



**West Cumbria**  
Learning Centre

## WCLC Passport

**In addition, the following information must be attached before a place at the WCLC can be allocated. This information should be received by the WCLC at least 5 days before an induction meeting can take place:**

- Recently reviewed Early Help Assessment (EHA) (a CIN or CP plan overrides this)
- Attendance information
- Behaviour conduct log
- Fixed term exclusion record
- Statement of SEN/EHCP (if applicable)
- Copy of last school report
- Relevant coursework
- Current and reviewed I.E.P.s (if applicable)
- Consultant's/CAMHS referral (HHTS only)

*This information may be provided via a common transfer file (CTF). Please contact the administration department at WCLC for more details*

<b>School</b>		
<b>Child's name</b>	<b>DOB</b>	
	<b>Year Group</b>	
<b>UPN &amp; ULN</b>	<b>Name of parents</b>	
<b>Address</b>		
<b>Tel Numbers</b>		
<b>LAC?</b>	<b>YES</b>	<b>NO</b>
<b>Ethnicity</b>	<b>Language spoken</b>	
<b>FSM eligibility?</b>	<b>YES</b>	<b>NO</b>

### REASON FOR REFERRAL

**Type of Referral - (please highlight)**

PRU provision  
 Alternative Provision place  
 Hospital and Home Tuition (Consultant's or CAMHS referral essential)  
 Counselling service  
 Managed move approved funded transport

***Please note that there is a charge for places at WCLC. Please contact the administration department at West Cumbria Learning Centre for more details if you are unsure of the charging policy.***

**Academic Attainment (Please indicate if teacher assessment (TA) or SAT Scores (SAT))**

	Key Stage 1	Key Stage 2	Comment
<b>English reading</b>			
<b>English (writing KS1)</b>			
<b>Mathematics</b>			
<b>Science</b>			
<b><i>(For KS2 students KS1 data MUST be completed, please indicate either TA or SATs results. For KS3/4 students KS2 data MUST be completed, either TA or SATs results)</i></b>			

**Curriculum Options**

Please complete below. The subjects are the subjects the student will be taking whilst at WCLC. If your student is not currently taking a particular subject, please add what they are taking in the other column or put best fit and add a comment. E.g. If studying History, add to the Humanities column and comment where provided.  
 If your school has designed a new grading system, please provide us with a translation to NC levels

Subject	Current grade/ level/ age	End of year FFT target	Comment
<b>English</b>			
<b>Maths</b>			
<b>Science</b>			
<b>Humanities</b>			
<b>Reading</b>			
<b>Spelling</b>			
<b>Art</b>			
<b>Catering</b>			
<b>Graphics</b>			
<b>Attendance</b>			
<b>Other</b>			
<b>Other</b>			
<b>Other</b>			

**Special Educational Needs and Medical Information**

***(If the student has an EHCP this MUST be attached with the PRU Passport. ALL students referred must also have a current EHA)***

<b>SEN status</b>	<b>Special Needs Register</b>
<b>Date of last SEN meeting</b>	<b>Date of last review</b>

<b>Are you aware of additional needs in any of these areas? Please 'x' the box and comment</b>
<b>Hearing</b>
<b>Vision</b>
<b>Speech &amp; Language</b>
<b>Specific Learning Difficulties</b>
<b>Autistic Spectrum Disorder</b>
<b>Attention Deficit Hyperactivity Disorder</b>
<b>Other (please specify)</b>
<b>Support Services Involvement. Please 'x' the box and give the contact name and dates of intervention(s)</b>
<b>Social Care</b>
<b>Child &amp; Adolescent Mental Health Services</b>
<b>Youth Offending Team</b>
<b>Behaviour Support Service</b>
<b>Youth Inclusion Team(s)</b>
<b>Early Intervention Team</b>
<b>Parent Partnership</b>
<b>Alternative Providers</b>
<b>Other – please specify</b>
<b>Child's Aspirations</b>
<b>What does the child aspire to?</b>
<b>What is the school's desired next destination?</b>
<b>What is the desired length of support required?</b>
<b>What are the child's strengths/aptitudes/skills?</b>

<b>Learning Profile</b>
<b>Predominant Learning Style</b> (Kinaesthetic, Visual, Auditory)

<b>Behaviour Profile (including anxiety, depression etc for HHTS referrals)</b>
<b>Triggers for inappropriate behaviour</b>
<b>How inappropriate behaviour is displayed</b>

<b>Behaviour Strategies employed by School (including HHTS referrals)</b>
<b>Risk to self or others</b> (a risk assessment MUST be provided with the referral. Please see one enclosed)
<b>Emotional/Social Profile</b>
<b>Self esteem</b>
<b>Ability to reflect on own behaviour</b>
<b>Communication/co-operation skills</b>

An exit plan will be completed at the induction meeting for referrals to the PRU or HHTS. Please have a plan for exit in mind whilst completing this form. AP provision is full time up until the end of Year 11, unless they move schools.

<b>Signed</b>	<b>Date</b>
<b>Designation</b>	

<b>Signed</b>	<b>Date</b>
<b>Parent</b>	

**RISK ASSESSMENT – this must be completed before a student can access any service from West Cumbria Learning Centre**  
**N.B. Risk of fatality or major injury being very likely is classed as HIGH, most other risks are MED or LOW**

<b>Hazards</b>	<b>Precautions/ preventative strategies to be in place</b>	<b>Risk</b>	<b>Risk level</b>
<b>PHYSICAL AND VERBAL ABUSE</b>			
<b>Violent behaviour towards female staff</b>			
<b>Violent behaviour towards male staff</b>			
<b>Violent behaviour towards female peers</b>			
<b>Violent behaviour towards male peers</b>			
<b>Verbal aggression towards female staff</b>			
<b>Verbal aggression towards male staff</b>			
<b>Verbal aggression towards female peers</b>			
<b>Verbal aggression towards male peers</b>			
<b>Impulsive/dangerous behaviour</b>			
<b>Made allegation of physical abuse by staff</b>			
<b>Racial tension/ comments/ bullying</b>			
<b>Verbal bullying</b>			
<b>Inappropriate comments</b>			
<b>Misrepresents comments or actions</b>			
<b>Staff intimidation</b>			
<b>Threats</b>			

**SUBSTANCE ABUSE**

<b>Hazards</b>	<b>Precautions/ preventative strategies to be in place</b>	<b>Risk</b>	<b>Risk level</b>
Possession of lighters/ matches			
Supplying drugs			
Self abuse – drugs			
Substance abuse inc smoking			

**SEXUAL BEHAVIOUR**

<b>Hazards</b>	<b>Precautions/ preventative strategies to be in place</b>	<b>Risk</b>	<b>Risk level</b>
Inappropriate sexual behaviour towards female staff			
Inappropriate sexual behaviour towards male staff			
Inappropriate sexual behaviour towards female peers			
Inappropriate sexual behaviour towards male peers			
Made allegations of inappropriate sexual contact			

**OTHER AREAS OF CONCERN**

<b>Hazards</b>	<b>Precautions/ preventative strategies to be in place</b>	<b>Risk</b>	<b>Risk level</b>
Leaving centre without permission			
Inappropriate behaviour in car/ vehicle			
Escapes from staff on trips			
Truancy Self-harm Suicide ideation Panic attacks/ severe anxiety Suicide attempts			

**HOME ENVIRONMENT**

<b>Hazards</b>	<b>Precautions/ preventative strategies to be in place</b>	<b>Risk</b>	<b>Risk level</b>
Parent/carer/family member has been verbally aggressive			
Parent/carer/family member has been physically aggressive			

<b>Parent/carer/family member has been known to make allegations of misconduct</b>			
<b>Parent/carer/family member known to misinterpret comments</b>			
<b>TRIGGERS/FLASHPOINTS</b>			
<b>Hazards</b>	<b>Precautions/ preventative strategies to be in place</b>	<b>Risk</b>	<b>Risk level</b>
<b>Peer provocation</b>			
<b>Work/task frustration</b>			
<b>Poor academic ability</b>			
<b>Noise levels</b>			
<b>Teacher Responses</b>			
<b>Social time incidents</b>			
<b>Lunch time incidents</b>			
<b>External factors</b>			
<b>Medications (ADHD)</b>			
<b>Formal lessons</b>			
<b>Free activities</b>			
<b>Exposing of self esteem</b>			
<b>Not getting own way</b>			
<b>Inability to comprehend instructions</b>			
<b>Task frustration due to motor or sensor difficulties</b>			
<b>Stigma-rejects or dislikes support</b>			
<b>Social relationships</b>			
<b>Inability to cope with physical demands of the day</b>			
<b>Erratic learning patterns, loss of concentration</b>			
<b>Adverse reaction to authority</b>			
<b>Moving around class</b>			
<b>Moving around school</b>			
<b>Unfamiliar adults (supply visitors etc.)</b>			
<b>Name calling</b>			
<b>Being bullied</b>			
<b>Manipulated</b>			
<b>Being ignored</b>			
<b>Peer rejection</b>			
<b>Pupil catalyst (name pupils provoking behaviour)</b>			
<b>Late for lessons (misses</b>			

<b>instructions)</b>
<b>Poor attendance (missed learning)</b>
<b>Reprimands</b>
<b>Just wants to be left alone</b>

**Overall summary and risk level:**

**The following must be completed by parents/ carers before the induction meeting at West Cumbria Learning Centre**

**Please send WCLC Passports to [mstewart@wclc.cumbria.sch.uk](mailto:mstewart@wclc.cumbria.sch.uk)**

**For HHTS referrals only please send to [jdixon@wclc.cumbria.sch.uk](mailto:jdixon@wclc.cumbria.sch.uk)**

**PLEASE ENSURE THAT ALL INFORMATION REQUESTED ON THE CHECKLIST IS SUBMITTED WITH THE REFERRAL TO PREVENT A DELAY IN YOUR REQUEST BEING PROCESSED.**



**REGULAR EDUCATIONAL/EXTERNAL VISITS  
PARENT/CARER CONSENT/INDEMNITY**

**Class/Year** \_\_\_\_\_ **School/Establishment:  
Group:** \_\_\_\_\_

**Participant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

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, local environmental studies, curricular swimming, joint sporting activities with other schools, church services etc.

**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 any off-site activities beyond those outlined above and which could involve commitment to extended journeys or times, expense or hazards
- all reasonable care will be taken of my child in respect of the activity/visit
- my child will be under an obligation to obey all directions given and observe all rules and regulations governing the visit/activity and will be subject to all normal discipline during the visit/activity
- any medical condition or physical disabilities will be notified to the school now and as and when they arise
- 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 equipment or attributable to negligence by the Council or one of their employees. These arrangements do not provide personal accident cover.

**My child suffers from the following medical conditions which may need to be taken into account when he/she is participating in a regular external visit:**

**Signed (parent/carer):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Relationship to Young Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Tel:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**WEST CUMBRIA LEARNING CENTRE**

**HOME CENTRE AGREEMENT**

- A. I have been given a copy of the home/centre agreement and agree to abide with its principles and objectives.
- B. I have had the rules of the Centre explained to me and agree that they are a reasonable expectation of pupil behaviour.
- C. I have had the following policies explained to me and agree with their principles and objectives:
  - Positive Handling
  - Safeguarding
  - Drugs
  - Administration of Medication
- D. I give my permission for my son/daughter to take part in planned educational activities and outings.
- E. I give my permission for my son/daughter to be seen by the Educational Psychologist.
- F. I agree to relevant information about my child being shared with other agencies.

Signed: Parent/Carer .....

Signed: Pupil ..... Head/ Deputy head teacher .....

## **POLICY DOCUMENT - THE USE OF MOBILE PHONES BY PUPILS IN THE PUPIL REFERRAL UNIT**

This policy is based on advice from the Local Authority (Safety Advice Note – (G) 27) and existing good practice in the West Cumbria Learning Centre.

Pupils and parents are advised about the policy of mobile phone use at the pupil induction meeting prior to the start of provision at the WCLC and, should they wish, a copy of this policy made available to them.

At the, West Cumbria Learning Centre, we discourage pupils from bringing mobile phones into the Centre on the grounds that they are valuable, may be lost or stolen and, may cause disruption to lessons.

It is emphasised that there is no perceived need for pupils to bring mobile phones into the Centre. In an emergency situation, staff would ensure that pupils had access to a phone.

Should pupils bring mobile phones into the centre, they are requested to ensure that they are switched off and are handed to staff for safe keeping until the end of the day when they will be returned to the pupils. Phones may not be used for any purpose on school premises, grounds or during educational and off-site visits. All phones will be kept securely in labelled envelopes in the staff room.

Where a pupil is found by a member of staff to be using a mobile phone as above, the phone will be confiscated from the pupil the phone will be returned either to the pupil at the end of the day or to the parent/carer who may be requested to collect the phone in person from the WCLC.

This policy will be included in the Behaviour Policy and School Rules and breaches will be treated as would any other breach of school rules.

**WEST CUMBRIA LEARNING CENTRE  
ANNUAL CONSENT FORM 2016 - 2017  
PHOTOGRAPHY AND USE OF IMAGES**

Dear Parent or Guardian

During the course of the school year there may be opportunities to publicise some of the activities that your child is involved with, this may involve filming or photographing children for use in local media. As a school we welcome these opportunities and hope that, as parents, you do too. There may also be occasions when we will arrange photography for school purposes i.e. displays and school prospectus/brochures and the school website etc. *Please note that websites can be viewed throughout the world and not just in the UK where UK Law applies.*

Photography or filming will only occur with the permission of the Head teacher and under the strict supervision of a teacher. Where filming or photography is carried out by the news media, pupils in Years 7 & 8 will only be named when there is good reason i.e. prize winning; home addresses will never be disclosed, this is in order to protect a child's identity and reduce the risk of unsolicited approaches to individual pupils.

Whilst positive publicity benefits the school, your child will not be involved without your consent. Images of your child held by the school which are subject to the Data Protection Act 1988 can be viewed upon request.

To comply with the Data Protection Act 1988, we need your consent before we can record or photograph your child, therefore, can you please complete the form below noting that consent can be withdrawn at anytime:

<b>Name of child (block capitals):</b>	
<b>Name of person responsible for child:</b>	
<p>I understand that images of my child may be taken as follows:</p> <ul style="list-style-type: none"> <li>▪ By the local media in covering school activities that show the school and children in a positive light. These may include drama and musical performances, sporting events, prize giving etc.</li> <li>▪ By photographers acting on behalf of the school for use in displays and publicity material. (Images will be used for a maximum of 2 years and will then be destroyed). The school, for internal displays or use in their school album, may hold images for longer periods.</li> <li>▪</li> </ul>	
<p>Having read the statement above with regard to consent for images / photographs of your child to be taken and used, please tick the appropriate box.</p>	<input type="checkbox"/> <b>YES</b> , I give consent for pictures to be taken / printed <b>with child's full name</b>
	<input type="checkbox"/> <b>YES</b> , I give consent for pictures to be taken / used <b>without child's full name</b>
	<input type="checkbox"/> <b>NO</b> , I do not give consent for pictures to be taken and used
<b>Signature</b> of person responsible for the child:	
Relationship to the child:	
Date:	

**Please note:** There may be other circumstances, falling outside the normal day-to-day activities in school, in which pictures of children are requested. The school recognizes that in such circumstances specific consent from parent / guardian will be required before the school can permit to the filming or photography of children.

Once completed please return this form to:

.....

## DATA COLLECTION SHEET

**Please check that the information is correct and complete any missing details.**

Surname:		Legal Surname:	
Forename:		Middle Name	
Chosen name:		Gender:	
Date of Birth:		Ethnicity:	
Year:		Nationality:	
Home phone:		Religion:	
Mobile:		1 <sup>st</sup> Language:	
		Country of Birth:	
Address:			
Post Code:			

Please give details of all people who have parental responsibility and anyone else whom we may contact in an emergency.

Please place them in the order that you wish for them to be contacted in an emergency.

Priority	Name/Relationship	Home Address	Work Address
		Tel	Tel
		Mobile:	
Priority	Name/Relationship	Home Address	Work Address
		Tel	Tel
		Mobile:	

Travel Arrangements: (please circle)	
Pupil requires Transport to the Centre	Parent will Transport Pupil to Centre

Dietary Needs: (please circle)			
Meal Arrangement :	Paid School Meal	Free School Meal	Packed Lunch

Doctor's Name:	Medical Practice:	Address	Tel:

Medical Condition
Medication
Allergies
Medication
Medical Note

**Data Protection Act 1988:** The school is registered under the Data Protection Act for holding personal data. The school has a duty to protect this information and to keep it up to date. The school is required to share some of the data with the Local Authority and with the DfE..

Parent/Carer Signature: .....

Date:.....

	YES	NO
<b>I give my permission for my child to participate in educational visits</b>		
<b>I give my permission for my child to see the Educational Psychologist</b>		
<b>I give my permission for my child to be included in media activities, open days, press coverage, to be photographed and allow any materials to be used for marketing</b>		
<b>I have been given a copy of the Home/Centre agreement and agree to support its principles and objectives</b>		
<b>I have had the rules of the Centre explained to me and agree that they are a reasonable expectation of pupil behaviour</b>		
<b>I have had the following policies explained to me and agree with their principles and objectives; - Behaviour; Positive Handling; Safeguarding</b>		
<b>I give my permission for relevant information about my child to be shared with other agencies`</b>		
<b>Transport Required</b>		
<b>Parent/Carer Signature: .....</b> <b>Pupil Signature:</b> ..... <b>Date: .....</b> <b>Head Teacher Signature: .....</b> <b>Date: .....</b>		

Children's Services - West Cumbria Learning Centre - Toll Bar, Distington  
Workington - Cumbria - CA14 4PJ  
T: 01946 834848 - F: 01946 834850 - E: [west.pru@cumbria.gov.uk](mailto:west.pru@cumbria.gov.uk)

Date

Our reference: AA/AH

Dear Parent/Carer

The West Cumbria Learning Centre is offering a counselling service for all young people who attend the centre. This service is provided by Andrea Arnett a qualified counsellor who is registered with the British Association for Counselling and Psychotherapy (BACP).

**What is counselling and how may it help?**

- It can help us to understand our relationships better and improve them
- It can help us to increase our level of self- awareness
- It can help us to explore our feelings, and understand and manage them better
- It can help us to recognize unhelpful thought patterns and adopt new ones
- It can help us recognize the past and current behaviours which we do not to take into the future
- It can help us to improve our communication skills
- It offers a place to reflect upon oneself and our relationship with the world.

Young people clearly face many challenges whilst growing up, and may find at times that they need someone to talk to externally other than home or school. Counselling is a process which offers support and guidance when things feel particularly difficult. The counsellor will provide a safe and confidential place for a young person to explore thoughts and feelings which perhaps are overwhelming and upsetting, in a drive to enable change.

Issues young people may be struggling with include:

- Anger
- Parental divorce or separation
- Peer pressure
- Drugs and/or alcohol
- Sexual health
- Low mood
- Anxiety
- Exam stress
- Bereavement
- Anxiety about the future
- Self harm

**Referrals and Assessments**

Students can make appointments directly with the counsellor, or alternatively they can speak to any member of staff who can make an appointment on their behalf. All referrals made by a member of staff will have to provide a referral form for the counsellor before an appointment is made. Please see attached form.

The referral acts as a primary link to understanding the issues that the young person is facing. Once the referral has been made the Counsellor will meet with the student. Students can be encouraged to attend, or a recommendation can be made, but ultimately young people have the choice.



Students can come for counselling for as long as is required which will often be discussed at the first session with the counsellor. This can vary between a one-off session in order to offload, or may lead to weekly sessions. It is more common that young people will attend for a maximum of 12 – 18 sessions.

**Confidentiality**

All young people are entitled to confidentiality as outlined by the BACP Code of Ethics. This means that the information they bring to the session will be held in confidence between themselves and the counsellor. Information will not be shared unless the young person has agreed to it.

The counsellor will however state that they may need to break confidentiality should they deem the young person at significant risk to themselves or others. At this point information may need to be shared with another party within the school, or with an appropriate referral to an outside agency.

Counsellors are aware of Child Protection procedures and adhere to those as appropriate.

I would be very grateful if you would complete the Parental Consent Form for Counselling which is enclosed.

For any further information about the counselling service, please contact myself on the above details.

Yours sincerely

Andrea Arnett  
School counsellor

Enc

**Parental Consent Form for Counselling**

I hereby give permission for my child to receive counselling.

Child's name **(BLOCK CAPITALS)**:.....  
.....

Date of birth: .....

Age:.....

---

Parent or Guardian Signature:.....

Parent or Guardian Name **(BLOCK CAPITALS)**:.....

Relationship to child:.....

Date of signing:.....

**Every child is entitled to a degree of confidentiality but as each case is different it is recommended that you discuss the nature of this with your child's counsellor.**

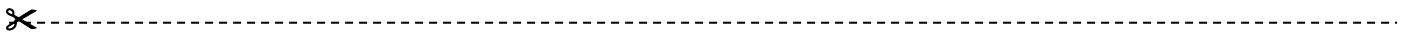
# PUPIL ACCEPTABLE USE AGREEMENT

## *SECONDARY SCHOOLS*

- ★ I will only use ICT systems in school, including the internet, digital video, mobile technologies, etc. for educational purposes.
- ★ I will only log on to the school network/Learning Platform, other systems and resources with my own user name and password. I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username or password.
- ★ I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- ★ I will not give out my personal information or that of others such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- ★ I will make sure that all ICT communications with pupils, teachers or others is responsible, polite and sensible. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- ★ I will 'log off' when leaving a computer.
- ★ I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- ★ I will only save files to the network that are related to schoolwork. I will not use filenames that could be considered offensive.
- ★ 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 immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- ★ I am aware that when I take images of pupils and/or staff, that I must only store and use these for school purposes and in line with school procedures and must never distribute these outside the school network without the permission of all parties involved, including in school breaks and all occasions when I am in school uniform or when otherwise representing the school.
- ★ I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring the school community into disrepute, including through uploads of images, video, sounds or texts.
- ★ I understand that I am responsible for my actions, both in and out of school and that the school has the right to take action against me if I am involved in incidents of inappropriate behaviour that are covered in this agreement when I am out of school and where they involve my membership of the school community (e.g. cyberbullying, use of images or personal information etc.)
- ★ I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- ★ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- ★ When I am using the internet to find information, I should take care to check that the information that I access is accurate as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.
- ★ I will respect the privacy and ownership of others' work online at all times and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission. Where work is protected by copyright, I will not try to download copies (including music and videos).
- ★ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.

- ★ I will only use my personal hand-held/external devices (USB devices) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- ★ I will immediately report any damage or faults involving equipment or software, however this may have happened.
- ★ I will not open any attachments to emails unless I know and trust the person or organisation that sent the email due to the risk of the attachment containing a virus or other harmful programme.
- ★ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- ★ 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, school sanctions will be applied and my parent may be contacted and any illegal activities will be reported to the Police.

**Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this Agreement, access will not be granted to the school ICT system.**



West Cumbria Learning Centre

## Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, learning platforms, email and mobile technologies and online resources have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of online safety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with Mrs Morgan, Student Welfare Officer.

I have read, understood and agree to follow the terms of this Acceptable Use Agreement when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. camera, PDA, USB stick, etc.
- I use my own equipment out of school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school systems e.g. the school web-site etc.

Name of Pupil: \_\_\_\_\_

Class/Year Group: \_\_\_\_\_

<b>Parent Signature</b>		<b>Date</b>	
<b>Pupil Signature</b>		<b>Date</b>	

# PUPIL ACCEPTABLE USE AGREEMENT

## *(Primary)*

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

- ★ I will only use ICT in school for school purposes.
- ★ I will only use my class email address or my own school email address when emailing.
- ★ I will only open email attachments from people I know, or who my teacher has approved.
- ★ I will not give my username and passwords to anyone else but my parents.
- ★ If I think someone has learned my password then I will tell my teacher.
- ★ I will only open/delete my own files.
- ★ I will 'log-off' when I leave a computer.
- ★ I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- ★ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- ★ I will not give out or share my own/or others details such as name, phone number or home address.
- ★ I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- ★ I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- ★ I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- ★ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ★ I know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.
- ★ I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

## Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact **Carol Morgan, Student Welfare Officer**.

**Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.**

We have discussed this document with ..... (child's name) and we agree to follow the online safety rules and to support the safe use of ICT at **West Cumbria Learning Centre**.

<b>Parent / Carer Name</b>		<b>Pupil Class</b>	
<b>Signed (Parent / Carer)</b>		<b>Date</b>	
<b>Signed (Pupil)</b>		<b>Date</b>	

# SOCIAL NETWORKING SITES - FACEBOOK

## GUIDANCE FOR PARENTS

There are many children of Primary School age who have Facebook Profiles despite the permitted minimum age to use the site being 13, according to the site terms and conditions.

Our school is committed to promoting the safe and responsible use of the Internet and as such we feel it is our responsibility to raise this particular issue as a concern. Whilst children cannot access Facebook or other social networking sites at school, they could have access to it on any other computer or mobile technology. Websites such as Facebook offer amazing communication and social connections, however they are created with their audience in mind and this is specifically 13 years old. Possible risks for children under 13 using the site may include:

- Facebook use 'age targeted' advertising and therefore your child could be exposed to adverts of a sexual or other inappropriate nature, depending on the age they stated they were when they registered;
- Children may accept 'friend requests' from people they don't know in real life which could increase the risk of inappropriate contact or behaviour;
- Facebook is one of the social networking sites used by those attempting to radicalise young people;
- Language, games, groups and content posted or shared on Facebook is not moderated, and therefore can be offensive, illegal or unsuitable for children;
- Photographs shared by users are not moderated and therefore children could be exposed to inappropriate images or even post their own;
- Underage users might be less likely to keep their identities private and lying about their age can expose them to further risks regarding privacy settings and other options;
- Facebook could be exploited by bullies and for other inappropriate contact;
- Facebook cannot and does not verify its members therefore it is important to remember that if your child can lie about who they are online, so can anyone else!

We feel that it is important to point out to parents the risks of underage use of such sites, so you can make an informed decision as to whether to allow your child to have a profile or not. These profiles will have been created away from school and sometimes by a child, their friends, siblings or even parents. We will take action (such as reporting aged profiles) if a problem comes to our attention that involves the safety or wellbeing of any of our children.

Should you decide to allow your children to have a Facebook profile we strongly advise you to:

- Check their profile is set to private and that only 'friends' can see information that is posted;
- Monitor your child's use and talk to them about safe and appropriate online behaviour such as not sharing personal information and not posting offensive messages or photos;
- Ask them to install the CEOP (Child Exploitation and Online Protection Centre) application from [www.facebook.com/clickceop](http://www.facebook.com/clickceop) on their profile. This places a bookmark on their profile to CEOP and the 'Report Abuse' button which has been known to deter offenders;
- Have a look at the advice for parents from Facebook [www.facebook.com/help/?safety=parents](http://www.facebook.com/help/?safety=parents);
- Set up your own profile so you understand how the site works and ask them to add you as a friend on their profile so you can keep track of what they are posting online;
- Make sure your child understands the following rules:
  - Always keep your profile private;
  - Never accept friends you don't know in real life;
  - Never post anything which could reveal your identity;
  - Never post anything you wouldn't want your parents to see;
  - Never agree to meet someone you only know online without telling a trusted adult;
  - Always tell someone if you feel threatened or someone upsets you.

We recommend that all parents visit the CEOP ThinkUKnow website for more information on keeping your child safe online [Click here to access](#).

**MODEL REGISTRATION FORM – FREE SCHOOL MEALS AND PUPIL PREMIUM**

We need information about you and your child, so that we can provide them with the best education and support by making sure that their school receives all the government funding to which it is entitled. Please complete this form and return to your child’s school by [date].

**ABOUT YOUR CHILD/CHILDREN**

Child’s Last Name	Child’s First Name	Child’s Date of Birth			Name of School
		D D	MM MM	YYY Y	
		D D	MM MM	YYY Y	
		D D	MM MM	YYY Y	
		D D	MM MM	YYY Y	

**PARENT/GUARDIAN DETAILS**

	Parent/Guardian 1	Parent/Guardian 2
Last name		
First Name		
Date of Birth	DD MM YYYY	DD MM YYYY
National Insurance Number*		
National Asylum Support Service (NASS) Number*	/ /	/ /
Daytime Telephone Number		
Mobile Number		
Address		
	Postcode:	Postcode:

\* Complete as appropriate

**FAMILY INCOME AND BENEFIT DETAILS**

Is your joint family income over £16,190 per year? (Please place an X in the appropriate box).

Yes

No



If you have ticked yes, you do not need to complete the next section and can go straight to the declaration at the end of the form.

If you ticked no, please place an X in this box if you<sup>1</sup> are in receipt of any of the benefits listed below:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support from NASS (National Asylum Support Service) under part 6 of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16,190
- Working Tax Credit run-on
- Universal Credit.

Please place an X in this box if you are not sure whether your joint family income is over £16,190, or whether you are in receipt of one of the benefits listed above, but you would still like us to check whether your child is eligible for free school meals:

#### DECLARATION

The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will be used only for local authority purposes. I agree to the local authority using this information to process my application for free school meals. I also agree to notify the local authority in writing of any change in my family's financial circumstances as set out in this form.

Signature of parent/guardian: .....

Date:.....

---

<sup>1</sup> This includes those who have parental rights for the child/children named on this form.  
WCLC PRU Passport January 2017

## About this form

From September 2014 all children who are in reception, year 1 or year 2 in a state-funded school will be offered a free healthy school lunch. Children in other school years will also be offered a free school lunch if their parent is receiving any of the welfare benefits listed overleaf.

Registering could raise money for your child's school

Registering for free meals could raise an extra £1,300 for your child's school, to fund valuable support like extra tuition, additional teaching staff or after school activities.

This additional money is available from central government for every child whose parent is receiving one of the welfare benefits listed in the form. It is therefore important to sign up for free school meals, even if your child is in reception, year 1 or year 2, so that your child's school receives as much funding as possible.

How the information in this form will be used

The information you provide in this form will be used by the council to confirm receipt of one of the listed welfare benefits. Once this is confirmed, this helps to decide how much money your child's school will receive each year.

The information will also be used in relation to children in year 3 or above to decide whether they are eligible for free school meals.

You only need to complete this form once and it will last for the duration of your child's time at their current school.

**Thank you for completing this form and helping to make sure your child's school is as well funded as possible.**

We are committed to ensuring that the personal and sensitive information that we hold about you is protected and kept safe and secure, and we have measures in place to prevent the loss, misuse or alteration of your personal information.

We will use the information you provide to assess entitlement to free school meals. The information may also be shared with other Council departments to offer benefits and services.

## Cumbria County Council

Children's Services, Lonsdale Building, The Courts, Carlisle  
Cumbria, CA3 8NA

T: 01228 226868 • E: [John.macilwraith@cumbria.gov.uk](mailto:John.macilwraith@cumbria.gov.uk)

June 2016

Dear Parent/Carer

### LEAVE OF ABSENCE IN TERM TIME

Absence from school due to family holidays taken in term time can be disruptive to children's education. It can also be disruptive to other pupils in the class. In addition, I am concerned that there could be some misunderstanding of the law in relation to absence from school because of holidays taken during term time.

Any absence from school should be avoided unless for medical reasons, as it can have a serious effect on your child's educational progress, and can create difficulties for them on their return to school, particularly if they are joining a new school or class. It is important to note that **only the Headteacher can authorise absence from school. Parents/Carers cannot authorise the absence themselves.**

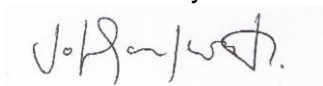
Changes to legislation have removed the discretionary 10 day period of absence which covered family holidays. Schools can only grant requests for holiday absence in term time **in exceptional circumstances**. If you believe that your circumstances are exceptional you can make a request to the school. In considering a request, the school will take into account the child's age, the time of year of the absence, and the nature of the visit. The Headteacher will also consider the child's stage of education and progress and the child's overall attendance record. It is highly unlikely that leave will be authorised if examinations or other important tests will be missed. Headteachers will not authorise absence unless they believe your circumstances are exceptional. In all cases it is best to have a discussion with the Headteacher in order to look at the issues as they affect your child.

**All unauthorised absences, including holidays** that have not been sanctioned by the Headteacher, are accumulated and parents who **fail to ensure regular attendance** of their children at school can be issued with a Fixed Penalty Notice. The amount is £60 if paid within 21 days and £120 if paid between 21 and 28 days. It is therefore essential that parents take this into consideration if they are thinking of a family holiday in term-time.

The Department for Education define persistent absenteeism as below 90% attendance and schools may wish to use this figure to determine whether or not to pursue legal action such as the issuing of a fixed penalty.

Many people are working very hard to help your child to succeed. I trust you will support us in this matter, in partnership with your child's school.

Yours sincerely



John Macilwraith  
Corporate Director- Children's Services