have:

Gift Aid Scheme

By Gift Aiding your money you are enabling the school to reclaim tax, thus increasing the money available.

How much am I asked to contribute?

We recommend a contribution of £30 per child or a family contribution of £50.

Can I contribute more or less?

We would be delighted if you contributed more – some parents have done so already. If you are unable to contribute the recommended amount, please contribute what you can. We will be delighted with whatever you can give.

What will my money be used for?

Your contribution will be put together with that from other parents and used to improve facilities at the school for your child.

Can you afford £30 – £50 per year?

This is probably less than a small or large bottle of Coca-Cola each week!

If everyone makes a contribution we could raise between £30 – £40,000. This money could be used to buy more computers for use across the curriculum OR help to buy equipment for the Sports Hall.

We very much look forward to receiving your contribution.

Please contact the school if you wish to discuss this letter further.

Yours sincerely

Stephen Davis
Headteacher

Name of child/ren:.....

I enclose the following amount of £..... towards the Lampton School Fund.

Please make cheques payable to Lampton School Parent /

Staff Association

Name of parent:..... Signature of parent:.....

I am a UK taxpayer and would like to Gift Aid my donation



Registered Charity 1093329

LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Attendance Policy

- Pupils should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable. Permitting absence from school without a good reason is an offence.
- All pupils are sometimes reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If a child is reluctant to attend, it is not acceptable to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and may make things worse.
- Every half day absence from school has to be classified by the school (not by the parents) as either **authorised** or **unauthorised**. This is why information about the cause of each absence is always required, preferably in writing.
- Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given.

This includes:

- Parents keeping children off school unnecessarily
- Truancy before or during the school day
- Absences which have never been properly explained
- Children who arrive at school too late to get a mark

Procedures

The school applies the following procedures in deciding how to deal with individual absences:

- Parents are asked to inform the School either by letter or phone if a pupil is absent and to update school if absence exceeds 3 days. Medical appointments, if possible, should be made outside of school hours.
- **Family holidays should only be taken during school holidays. We cannot authorise leave for a pupil to see relatives during term time.**
- Lateness will also be recorded and, again, will be recorded as unauthorised unless the school has been informed of, and agreed to authorise the reasons given. All late arrivals must report to Student Services.

Information about individual and school targets

The school has the following attendance targets:

Individual 97% – school 96%

All pupils that achieve this target will receive a special certificate at the end of each term.

Staff with responsibility for attendance matters in the school are:

Stephen Davis (Headteacher) **Mr J Hermon** (Assistant Headteacher)

Summary

The school has a legal duty to publish its absence figures to parents and to promote attendance. Equally, parents have a duty to make sure that their children attend school. We are committed to working with parents as the best way to ensure a level of attendance.

Home visits are routinely made by our Attendance staff to verify reasons for absence.

I understand the policy and agree to abide by the principles stated above

****COPY TO BE RETAINED BY THE SCHOOL***

Name of child: (BLOCK LETTERS PLEASE).....

Name of parent: (BLOCK LETTERS PLEASE).....Date:.....



LAMPTON SCHOOL NEW PARENT / CARER INFORMATION

Lampton School Pupil Acceptable Use of ICT Agreement

These rules will keep everyone safe and help us to be fair to others

1. I will use the school computers in an appropriate way, for school work or as I am directed to by a teacher
2. I will not bring files into school (on removable media or online) without permission (this includes .exe files) or upload inappropriate material to my workspace.

I will only edit or delete my own files and not view, or change, other people's files without their permission.
3. I will use sensible logins and passwords and keep my logins, IDs and passwords secret. I will use a combination of letters and numbers.
4. I will use the Internet responsibly and will not visit websites I know to be banned by the school. I am also aware that during lessons I should visit websites that are appropriate for my studies.
5. I will only email people I know, or those approved by my teachers.
6. The messages I send, or information I upload, will always be polite and sensible. I will not write anything online that breaks school rules.
7. I will not open attachments, or download a file, unless I have permission or I know and trust the person that has sent them. I will not open any .exe files in school.
8. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
9. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me and tell a responsible adult where I am going.
10. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher/trusted adult.
11. I am aware that some websites and social networks have age restrictions and I should respect this.
12. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
13. I will report any inappropriate use of email, the internet and social networking sites to help protect myself and other students. This includes use of these sites outside of school hours.

I have read and understood these rules and agree to abide by them.

Name of child: (BLOCK LETTERS PLEASE).....

Name of parent: (BLOCK LETTERS PLEASE).....Date:.....