



The Stanway School

Humanities and Maths & Computing College

Summary of Information Requiring Parental Consent



The Stanway School

Humanities and Maths & Computing College

Dear Parent/Carer,

Enclosed in this booklet is a summary of important pieces of information relating to your child's admission to The Stanway School.

Please read the information contained within the booklet and **complete and return the following sheets, which can be found on pages 11-14 of the booklet, to school as soon as possible:**

- Summary Consent Form, either giving or declining your permission to the various areas outlined in this booklet;
- Parental Consent Form for images and videos;
- Home-School Agreement signed by both the parent/carer and child;

Data Collection Sheet

It remains the responsibility of the parent/carer to ensure that all information held by the school is current and any changes in family circumstances, emergency contacts and numbers should be notified in writing. Please check the information contained in the enclosed data collection sheet and return to the school with any amendments.

A copy of this booklet can be found on our website at www.stanway.essex.sch.uk. If you have any questions about the information it contains, please do not hesitate to contact the school office.

Should you have any queries or concerns please don't hesitate to contact us. I look forward to working with you over the coming years.

Yours faithfully,

Jonathan Bland
Headteacher

1. Pre Existing Medical Conditions

It is important that the School is informed of any medical condition(s) suffered by your daughter/son which may affect your child whilst at school, or may require the administration of medication during school time.

Where possible, parent/carers should ask GPs to prescribe medication in dose frequencies which enable it to be taken outside school hours.

Where it is unavoidable, the School is willing, in principle, to supervise the taking of prescribed medication by students. Parents must complete a request form before the medication can be administered and details of the dosage and frequency. For certain medical conditions it may be necessary for the School to seek the advice of the Community Paediatrician before agreeing to this. The School reserves the right to refuse to administer medication.

Please complete the **Summary of Consent Form** detailing any known medical conditions.

Healthcare Plans

If your son/daughter has a long-term medical need please contact Gemma Cooper at school to arrange a meeting to complete a HCP.

2. Internet Permission

As part of the school's IT programme we offer students supervised access to the Internet. Before being allowed to use the Internet all students must obtain parental permission and both they and you must sign and return the Summary of Consent as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards that can support students' learning across the curriculum. However, families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. However, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

During school, teachers will guide students toward appropriate materials. Outside school, families bear the same responsibility for such guidance with information sources such as television, telephones, movies, radio and other media.

Please find below excerpts from the Acceptable Use of IT - Guidance for Students covering Internet use which your child will be expected to follow if you agree to their use of the Internet. Once you have read the guidelines, please give or decline your permission for your child to use the Internet on the **Summary of Consent Form**. In addition, please ask your child to sign their agreement to the guidelines.

Excerpts from Acceptable Use of IT Policy – Guidance for students

Internet Policy

The Internet provides access to a greater library of resources than could ever be provided by school. However, whereas the resources in school are carefully selected to be consistent with national and school policies those on the Internet are not. Apart from the educational resource that the Internet provides, there is also material of a potentially offensive nature, such as pornography, racist and fascist material. However, at Stanway School we believe that the students should have the opportunity to use the vast range of resources on the Internet to support their learning and therefore students will be able to access the Internet.

- The school will only consent to the Internet through a service provider that will employ measures making access to undesirable material difficult. It is acknowledged that there is too much material for the filter service to be fully effective

- The school will take appropriate action against anyone attempting to or succeeding in accessing such materials using school facilities
- The school will therefore reserve the right to electronically search all students' folders and work stored on school IT equipment and any media brought into school by students
- A programme will be used to monitor on-screen contents looking for inappropriate words or phrases in any program not just the Internet. The school will download reports from the monitoring program on a daily basis
- Parental permission will be sought for each child before they access the Internet or electronic mail
- The Summary of Consent will be filed in each student's record. Each class teacher will keep a record of students who are entitled to use the Internet and electronic mail and any who are not
- Teachers will regularly remind students of the rules governing Internet and electronic mail use
- The IT Manager will also regularly review the effectiveness of measures to restrict access to undesirable materials on the Internet
- The IT Manager will provide guidance to teachers and students on their use of the Internet and electronic mail
- The IT Manager will work towards the development of home pages and resource listings, liaising with other curriculum co-ordinators. This should help to guide students towards resources, which are appropriate for their age range and ability
- Where students are given freedom to search the Internet for information then the teacher should give clear learning objectives
- The IT Manager will review this policy in consultation with the Senior Leadership Team on an annual basis

Internet Usage

- Students must be aware that access is a privilege, not a right and that access requires responsibility.
- The internet is provided for educational and research purposes.
- Students must not use chat or play online games (unless authorised by a member of staff).
- Individual users of the internet are responsible for their behaviour and communications over the network, whatever the medium (email, web etc)
- Student must not share/upload any personal information of anyone (staff or student) at the school.
- Students are responsible for good behaviour on the internet, just as they are in a classroom or a school corridor.
- General school rules apply.

Copyright

Many of the resources you find on the Internet are copyright protected, including music and video. You may only use all or part of a copyrighted work if you have the copyright owner's permission or if your use of the work falls under a legal exemption. Check the documents you are viewing for appropriate statements indicating copyright ownership and usage. It is your responsibility to respect these rights including all copyrights. Any copyright protected files found during routine checks will be removed and a warning will be given, repeat offenders will receive further disciplinary action.

Network and Computer Etiquette

- Be polite. Use appropriate language.
- Be safe. In using the computer network and Internet, do not reveal personal information such as your home address and telephone number.
- Be careful. Do not jeopardise the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others, use someone else's password, or pretend to be someone else.
- Be respectful. Do not intentionally bring viruses, copyright protected material or applications into school.

Security and Accountability

- Students should not use the services of the school Internet and/or e-mail to obtain or send such material which is against the law or published school policies (articles/files which are sexist, racist, obscene, copyright protected or promote illegal behaviour).
- Students are advised that all email sent from an email account is the responsibility of the individual account holder.
- Students are advised that the use of email to send personal data (e.g. about staff or students) to a third party is expressly forbidden under the Data Protection Act.
- Students are advised that the contents of a network account home directory are the responsibility of the individual account holder and not the School.
- Students are advised that in the event of a security breach they must inform a member of staff and ensure that passwords are changed in order to be as secure as possible.

3. Sex Education

During their time at Stanway School your child will take part in a variety of sex education lessons including:

- Personal hygiene
- Relationships & feelings
- Pregnancy
- Responsibility
- Sexually transmitted infections
- Abortion
- Puberty
- Contraception
- Sexuality
- The law and sex
- Testicle and breast awareness

A full overview of which topics are covered in each year group is available from school if you would like more information. We would be grateful if you could **sign the Summary Consent Form if you agree to your child participating in lessons**. If you do not wish your child to participate in Sex Education lessons, please write to me explaining your reasons.

4. PE Fixtures Permission

Students who opt to play for the school sports teams will regularly be required to travel out of Stanway to away fixtures throughout the year. It is necessary for insurance purposes that we obtain parental consent in advance for these visits.

We would also like to stress that students are responsible for ensuring that they have the appropriate equipment (gum shields, shin pads, relevant footwear etc) to minimise the risk of injury whilst playing their sport. They should also remind staff of any relevant medical conditions and ensure they have any necessary medication with them ie. inhalers, tablets.

The PE department will ensure that all fixture lists are clearly displayed on the PE Fixtures Board in the department and it is the responsibility of the students to check the Fixture Board for departure and return times. We would be grateful if you would **sign the Summary of Consent** giving or declining your permission for your daughter/son to attend fixtures and other related sporting events.

5. School Trips

Throughout their time in school, students will undertake a variety of school trips and activities – either locally or overseas, one-day or residential. A one-off consent is requested from parents for their child to take part in school trips and off-site activities. Full details of the trips and activities will still be sent out in advance, together with a request for any donation we would ask you to pay. Please be assured that all other trips procedures will be followed and the necessary risk assessments will be carried out as usual.

If you are happy to give your consent for your child to take part in all trips and off-site activities, please would you **sign the Summary of Consent** form.

6. Images and videos

The Stanway School may use images and videos of your child. Please read the form thoroughly and outline your agreement as appropriate.

Why do we need your consent?

Without your consent, the school will not use images and videos of your child.

Why do you we use images and videos of your child?

Images and videos of pupils are used as part of school displays to celebrate school life and pupils' achievements; to promote the school and the Trust on social media and on the Trust and school's website; and for other publicity purposes in printed publications, such as newspapers.

Where the school uses images of individual pupils, the name of the pupil will not be disclosed. If a pupil has won an award and their parent would like their name to be published alongside their image, separate consent will be obtained prior to this.

Who else uses images and videos of your child?

The local media and press, take images or videos of school events, such as sports days and PROMs. Pupils will appear in these images and videos, and these may be published in local or national newspapers, or on approved websites. The following organisations may use images and videos of your children:

- The Sigma Trust
- The Stanway School
- The Essex County Standard
- The Colchester Gazette

Where any organisations other than those above intend to use images or videos of your child, additional consent will be sought before any image or video is used.

What are the conditions of use?

- This consent form is valid for the 2018/2019 academic year.
- It is the responsibility of parents to inform the school, in writing, if consent needs to be withdrawn or amended.
- The school will not use the personal details or full names of any pupil in an image or video, on our website, in our school prospectuses or any other printed publications, unless separate consent has been agreed.
- The school will not include personal emails or postal addresses, telephone or fax numbers on images or videos on our website, in our school prospectuses or any other printed publications.
- The school may use work created by pupils.
- The school may use group or class images or videos with general labels, e.g. 'sports day'.
- The school will take class images of your child which are available to purchase annually.

Refreshing your consent

This form is valid for the entire academic year, 2018/2019 – it will be updated on an annual basis. Parents are required to fill in a new form for their child every academic year.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. an additional social media account will be used to share pupil images and videos
- Changes to a pupil's circumstances, e.g. safeguarding requirements mean a pupil's image cannot be used
- Changes to parental consent, e.g. amending the provisions for which consent has been provided for

Where you would like to amend or withdraw consent, you must submit your request in writing to the headteacher. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Withdrawing your consent

Parents have the right to withdraw their consent at any time. Withdrawing your consent will not affect any images or videos that have been shared prior to withdrawal.

7. GDPR privacy notice for students and their families

Schools are required to inform students and their families about how their personal data may be collected and used.

The Sigma Trust is the data controller of the personal information you provide to us. This means the Trust determines the purposes for which, and the manner in which, any personal data relating to students and their families is to be processed. The Data Protection Officer acts as a representative for The Sigma Trust with regard to its data controller responsibilities and they can be contacted on dpo@sigmatrust.org.uk

Why do we collect and use your information?

The Stanway School holds the legal right to collect and use personal data relating to students and their families, and we may also receive information regarding them from their previous school, Local Authority (LA) and/or the Department for Education (DfE). We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 & 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information about Individual Students) (England) Regulations 2013

In accordance with the above, the personal data of students and their families is collected and used for the following reasons:

- To support their learning
- To provide appropriate pastoral care
- To comply with the law regarding data sharing
- To monitor and report on progress
- To assess the quality of our service

Which data is collected?

The categories of student information that the school collects, holds and shares include the following:

- Personal information – e.g. names, student numbers and addresses
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. Where the school outsources data to a third party processor, the same data protection standards that The Stanway School upholds are imposed on the processor.

How long is your data stored for?

Personal data relating to students at The Stanway School and their families is stored in line with the Trust's GDPR Data Protection Policy. In accordance with the GDPR, data is only stored for as long as is necessary to complete the task for which it was originally collected.

The school is required to share students' data with the DfE on a statutory basis, this includes the following:

- Personal information – e.g. names and addresses
- Attendance information – e.g. number of absences and absence reasons
- Information relating to SEND
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Assessment and examination information – e.g. national curriculum assessment results
- Behavioural information – e.g. number of temporary exclusions

The National Student Database (NPD) is managed by the DfE and contains information about students in schools in England. We are required by law to provide information to the DfE as part of statutory data collections some of this information is then stored in the NPD. The DfE may share information about our students from the NDP with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Providing information, advice or guidance.
- Producing statistics.

The DfE has robust processes in place to ensure the confidentiality of any data shared from the NDP is maintained. We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

The school routinely shares students' information: *Please see Annex A at the end of this section.*

The information that we share with these parties includes the following but not all information indicated is shared with all third party groups:

- Personal information – e.g. names and addresses
- Characteristics – e.g. ethnicity, language, Service families and free school meal eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment and examination information – e.g. national curriculum assessment results
- Relevant medical information
- Information relating to SEND
- Behavioural information – e.g. number of temporary exclusions

Once our students reach the age of 13, we are required by law to pass on certain information to our LA youth support services, who are responsible for the education or training of 13-to-19-year-olds. We may also share specific personal data of students who are aged 16 and over with education, training and career service providers, in order to secure appropriate services for them. The information provided includes addresses and dates of birth of all students and their parents, and any information necessary to support the services, e.g. school name, ethnicity or gender.

Parents are able to request that only their child's name, address and date of birth are passed to the LA youth support services, by informing admin@stanway.essex.sch.uk. Once students reach 13 years of age, this right is transferred to them, rather than their parents.

You have the right to:

- Be informed about how The Stanway School uses your personal data.
- Request access to the personal data that The Stanway School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. If you have a concern about the way we are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). If you would like to find out more information about how we collect, use and store your personal data, please visit our website <http://www.stanway.essex.sch.uk>.

This Privacy Notice is effective as of 25th May 2018 and will remain in effect until changed. Any modifications to this Privacy Notice at any time shall be effective immediately upon posting of the modified Privacy Notice on the Trust/School's Website.

Please note that not all data collected is shared with all the suppliers listed below. We only share the minimum of data required for a specific purpose.

Supplier	Reason for sharing
A2C Data exchange	Curriculum Delivery
Admissions (Planning and Admissions, Essex County Council)	Admissions
Alps VA Alkemygold	Value Added and Contextual Analysis
AppShed	Curriculum Delivery
AQA, Pearson, WJEC, OCR & RSL exam boards	Curriculum Delivery
Attendance Solutions	Pastoral Care
Cambridge Elevate	Curriculum Delivery
Capita SIMS	Curriculum Delivery & Personal Information
Code.org	Curriculum Delivery
Department for Education	Curriculum Delivery & Personal Information
Dynamic Learning (Hodder - Pearson Publishing)	Curriculum Delivery
Essex leavers, joiners for Health Care tracking (PROVIDE)	Pastoral Care
Essex County Council (school leaver destinations)	Pastoral Care
Essex County Council employment and Skills board	Curriculum Delivery
Essex Outdoors - (Danbury Camp)	Curriculum Delivery
Evolve Essex County Council	School Trips
FFlat.io (Music Composing Software)	Curriculum Delivery
Galloway	School Trips
Go 4 Schools	Value Added and Contextual Analysis
Google Classroom	Curriculum Delivery
Groupcall	Communication
Kerboodle	Curriculum Delivery
Kudos	Career Planning & Advice
Looked After Call	Pastoral Care
Make a Noise	Curriculum Delivery
Mathletics	Curriculum Delivery
Maths Watch	Curriculum Delivery
MECE (Admissions and Deletion from the School Register)	Admissions & Leavers
Microsoft 365	Curriculum Delivery
MLS reading cloud	Curriculum Delivery
My Maths	Curriculum Delivery
My PE Exam	Curriculum Delivery
NCOP (National Collaborative Outreach Programme)	Career Planning & Advice
NHS Partnership Trust (EPUT) & Provide	Health Care
NST	School Trips
Other schools which students move to	Curriculum Delivery & Pastoral Care
Parent Pay	Cashless Payments
Parents Evening System	Parent/Carer Communication
Pearson (Active Learn)	Curriculum Delivery
PGL	School Trips
Police	Pastoral Care
Post-16 Providers	School Transfer
Provision Map	Curriculum Delivery
Rally Sport	Work Experience
Rayburn Tours	School Trips
Reading Cloud	Curriculum Delivery
School Nurse	Pastoral Care

School Photographer	Pastoral Care
Schools within The Sigma Trust	Curriculum Delivery
Scratch (MIT)	Curriculum Delivery
Show My Homework	Curriculum Delivery
Social Media - Facebook, Twitter	Curriculum Delivery & Pastoral Care
Social Workers	Pastoral Care
Tasami	Curriculum Delivery
Teach-IT	Curriculum Delivery
This Is Language	Curriculum Delivery
UK Maths Challenge	Curriculum Delivery
Vericool	Pastoral Care
Virtual Schools	Curriculum Delivery
Welfare Call	Pastoral Care
Youtube	Curriculum Delivery

Summary of Consent
(Please tick the relevant boxes, sign and return to the school)

If you have any questions regarding this form, please do not hesitate to contact the school office at admin@stanway.essex.sch.uk or 01206 575488.

Student's Full name _____ **DOB** _____

I have read the Admission Information Booklet and give consent as follows.

1. MEDICAL CONDITIONS:

I confirm that, to my knowledge, the above named student does not have a medical condition which will affect his/her work whilst at school or require the administration of medication during school time. **YES** **NO**

OR

I confirm that the above named student has the following medical condition (eg: allergy, epilepsy, asthma) **Please continue overleaf and attach any relevant Doctor's correspondence if necessary.**

If you have answered **yes** to the second question above, does the above named student:

Have a Healthcare Plan?
Require a Healthcare Plan?

2. INTERNET USAGE

I have read the school's guidelines on Internet usage and give permission for the above named student to use the internet and electronic email. My child has read the guidelines and understands that as a school user of the Internet, he/she agrees to comply with the school rules on its use. My child will use the network in a responsible way and observe all the restrictions explained by the school.

3. SEX EDUCATION

I give permission for the above named student to attend all sex education lessons held during his/her time at The Stanway School. (If no, please put your reasons in writing to the Headteacher.)

4. PE FIXTURES PERMISSION

I give my permission for the above named student to take part in PE Fixtures off-site.

5. SCHOOL TRIPS & ACTIVITIES

I give my permission for the above named student to take part in school trips and off-site activities.

Signed: _____ **Date:** _____
(Parent /Carer)

Please print name: _____

Summary of Consent (cont'd)
(Please tick the relevant boxes, sign and return to the school)

Student's Full name _____ **DOB** _____

6. IMAGES & VIDEOS

Please read the following thoroughly and provide your consent by ticking either 'Yes' or 'No'.

I provide consent to:	Yes	No
Using images of my child on the Trust and school website.		
Using videos of my child on the Trust and school website.		
Using images of my child on social media, including Twitter & Facebook.		
Using videos of my child on social media, including Twitter & Facebook.		
The local media using images of my child to publicise the Trust and school events and activities.		
The local media using videos of my child to publicise the Trust and school events and activities.		
Using images of my child in marketing material, e.g. The Trust, school brochures and prospectus.		
Sharing my child's data with a school-appointed external photography company for official school images. This includes their name, class and roll number.		

I understand:

- Why my consent is required.
- The reasons why The Stanway School uses images and videos of my child.
- Which other organisations may use images and videos of my child.
- The conditions under which the school and The Sigma Trust uses images and videos of my child.
- I have provided my consent above as appropriate, and the school and The Sigma Trust will use images and videos of my child in line with my requirements.
- Consent is refreshed on an annual basis and I must re-provide consent if I consent to images and videos of my child being used in other academic years.
- I will be required to re-provide consent where any circumstances change.
- I can amend or withdraw my consent at any time and must do so in writing to the headteacher.

Signed: _____ **Date:** _____
 (Parent /Carer)

Please print name: _____



HOME-SCHOOL AGREEMENT **(PLEASE SIGN AND RETURN TO SCHOOL)**

AIMS OF THE SCHOOL

Our vision:

The Stanway School aims to provide education of the highest quality for the young people of Stanway and the surrounding villages.

Our mission:

The Stanway School exists to educate its students to achieve their maximum potential and to enable them to meet the opportunities and challenges of the future within a caring, stimulating and enjoyable environment.

Objectives:

Our objectives are:

1. To encourage students to take pride in themselves and their school through reaching high standards of work, behaviour and appearance.
2. To provide a clear framework for monitoring and evaluating the school development plan.
3. To positively promote the school to the wider community through public celebration of our achievements.
4. To develop and support staff within a performance management framework to enable them to deliver high quality teaching and learning.
5. To continue to improve and upgrade the premises and facilities of the school to enhance the learning environment
6. To maintain financial stability

As a school we will endeavour to provide:

- a warm welcome when parents/guardians/carers visit the school and the opportunity to contact staff when the need arises.
- a commitment to speak respectfully and courteously to all parents and carers.
- a broad and balanced curriculum, supported by regular homework tasks, where appropriate work is set and marked regularly.
- an education based on high expectation, equality of opportunity, high standards of teaching, academic support and individual guidance.
- a wide choice of opportunities and activities within and beyond the classroom.
- a safe, secure, well-disciplined working environment through school rules and sanctions which set out our standards and expectations. The school operates a restraint and reasonable force policy.
- an emphasis on the importance of students attending school every day, being punctual, wearing full school uniform and being prepared with the necessary books and equipment;
- support for the individual student through the school's pastoral system.
- regular information on school events and news.
- opportunities during each school year for parents/guardians/carers to:
 - be involved in important decision-making procedures which affect their child's progress throughout school;
 - be issued with an interim report to show their child's progress each term;
 - be able to discuss their child's progress with school staff;
 - be provided with regular updates about your child's progress.

As parents/carers we will endeavour to:

- speak respectfully and courteously to all members of staff.
- inform the school immediately of any changes to personal contact details.
- ensure that our child attends school every day on time, with the necessary equipment and wearing full school uniform;
- encourage our child to work to his/her full potential at all times and to participate in the school's extra – curricular activities;
- actively support the school's homework policy by making sure homework set is completed and handed in on time;
- check and sign the homework diary every weekend;
- support the school's codes of behaviour, school rules and sanctions;
- attend parents' evenings and meetings relevant to our child's work, progress and relationships in school and support school functions;
- advise the Form Tutor about anything which might affect our child's work or well-being in school;
- inform the school of absence on the first day, followed by a letter on the day of return if absence is for more than one day;
- support the school's approach to on-line safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community;
- not take family holidays during term time.

As a student I agree to:

- attend school regularly;
- be punctual at all times;
- wear full school uniform;
- come to school with the right books and equipment;
- work hard and meet all course requirements;
- ensure all homework details are clearly written down and that all homework is completed on time;
- be responsible for my own behaviour and follow school rules;
- follow the rules relating to the school computer network;
- behave in a responsible way on school visits and when travelling to and from school;
- share responsibility for the school environment;
- support the school's approach to on-line safety and not deliberately upload or add any images, sounds or text that could upset or offend any member of the school community;
- treat all members of the school community and any visitors with respect and understanding.

Signature of School_____ **Date**_____

Name of Parent/Guardian (Block letters)_____

Signature of Parent/Guardian_____ **Date**_____

Name of Student (Block letters)_____ **Form**_____

Signature of Student_____ **Date**_____