



*Inspiring Dreams*

29<sup>th</sup> September 2017

---

## Cotteridge Primary School

Breedon Rd, Cotteridge, Birmingham, B30 2HT  
www.cotteridgeprimary.co.uk Telephone: 0121 464 2865

Headteacher : Mr. J. Leonard BSc. P.G.C.E. N.P.Q.H.  
Deputy Headteacher: Miss. K. Lacey BSoc.Sci P.G.C.E.  
Assistant Headteacher: Mrs V. Tucker BA Hons  
Assistant Headteacher: Mrs K Darby BA Hons, P.G.C.E

---

Dear Parents/Carers,

Please find attached to this letter a copy of our 'Home-School Agreement', 'Local Area Visit' and 'Acceptable Use Agreement'.

Please read the documents carefully and share the information with your child, then sign and return to your child's teacher by Friday 6<sup>th</sup> October.

Thank you for your continued support.

Yours sincerely,

Mrs E Smart  
School Business Manager



**HOME SCHOOL AGREEMENT**

Child's Name.....

Class .....

- The school will always try to:
  - Keep the children in a happy and secure environment.
  - Provide a curriculum which is broad, balanced and to which all children have access.
  - Encourage the child's interests within the school curriculum and beyond.
  - Inform parents of their child's progress, new initiatives in education and alterations to school policies.
  - Provide opportunities for parents to be involved in the work of the school.
  - Tell parents of behaviour that is causing concern.
  - Celebrate children's successes with their parents.
  - Recognise and value parental support and involvement in their child's education.

Headteacher signature : ..... J. Leonard .....

- Parents or Carer will always try to:
  - Make sure their children arrive, appropriately dressed, before the start of school at 8.50 a.m.
  - Make sure children attend regularly and provide notes to explain absences.
  - Attend parent's evenings to discuss their child's work.
  - Encourage their child to complete homework and given tasks.
  - Inform school of problems or concerns which may affect their child's progress.
  - To support the school in correcting unacceptable behaviour and work with school to promote good behaviour.
  - Inform school of changes to contact telephone numbers, changes of address and circumstances.

Parent/Carer signature: .....

- Children will always try to:
  - Work hard and to a good standard, without disrupting others.
  - Show politeness and helpfulness to all
  - Return homework, library books etc on time.
  - Follow school rules

Pupil signature: .....

*Achieving Excellence*



*Inspiring Dreams*

**LOCAL AREA VISITS**

Academic Year 2017-18

Dear Parents/Carers,

As part of our commitment to enriching the curriculum, we often visit areas within walking distance of school (e.g. Cotteridge, Cotteridge Park, Kings Norton Green and Stirchley Library). Some of these visits are planned in advance and we will let you know they are taking place, others such as visits to the park for PE or other curriculum provision, take advantage of the weather. All visits have appropriate adult to pupil ratio of support.

Please sign below to give permission for your child to take part in these local activities.

Yours sincerely,

A handwritten signature in black ink, appearing to be "J. Leonard".

Mr J Leonard  
Headteacher

**GENERAL CONSENT FOR LOCAL AREA VISITS**

I give permission for my child to take part in visits to the local area, within walking distance of the school, during the Academic Year 2017-18

Signed ..... Parent/Carer Date .....

Name of Child ..... Class .....



**ACCEPTABLE USE AGREEMENT**

**E-safety rules**

At Cotteridge Primary School, pupils are **expected to:**

- Only use ICT on the school premises for studying purposes.
- Use the class or school e-mail address when sending or receiving emails.
- Only open email attachments from people known to them or people who the teachers have approved.
- Make sure ICT communication with other pupils and adults is polite and responsible.
- Be responsible for their behavior while using ICT.
- Inform their class teacher of anything they see online which makes them feel uncomfortable.
- Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil's e-safety.
- Be careful when using computer equipment and treat it with respect.
- Abide by the rules regarding bringing personal devices into school.
- Seek the advice of a teacher before downloading material.
- Be safe and responsible while using these valuable resources.

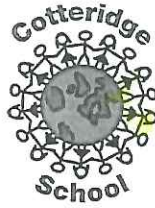
Pupils will **not:**

- Try to bypass the internet settings and filtering system.
- Share passwords.
- Delete or open other people's files and documents.
- Use other people's accounts.
- Send any content which is unpleasant. If something like this is found, such as **inappropriate images** or **the use of offensive language**, pupils will report it to their teacher.
- Share details of their name, phone number or address.
- Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
- Upload images, sound, video or text content that could upset pupils, staff and others.
- Try to install software onto the school network.

Parents **will:**

- Support and uphold the school's rules regarding the use of school ICT systems.
- Act in accordance with the school's policy when using the internet in relation to the school, its employees and pupils.
- Only store and use images of pupils for school purposes, acting in line with the school's IT Policy.

*Achieving Excellence*



*Inspiring Dreams*

**ACCEPTABLE USE AGREEMENT**

**Parent/carer signature**

I can confirm that I have discussed all of the e-safety rules with my child and have understood that the use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning. My child agrees to follow the e-safety rules and to support the safe use of ICT at Cotteridge Primary School.

If you have any concerns or would like some clarification, please contact your child's class teacher.

Child's name.....

Parent/carer signature .....

Child's class ..... Date .....