



Dear Parents/Carers

Bushfield is both paperless and cashless (*wherever possible*). In the past, we wasted resources sending and re-sending permission slips and letters home. Communication is now all done by way of Parentmail, using either email, texts or the forms module which allows you to give permission for school activities, trips and visits. **Parentmail +pay** is used for making on-line payments and you can pay for breakfast club, school trips, extra-curricular clubs and music lessons in this way. We also use **Parentmail** to make parents evening appointments so it is really important that you register. Please be assured, the **Parentmail** service is registered with the Data Protection Registrar and guarantees that all information supplied will be kept completely private. There is also **no** advertising associated with the scheme.

During your child's time at Bushfield we will be asking for your consent for a variety of things. These are detailed below for you to keep for reference, and your permission will be kept on your child's admission file. Please can you read the information below and sign and return the summary sheet together with your admissions paperwork:

- Medical Consent
- Copyright Permission
- Internet Access
- Photograph Permission
- Media Permission (photo's, videos, social media)
- Privacy Notice & Retention Schedule
- PG Film Permission
- Local Trips and Visits

Medical Consent – During the coming years your child, along with many others, may be taking part in school activities outside of school premises. Sometimes these activities are also outside school hours and provide enrichment opportunities planned to support the curriculum. All visits and activities are properly organised and all reasonable precautions are taken for the safety and wellbeing of your child. The school has insurance cover specifically designed for school activities and this cover will protect both the school and the pupils in and out of school. Please be reassured that we will always seek your permission in advance before any activity takes place. Urgent medical treatment may be needed in circumstances where it is not possible to contact the parents/carers and, in this situation, we hope that you will be willing to agree that the staff member in charge of the party may give the necessary consent on your behalf. You will be asked the question: ***I agree that if my child urgently requires medical treatment and it is not possible to contact my wife/husband/partner or me, the staff member in charge of the party is authorised to give consent on my behalf or take my child to hospital should the need arise.***

Copyright Permission – You will be asked to confirm the following statement. ***I agree that, if selected, my child's work may be published on the school website.***

Internet Access - At Bushfield we have developed the learning environment to provide a range of ICT opportunities and tools. This will empower our children to make relevant and safe choices and be flexible as they develop their personalised learning, in line with our school's vision. Please see our pupil internet and ICT Agreement below:

Bushfield School
Moon Street
Wolverton
MK12 5JG

Tel/Fax 01908 314876

Email: office@bushfieldschool.org

- At Bushfield we expect all pupils to be responsible for their own behaviour on the internet, just as they are anywhere else in school. This includes materials they choose to access and language they use
- Pupils need to tell an adult immediately of any inappropriate use of ICT
- Pupils using the internet are expected not to deliberately seek out offensive materials. Should any pupil encounter any such material accidentally, they are expected to report it immediately to a teacher
- Pupils are expected not to use any inappropriate language in their email communications and contact only people they know or those the teacher has approved
- Pupils must ask permission before accessing the internet in school
- Pupils should not access other people's files unless permission has been given
- School equipment should only be used for schoolwork and homework unless permission has been granted otherwise
- No program files may be downloaded to the computer from the internet
- No programs on memory stick should be brought in from home for use in school without approval from a member of staff
- Personal printing is not allowed on our network for cost reasons
- No personal information such as name, phone number and address should be given out, and no arrangements to meet someone made unless this is part of an approved school project
- Pupils consistently choosing not to comply with these expectations will be warned, and subsequently, may be denied access to internet resources
- Personal cameras / video equipment should not be brought in to school

Mobile phones and other emerging mobile technologies – Bushfield has considered carefully how the use of mobile technologies can be used as a teaching and learning tool within the curriculum. The following areas of concern must be taken into consideration:

- Inappropriate or bullying text messages
- images or video taken of adults or peers without permission being sought
- the videoing of violent or abusive acts towards a child, young person or adult which is often distributed
- the sending of suggestive or sexually explicit personal images via mobile phones

As a result of this, Bushfield School does **not** allow pupils to keep mobile phones/smart watches, capable of communication in their possession at school. Any child who does bring such device into school must sign it in with their class teacher at morning registration. Devices should never be used by pupils on school grounds – including breakfast club. If pupils are attending an after school club, they will need to collect mobile phones from their class teacher at the end of the day and signed in with the club adult.

You will be asked to confirm that you give ***permission for your child to access the internet***

Media Permission – we like to celebrate our achievements at Bushfield and, from time to time, are requested to submit articles and reports, or we are featured in local papers and professional or education journals. Additionally, we like to keep our own website up to date, 'tweet' our successes and occasionally produce short films/clips of activities for presentations about events and school news. As a result, we are sometimes required to use photographs / images of children in various activities at Bushfield, either because of their own particular achievement or to perhaps represent the school's work in group shots to support articles or video clips of school activities or Bushfield website features.

Photographs or film footage by parents or guardians of their children at school events are permitted under an exemption in the Data Protection Act 1998. There is a journalistic exemption with regard to the media and occasionally pupils' images may appear in local or national newspapers, or on televised news programmes. **You will be asked to confirm the following:**

- That we may use your child's photograph in the school's printed publications and promotional literature, including reports, leaflets, brochures, newsletters and other display materials
- That we may use your child's image on our website and other **social media** such as Facebook, Twitter, YouTube, Instagram and LinkedIn
- That you understand that websites and other online media can be seen throughout the world, and not just in the UK where UK law applies
- That we may record your child's image in video
- Whether or not you are happy for your child to appear in the media. *Please note that the press are exempt from the Data Protection Act and may want to include the names of children and adults in their printed media.*
- Any permission you give will be valid for the time your child is at Bushfield. You are, of course, able to withdraw your permission in writing at any time

PG Film Permission – From time to time as part of both the curriculum and, occasionally as a reward, the children are given the opportunity to watch a film. Generally the films have a U certificate however occasionally they are rated PG. All films are carefully chosen to ensure that they are appropriate for the children and, in order to save us seeking permission each time, we are asking that you give your permission now. You will be asked to confirm whether or not you **give permission for your child to watch a PG Film.**

Privacy Notice & Retention Schedule – In line with the new GDPR Regulations we enclose a copy of our Privacy Statement and Retention Schedule. You will be asked to confirm **that you have read and understood the Privacy Notice and Retention schedule.**

Local Trips and Visits - Occasionally we may capitalise on national events or local opportunities to provide additional enrichment for the children which may involve walking them off site to visit / see local landmarks or places within the local parish of Wolverton. We always inform parents of any such occasions and seek permission but permission can be given here which will help the school with contacting you in such circumstances.