



Welcome to

# SOUTH CUMBRIA PUPIL REFERRAL SERVICE (PRS)

## Home / School Partnership

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Please complete this booklet and bring it to your induction meeting. It is important that the entire document is complete. The consents given cover the entire placement term although can be withdrawn at any time.

## CONTENTS:

### INTRODUCTION

### INFORMATION

Mission Statement  
Contact us  
Our Management Committee  
Identification of Key Personnel  
Attendance  
Safeguarding  
Curriculum  
Special Educational Needs and Disabilities  
Uniform  
Mobile Phones  
Smoking  
Lunch  
Term Dates 2021-2022  
School day  
Rewards and Sanctions  
Administration of Medication and First Aid  
Exams  
Care, Control and Physical Intervention  
Complaints  
Individual timetable  
Notes

### CONSENT AND INDEMNITY

Home / School Agreement  
Processing Personal Data  
Regular Visits  
Images in *School*  
E-safety – Acceptable Use

All the centre policies you will need are available on the website, however, should you require paper copies please let us know which you require printing.

## CONTACT US

Main Office	01229 407470 (Reception / Attendance)
South Cumbria Pupil Referral Service	01229 407386 (Exams)
Newbridge House	01229 407432 (Accounts)
Ewan Close	01229 407509 (Home and Hospital Tuition Service)
Barrow-in-Furness	01539 732960 (Home and Hospital Tuition Service - Kendal)
Cumbria	
LA13 9HU	

General E-mail: [pru.south@cumbria.gov.uk](mailto:pru.south@cumbria.gov.uk)  
Website: [www.southcumbriaap.org.uk](http://www.southcumbriaap.org.uk)

## INTRODUCTION

A Pupil Referral Service (PRS) is a type of school that offers education to students who are; at risk of exclusion, permanently excluded (Pex) from school, or are not attending school for other reasons, such as illness (physical and / or psychological) or pregnancy. As a service the PRS meets the needs of individuals in all of these categories and staff may be expected to work across strands to achieve this.

The service's core purpose is to provide specialist placements with the aim of re-integration into a mainstream setting. For those whose needs cannot be met by a PRS placement we seek to offer alternative provision which best suits their individual needs and offers the best possible outcomes.

Whatever the context of the placement, a student's progress is assessed and monitored at all stages of their placement to ensure that provision remains appropriate and is outcome focused.

The PRS offers support in a specialist environment delivering a broad and balanced curriculum, therapeutic programmes and, where appropriate, counselling services.

**Further information including our curriculum, a virtual tour of the building, important dates, events and much more can be found on our website.**

## INFORMATION

### MANAGEMENT COMMITTEE

The PRS Management Committee has similar responsibilities to a Governing Body in a mainstream school.

The Management Committee consists of PRS staff, Community members (head teachers, third sector representatives), a parent representative and Local Authority representatives.]

### RESPONSIBILITIES AND ROLES OF KEY PERSONNEL IN SCHOOL

<b>HEAD TEACHER</b>	Ms Lisa Balderstone
<b>CLERK TO MANAGEMENT COMMITTEE</b>	Miss Leeann Evans
<b>CHAIR OF MANAGEMENT COMMITTEE</b>	Mrs Janet Willis
<b>DEPUTY HEAD TEACHER</b>	Vacant
<b>SCHOOL BUSINESS MANAGER</b>	Miss Leeann Evans
<b>ASSISTANT HEAD &amp; SENDCo</b> <b>ASSISTANT SENDCO</b>	Mr David Smith Mrs Sara Rose <i>Management Committee link member: Janet Willis</i>
<b>DESIGNATED SAFEGUARDING LEAD</b>	Mrs Lisa Balderstone <i>Management Committee link member: Alison Wilkinson</i>
<b>DEPUTY DESIGNATED SAFEGUARDING LEADS</b>	Mr Jeremy Mark, Miss Megan Bland Miss Leeann Evans Mrs Sara Rose
<b>ASSISTANT HEAD &amp; CORE LEAD</b>	Mr Andrew Ribchester <i>Management Committee link member: Matt Hardwick</i>
<b>ASSISTANT HEAD &amp; FOUNDATION LEAD</b>	Mrs Michaela Kemp <i>Management Committee link member: Matt Hardwick</i>
<b>CAREERS INFORMATION, ADVICE &amp; GUIDANCE LEAD</b>	Mrs Michaela Kemp <i>Management Committee link member: Vacant</i>

<b>DESIGNATED CHILDREN LOOKED AFTER LEAD</b>	Mr Andrew Ribchester <i>Management Committee link member: Janet Willis</i>
<b>FAMILY LIAISON AND SAFEGUARDING OFFICER</b>	Mr Jeremy Mark
<b>ATTENDANCE LEAD</b>	Mr Jeremy Mark Mrs Kerry Stockdale
<b>MENTAL HEALTH LEAD</b>	Mr David Smith <i>Management Committee link member: Sarah Campbell</i>
<b>MENTAL HEALTH CHAMPION</b>	Mr Dan Webber <i>Management Committee link member: VACANT</i>
<b>HEALTH, SAFETY AND WELFARE COORDINATOR</b>	Miss Leeann Evans <i>Management Committee link member: Mr Rob Waddington</i>

## Attendance

We are committed to positive attendance and your cooperation in this area is greatly appreciated. To support your child in their attendance we have 4 Engagement Officers who work, alongside you, to provide every opportunity for a positive school experience.

*Children who attend school regularly are more likely to be successful. A child who misses a day of school each week misses an equivalent of two whole years in their school life. Missing school leads to gaps in education that become difficult to fill.*

The school operate a 'first day' contact procedure and, if you haven't already contacted us, we will always contact you in the event of an absence. Engagement Officers at the school will offer support where necessary.

School attendance is a legal requirement. If your child has a persistent period of absence the school will work with the family and student to find solutions to support positive attendance.

If the absence continues you and your child will be invited to school, and an Attendance Action Plan (AAP) (Stage 1) will be put in place. This plan will set agreed targets to increase your child's attendance.

This plan will be monitored weekly and will be reviewed following a 4 to 6 week period. If targets are met no further action will be necessary, however, if targets are unmet and / or there is no significant improvement, you and your child will be invited to attend a stage 2 AAP meeting and the Local Authority will be notified.

Again, if no significant improvement is made a third, and final, review will take place. At this stage the Local Authority will take over the proceedings which may lead to a fine/penalty notice being served.

Should your child absences from school be caused by a prolonged illness you should contact the school for further advice about how we can support you and your child.

We will not authorise any holidays during term time and taking children out of school for a family holiday can lead to a fine.

**Please see flow chart overleaf.**

	Lost learning	Outcome / Intervention
100%	Nothing missed Everything gained	Every chance of outstanding success
99.50%	1 day 5 lessons Within expectation	<b>Stage 1: Great chance of success</b> You must call the school office to report any absences by 9.00 am. We understand that sometimes children are poorly but would ask you to prepare your family for the world of work where absences often go unpaid. Please try to make medical and dental appointments out of school hours.
99%	2 days 10 lessons Within expectation	
98%	4 days 20 lessons Within expectation	
97.99%	Over 4 days Over 20 lessons Below expectation Catch up required	
95%	9.5 days 48 lessons  Worrying, chances of falling behind impacting on success	<b>STAGE 2 - Below expectations</b> A letter will be sent to parents to remind them of the attendance policy and offer support to address barriers together and return to Stage 1.
92%	15 days 70 lessons  Less likely to success and harder to make progress	<b>STAGE 3 - Seriously below expectations</b> Invite parents into school for an informal meeting to discuss any barriers to attending school. We aim to resolve issues and support pupil / parent / carer to improve attendance and return to Stage 1.
90%	19 days 95 lessons Likely to have a detrimental effect on achievement & life chances	<b>Stage 3: Persistent absence</b> Begin formal attendance process.



## Our Safeguarding Oversight Team

### Designated Safeguarding Lead (DSL):

Lisa Balderstone (Head teacher)

### Deputy Designated Safeguarding Leads:

Jeremy Mark (Safeguarding & Family Liaison Officer)

Leeann Evans (School Business Leader)

Sara Rose (Assistant SENCo and KS2 oversight)

Megan Bland (Engagement Officer)

### Management Committee Link Member

Sarah Campbell

As a visitor to our school (as a parent, contractor or someone who is working with our young people) it is important that you are aware of your safeguarding responsibilities.

What is **important** is that if you are concerned about a child or young person then you must pass on any concerns, however trivial they may seem, to one of our Designated Safeguarding Leads.

Keeping  
children safe  
is everyone's  
responsibility



**We** **Accountable**  
**Resilient**  
**Empathetic**

## A copy of the full [Child Protection policy](#) is published on our website

At South Cumbria PRS the health, safety and well-being of all our students are of paramount importance to all the adults who work here. All of our students have the right to protection, regardless of age, gender, ethnicity or disability.

### What is Safeguarding?

Safeguarding is the process of protecting children from abuse, neglect, harm or the risk of these as well as providing care and support for children.

### Procedures

If you have a specific concern about a child at the PRS, please contact the school on 01229 407470 and ask to speak to the Designated Safeguarding Lead (DSL) or you can contact the safeguarding hub directly on 0300 373 2724. In the event of a criminal act being committed the police should be contacted.

### What happens next?



## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The Pupil Referral Service is committed to achieve the best possible outcomes for all pupils. We will assess pupils' needs and put in place strategies to support these needs. Key teachers will keep parents and carers informed of this process. Where the service believes pupils would benefit from additional assessment or support above and beyond our normal offer then we will consider referrals for specialist assessment in conjunction with parents' or carers' wishes. [Detailed information on how we identify and support special educational needs and disabilities is available in the SEND information report and SEND policy on the service's website.](#)

# CURRICULUM

## Key Stage 2

In KS2 we have a broad curriculum covering 8 subjects meeting all the national curriculum requirements. Students arrive with a range of levels of attainment. The content of the lessons reflect this to meet their needs and to ensure good progress is made.

The curriculum includes:

- English
- Mathematics
- Science
- History
- Art
- Design and Technology
- Physical Education

For students who are behind their chronological reading age, additional support is provided through daily reading (either 1:1, guided or quiet reading) and reading intervention programmes.

An additional school enrichment programme includes outdoor education.

## Key Stage 3

The curriculum includes:

- English
- Mathematics
- Science
- Humanities – History, Geography, Citizenship, Religious Education and PSHE
- Art and Design
- Textiles
- Physical Education (two lessons per week)
- I Media
- Catering
- Photography
- Creative Media

For students who are behind in their chronological reading age, additional support is provided through withdrawal to enable them to rapidly catch up.

Deep Learning Sessions, the normal lesson timetable is suspended, take place during the year. These days allow students to learn in different ways such as off site, with external providers and a range of students. These days cover subjects such as Staying Safe (Chelsea's Choice, tough love, sexting and healthy relationships), British Values (discrimination play), Pathways and Work-ready Skills (form time activities).

An additional school enrichment programme includes a range of sporting activities and outdoor education, film & community-based events.

AIM Awards and ELC's delivered at Year 9 to bridge gap and raise aspirations for pupils that can be reintegrated into mainstream for the start of Year 10.

## Key Stage 4

In Year 10 & 11 students begin to specialize to provide them with the opportunity to deepen their knowledge and understanding of the subjects they study at GCSE and Vocational levels. They will mainly embark on the examined course at the start of Year 10. This curriculum is taught in 25 lessons each week, each lesson lasting 50 minutes, at present.

The curriculum includes:

- English (Language & Literature)
- Mathematics
- Science
- Humanities – GCSE Citizenship and PSHE
- Art and Design
- Physical Education (two lessons per week)
- I Media
- Photography
- Food
- Design & Technology
- Media Studies

We offer a range of qualifications including GCSE to meet the specific learning needs of our students but to enable them all to be highly employable. We also offer AIM Awards, Entry Level Certificates and 1 to 1 sessions to support individual packages for students usually where EHCPs are in place

## UNIFORM

### Required Uniform for Permanently Excluded Pupils

- Plain black jumper (No brands) (Autumn/Spring only)
- Plain white shirt / polo (No brands)
- Plain black school trousers/Black Skirt (No Chinos, jeans or leggings)
- Plain black shoes (No trainers are allowed)
- Sportswear on PE days (crop tops are not permitted)

**All dual-registered pupils must wear their mainstream uniform.**

**There is no requirement to purchase from a specific retailer.**

### Make-up

Students may apply 'light touch' make-up if they wish to do so. This means students can wear make-up that are natural colours and not too noticeable to the observer e.g. light moisturising foundation, light mascara, clear/natural coloured lip balm. False eyelashes are not acceptable in school.

### Nail Varnish/Extensions

Nail varnish should be kept to a natural colour and nail extensions are not permitted.

### Hair

Hair of a natural colour or highlighting that is seen as the norm within our society.

We are aware that many young people feel the need to conform to trends and that many parents do not wish their children to be in an environment where certain extreme trends are permitted and likely to be copied.

## Jewellery

Jewellery should be kept to a minimum.

- No visible piercings are permitted.
- Each student is permitted to wear one flat ring.
- Each student is permitted to wear one pair of stud earrings.

**If you have any problems regarding uniform please speak to your child's key teacher or Engagement Officer so we can support you to resolve this.**

## MOBILE PHONES / ELECTRONIC DEVICES

Mobile phones, tablets etc can take and transmit images that may be personal data. Due to this, **neither pupils nor staff will be allowed to have / use their personal mobile phones in school.** Pupils will be expected to hand them in at the beginning of the school day and can collect them again at the end of their session.

## CENTRE RULES

- Show respect for other students, staff, the school and wider community.
- Work to the best of your ability.
- Allow people to help you fulfil your potential.

## SMOKING / VAPING

**We are a non-smoking site, and all smoking and vaping materials will be confiscated and not returned if brought into school.**

## LUNCHES

Lunches are provided free of charge to all students, however, if your child is entitled to free school meals you should still apply so that the PRS can be funded appropriately.

## SCHOOL TERM DATES

### School year 2024/2025

School term and half term dates for 2024/2025

Term	Start of term	Half term	End of term
Autumn	Wednesday 4 September 2024	Monday 28 October to Friday 1 November 2024	Friday 20 December 2024
Spring	Tuesday 7 January 2025	Monday 17 February to Friday 21 February 2025	Friday 4 April 2025
Summer	Tuesday 22 April 2025	Monday 26 May to Friday 30 May 2025	Friday 18 July 2025

### School year 2025/2026

School term and half term dates for 2025/2026

Term	Start of term	Half term	End of term
Autumn	Wednesday 3 September 2025	Monday 27 October to Friday 31 October 2025	Friday 19 December 2025
Spring	Wednesday 7 January 2026	Monday 16 February to Friday 20 February 2026	Friday 27 March 2026
Summer	Monday 13 April 2026	Monday 25 May to Friday 29 May 2026	Friday 17 July 2026

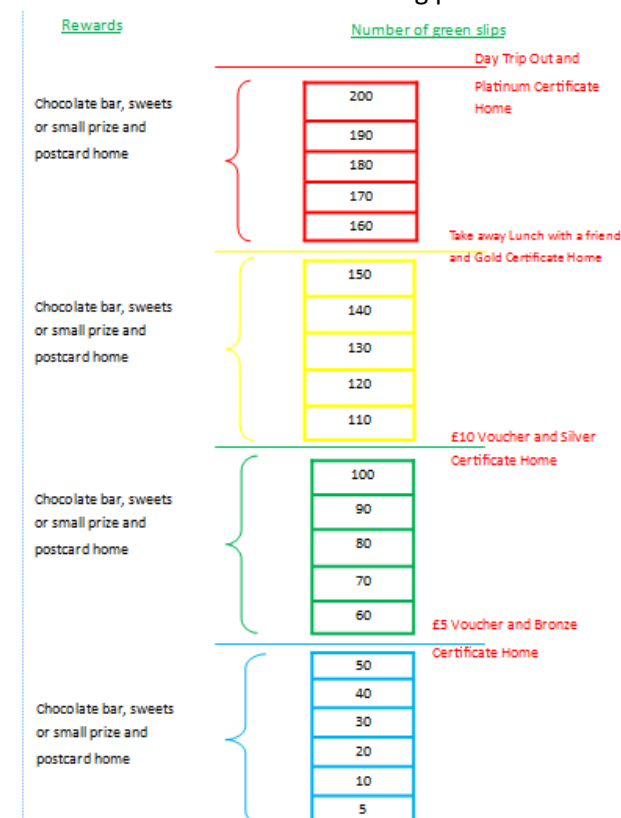
## The Centre Day

From	To	Event
8.30	8.45	Staff Briefing
8.45	9.00	Preparation / Greeting pupils
9.00	9.10	Registration
9.10	10.05	Lesson 1
10.05	11.00	Lesson 2
11.00	11.20	Break
11.20	12.10	Lesson 3
12.10	13.00	Lesson 4
13.00	13.30	Lunch
13.30	13.40	Registration
13.40	14.30	Lesson 5
14.30	15.30	<i>Discretionary timetabled lesson(s)</i>
14.45	3.30	Staff Briefing
3.30	4.30	Staff Development (Tuesday only)

## Rewards

The Service tries to reward positive behaviour wherever possible. Rewards include:

- Praise and encouragement (we consider this to have the most positive effect on pupil behaviour)
- Feedback at the end of each lesson (verbal and written)
- Records of Achievement
- Positive phone calls to parents/carers /mainstream schools
- Additional time in mainstream school
- Green slips & Reward ladder (see below)
- Choice of activities
- Trips out
- Postcards home showing positive behaviour.



Pupils can gain green slips throughout the day; this can be in both lessons and unstructured time. Green slips will be collated each week during form time and pupils can move up the rewards ladder accordingly. Pupils can only move up the ladder, they cannot move down due to poor choices or behaviour.

For every 10 green slips received pupils can select their own small prize, for every 50 green slips a bigger prize will be given and a headteacher's bronze, silver, gold or platinum certificate awarded.

## ADMINISTRATION OF MEDICATION AND FIRST AID

Many pupils will need to take medication or be given it at school at some time in their school life. For most, this will be for a short period to allow them to finish a course of antibiotics or apply a lotion. In some cases, there may be a long-term need for pupils to take medication. To allow pupils to take or be given medication at school minimises the disruption that could be caused by illness and allows their education to proceed at a steady rate alongside their peers.

We will not give your child any medicine, including pain relief, unless it is in line with our policy for Supporting Pupils with Medical Conditions and Administration of Medication (available on the website or at your request) and you give your express consent.

If your child requires regular medicine for a health or medical condition, we will need more detailed information about the medicine and as part of your child's Individual Healthcare Plan you will be asked for that separately.

Should there be any ongoing medical needs please discuss these at your induction meeting. You will be required to complete paperwork regarding the medication so please bring along the box with the prescription details included.

### Medical intervention and First Aid

All first aiders are fully trained and have access to regular training opportunities.

## EXAMS

Various levels of qualifications are offered throughout the school year. Entry Level qualifications and GCSE's are taken during the summer term.

Students must adhere to all examination and non exam assessment rules/guidelines. This is relevant throughout the whole school year. Students are issued with a [Candidate Handbook](#) before their exams which contains both centre relevant information and JCQ information regarding exams, regulations, and penalties. Reference on all areas can also be sought direct from the [JCQ website](#) which is the governing body for all the examination boards.

We use the following exam boards who provide great information on their websites, general information, practice papers, advice about the whole examinations process etc: [AQA](#), [WJEC](#), [Edexcel](#), [OCR](#), [AIM](#)

You can also find the schools current [Exams Policy](#) on the school website under 'Downloads'.

## CARE, CONTROL and PHYSICAL INTERVENTION

Our full [Relationships and Behaviour Regulation policy](#) can be found on the website.

Any use of force by staff will be reasonable, lawful and proportionate to the circumstances of the incident and the seriousness of the behaviour (or the consequences it is intended to prevent). Reasonable force will be used only when immediately necessary and for the minimum time necessary to achieve the desired result and in order to prevent a pupil from doing or continuing to do any of the following:

- committing a criminal offence
- injuring themselves or others
- causing damage to property, including their own
- engaging in any behaviour prejudicial to good order and discipline, whether that behaviour occurs in a classroom or elsewhere.

Force will never be used as a punishment.

Whether it is reasonable to use force and to what degree, also depends on the age and understanding of the pupil and whether they have Special Educational Needs or disabilities. Medical advice will always be sought about the safest way to hold pupils with specific health needs, special educational needs and disabilities.

## COMPLAINTS

The full [complaints procedure](#) is available on our website

### What is a complaint?

A 'complaint' may be generally defined as '*an expression of dissatisfaction however made, about actions taken or lack of action*'.

### Who can raise a concern or make a complaint?

Anyone who has dealings with the school can use this procedure, whether a pupil, a parent or carer, a visitor, a neighbour, or a provider of a service to the school.

### How will my concern or complaint be handled?

Our procedure has three stages:

1. Responding to concerns
2. Investigating complaints
3. Appeal to the governing body

### All complaints should be made to:

Either the Head teacher or Chair of Management Committee (if the complaint involves the Head teacher) to South Cumbria PRS, Newbridge House, Ewan Close, Barrow-in-Furness, Cumbria, LA13 9HU and should be marked 'Confidential: for immediate attention'.

## INDIVIDUAL TIMETABLE

Please complete

9.00-9.10		Lesson 1	Lesson 2	11.00-11.20		Lesson 3	Lesson 4	13.00 -13.30		13.30-13.40	Lesson 5
		9.10-10.05	10.05-11.00			11.20-12.10	12.15-13.00			13.40-14.30	
Mon	Registration			Break			Lunch	Registration			
Tues											
Wed											
Thurs											
Fri											



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## HOME / SCHOOL AGREEMENT

### The School will:

1. Assess the needs of all children on entry and identify appropriate support via in-house opportunities and/or referral to other professionals.
2. Provide high quality teaching and learning opportunities to provide, where possible, a broad and balanced curriculum that will prepare students for the next stage of their education via a planned return to mainstream school, entry to College or the world of work.
3. Enter all pupils for appropriate qualifications and awards where possible (in conjunction with their mainstream school where students are dual registered).
4. Respect the right of your child to have a safe, secure and fulfilling educational placement which promotes British values.
5. Invite you to participate in all reviews and the preparation of individual education plans in respect of your child's academic and behaviour targets.
6. Communicate any concerns about your child's attendance, behaviour and wellbeing with you and respond to any concerns you may have.
7. Send you a copy of all reports relevant to your child and provide two detailed progress reports each year.
8. Provide individual time for your child to discuss opportunities and barriers with their identified staff member - this may be in a group or on a 1-1 basis.
9. Provide homework as and when it is felt appropriate.
10. Promote the high standards of behaviour and outline clear expectations in our Relationships and behaviour policy so that we can maintain a safe environment for all students.

### Parents / Carers agree to:

1. Ensure your child attends regularly and on time for their allocated sessions and informs of any absence immediately.
2. Ensure your child attends in correct uniform and with the necessary equipment and is prepared to engage with the Service's Behaviour & Discipline Policy.
3. Communicate any concerns you have about your child to their key teacher.
4. Attend and fully participate in all scheduled review meetings.
5. Make available a contact number and further emergency contact details where you can be contacted in case of emergency (medical or otherwise).
6. Be prepared to respond to requests to attend the centre and/or to support strategies put in place to support improvement.
7. Agree to up to a 30-minute maximum detention on the day when necessary. For students in Key Stage 3 or 4 who travel home from school via Local Authority transport this may result in the pupil returning home by public transport instead. In this instance pupils will be taken to the bus or train station and the fare to the home destination paid by a member of staff.
8. Ensure your child does not undertake any illegal employment.

### Pupils to:

1. Arrive at school and my lessons every day on time
2. Try my best to do my work and ask for help if I need it
3. Do my homework on time and raise any issues with my teachers
4. Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
5. Speak to an adult about any concerns I have about my or other pupils' safety
6. Wear the correct school uniform

7. Treat all members of the school community with care and respect
8. Do my best to follow the school rules
9. Look after school equipment, and show respect for the school environment and local community

<b>Name of pupil</b>			
<b>Parent/Carers Signature</b>		<b>Date</b>	
<b>Student Signature</b>		<b>Date</b>	
<b>School Rep signature</b>		<b>Date</b>	

## CONSENT FORM FOR PROCESSING PERSONAL DATA

At the Pupil Referral Service, we need to use, and store some information about you and your child. This information is name address, nationality, assessment, medical information, special needs, behavioural information which helps us to support your child's learning and progress, pastoral care and re-integration as well as helping us to assess the effectiveness of our service.

We would like your consent in order to do this, and use the information in the ways described above. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

Please tick the relevant box(es) below.

Use of personal data	Tick ✓
I am happy for the school to support my child's learning.	
I am happy for the school to monitor and report on my child's progress.	
I am happy for the school to provide appropriate pastoral care	
I am happy for the school to support re-integration into another setting	
I am happy for the school to assess and support the my child's wider needs	
I am happy for the school to assess the effectiveness of our services	
I am happy for the school to comply with the law regarding data sharing	
I am NOT happy for the school to use my personal data for any of the above purposes.	

If you change your mind at any time, you can let us know by e-mailing [pru.south@cumbria.gov.uk](mailto:pru.south@cumbria.gov.uk) , or telling, Leeann Evans 01229 407470 who is the Data Protection Officer (DPO) and manages consent for processing personal data.

If you have any other questions, please get in touch.

<b>Parent/Carers Signature</b>		<b>Date</b>	
<b>Student Signature</b>		<b>Date</b>	

## REGULAR VISITS / EXTERNAL VISITS (Parent/Carer Consent/Indemnity)

I hereby agree to my child participating in recognised activities off-site, but only if the visit is within the County or neighbouring area, for example, environmental studies, sporting trips.

### I understand that:

- I will be informed beforehand of the dates and nature of the activities and will have an opportunity to withdraw this general consent if I wish to do so.
- Such activities will not often extend beyond the school day, but if they are likely to do so, adequate advance notice will be given so that I can decide whether or not to consent and make appropriate arrangements for his/ her safe return home.
- My specific permission will be sought for off-site activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazard.
- All reasonable care will be taken of my child in respect of the activity / visit
- My child will be under obligation to obey all directions and observe all rules and regulations governing the visit / activity and will be subject to all normal discipline during the visit / activity
- All medical conditions of physical disabilities will be notified to the school now and **as and when they arrive.**

All participants are covered by the County Council's third party public liability insurance in respect of any claim arising from an accident caused by a defect in County premises or attributable to negligence by the Council or one of their employees. This arrangement does not provide personal accident cover.

My child suffers from the following medical conditions which may need to be taken into account he / she is participating in regular external visit.	
Condition:	
Medication:	Dosage:
What constitutes an emergency:	

<b>Childs Name</b>			
<b>Parent/Carers Signature</b>		<b>Date</b>	

## IMAGES IN SCHOOLS

We don't need parental consent to use personal data, including image or voice recordings when we use it for education purposes. Using names, images and voice recordings of children in their work and in displays inside school, is a fundamental part of their education, personal development and how we celebrate them. This does not affect your or your child's statutory rights (described in our Privacy Notice). Anyone can raise any concern with any member of staff about our use of their or their child's data at any time and we have to ensure the rights of the individual are upheld if we've got no good reason to refuse.

We do need parental consent to use personal data for other reasons such as marketing or self-promotion in publications and on websites or social media platforms directly managed by us or, with our permission, by others associated with us and this may include pictures that have been drawn by children. Images that might cause embarrassment or distress will not be used nor will image or voice recordings of your child be associated with materials or issues that are considered sensitive. You can ask to see any images that we hold of your child at any time.

Photography, audio recording or filming will only take place with the permission of the Lisa Balderstone, Head teacher, and under appropriate supervision.

Regardless of who is doing the publishing, our policy is that children will only be named if there is a particular reason to do so (e.g. they have won a prize), and no other personal details will be published or given out. If names will or might be published e.g. in a newspaper article, we will check that you consent at the time and before the publishing happens. It is important to understand that if you do consent, the images and your child's name will appear in local or national newspapers and worldwide online.

I agree that the school can use images of my child for the purposes described above

<b>Childs Name</b>			
<b>Parent/Carers Signature</b>		<b>Date</b>	

# STUDENT ACCEPTABLE USE POLICY

## (Key Stage 3 & Key Stage 4)

- I will only use ICT systems in the Centre, including the internet, e-mail, digital video, mobile technologies, etc. for educational purposes.
- I will not download or install software on Centre technologies.
- I will only log on to the Centre network/Learning Platform with my own user name and password.
- I will follow the Centre's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for Centre purposes in line with Centre policy and not be distributed outside the Centre network without the permission of the headteacher.
- I will ensure that my online activity, both in and outside the Centre, will not cause my school, the staff, students or others distress or bring into disrepute.
- I will support the Centre approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the Centre community
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, Centre sanctions will be applied and my parent/carer may be contacted.



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## Student and Parent/Carer Agreement

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-Safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their key teacher.

### Student and Parent/ carer signature

We have discussed this document and ..... (student name) agrees to follow the e-Safety rules and to support the safe and responsible use of ICT at the South Cumbria Pupil Referral Service.

<b>Parent/Carers Signature</b>		<b>Date</b>	
<b>Student Signature</b>		<b>Date</b>	