

# Activities Permission



During your child's time at Delce Academy activities, such as educational visits and sporting events, will be planned which require parental permission before children can participate. We request that you give consent for your child to participate in such activities by signing at the bottom of this letter, when your child joins the school. This will cover visits within a 30 mile radius of the school, and will not cover residential visits.

This information will be kept in your child's personal file and on the school's system. Should you wish to change your mind about giving permission at any time during your child's time at the school you are welcome to do so, in writing.

We will continue to keep you informed of all events and activities that your child will be involved in. Details such as the cost of trips, the need for packed lunch etc will be sent out in the normal way.

Activities planned by the school will continue to be well supervised. Giving your consent to your child taking part in these activities implies consent to any emergency medical treatment that may be necessary. While the teacher(s) in charge will do everything possible to get in touch with you in the event of illness or accident, circumstances may make it necessary for them to use their own judgement about emergency medical treatment.

Name \_\_\_\_\_ Class \_\_\_\_\_

**I give permission for my son/daughter to participate in all activities and events organised for his/her class or group throughout their time at Delce Academy.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian

**(I understand that I will be informed in advance of all planned events/activities and should I wish to withdraw my child from an activity I may do so provided I inform the school in writing before the event takes place)**

# Parent/Carer

## Photography, Filming and Video Conferencing Agreement



Photography, film and video conferencing are used at Delce Academy to promote effective learning.

We may take photographs or make videos of your child and/or activities that involve your child to enhance their learning or for use in displays.

Images that might cause embarrassment or distress will not be used nor will images be associated with material on issues that are sensitive.

### Parent/Carer Agreement

As the parent / carer of a child at Delce Academy, I understand that;

- The school may take photos of my child in the classroom as evidence of learning and these will not be used in any publication.
- Embarrassing images will not be used.
- The images will not be associated with distressing or sensitive issues.
- Pupils may be involved in supervised video conferences in school and with endpoints outside of school.

In addition these photos may be used for promotional publications e.g school prospectus/handbook, school website, local and national media.

Photography, filming or video conferencing will only take place with the permission of the Principal and under appropriate supervision.

When photography or filming is carried out by the local media, pupils will only be named, if there is a particular reason to do so (e.g. they have won a prize) and home addresses will never be given out.

### Parent/Carer Agreement

- The school and local / national media may take and use images of my child or activities that involve my child e.g. drama, music performances, sports and award ceremonies.
- Photographers acting on behalf of the school may take images for use in displays, in publications or on the school website.
- When pupils visit other local schools, photographs may be taken and used in displays, publications and on their website.

**To give your consent to this external use of photographs, please complete the information overleaf and return the form to the school.**

**Please tick those that apply:**

I give permission for my child's image to be taken and used in publicity material for the school, including printed and electronic publications, video and webcam recordings and on websites

☐

I give permission for images of my child to be used by the news media in printed and/or electronic form and stored in their archives. This might include images sent to the news media by the school and images / footage the media may take themselves if invited to the school to cover an event.

☐

I do not want my child's image used in any publicity

☐

**I have read and understood the information overleaf.**

Name of child: \_\_\_\_\_

Parent's or carer's signature: \_\_\_\_\_

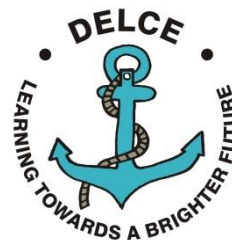
Name (in block capitals) \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

***If you require help completing this form or a translated version, please contact your child's school.***

# Social Media Code of Conduct



We embrace social media and its communication power, therefore we would like to clarify the rules to ensure it serves best the school and its community.

## School Accounts;

- The school has a twitter account and a facebook account. Log-ins to both are shared with e-safety lead.
- The school AUP makes reference to personal social media accounts not being linked to the professional role.
- Staff may create professional accounts to use for work related activities, these should still follow the AUP protocols.

## School use of Social Media;

- School events and activities will be promoted; finite details will not be published in order to maintain safeguarding policies.
- Photos will be used to celebrate events and activities; school maintains a list of children whose photos cannot be used.

## Social Media reminders;

- School Accounts are set to public and as such all information can be seen by anyone online.
- **Children under 13 should not be using social media**; this is a tool for adults to communicate with parents, teachers, governors and the wider community.
- Any online activity must reflect the professional status of the account. AUP protocols state any parental links must be shared with SLT.

## Declaration at any school event;

The following statement will be used at any school event or activity where photographs/film is likely to be used. It will also be published on the school website, calendar page, as a reminder.

You are more than welcome to take photos but please make sure they are for personal use only and do not appear on any social networking sites.

Delce Academy has a permission list for photographs and as such may use them to promote the success of this event.

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/pupils. Delce Academy considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.



Any concerns you may have must be made through the appropriate channels by speaking to the Class Teacher, the Head of School or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated at Delce Academy is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying.

# Social Media Reminders



## School Use;

- The school has a twitter account and a facebook account. School Accounts are set to public and as such all information can be seen by anyone online.
- School events and activities will be promoted ; finite details will not be published in order to maintain safeguarding policies.
- Photos will be used to celebrate events and activities; school maintains a list of children whose photos cannot be used.
- Any online activity must reflect the professional status of the account.

## Parental Use;

- Parents may follow the school twitter account (**@delceacademy1**) and use the school facebook page to share with the community. They should note that the school will not use this tool to enter into a dialogue about incidents in school.
- Parents should be respectful of the school and community. DfE guidance states that 'it is not acceptable for pupils, parents or colleagues to denigrate and bully school staff via social media'. Any incidents will be reported to the school directors and in extreme circumstances be reported as a criminal act.

## Pupil Use;

- **Children under 13 should not be using social media**; this is a tool for adults to communicate with parents, teachers, governors and the wider community.

Parents, welcome to:

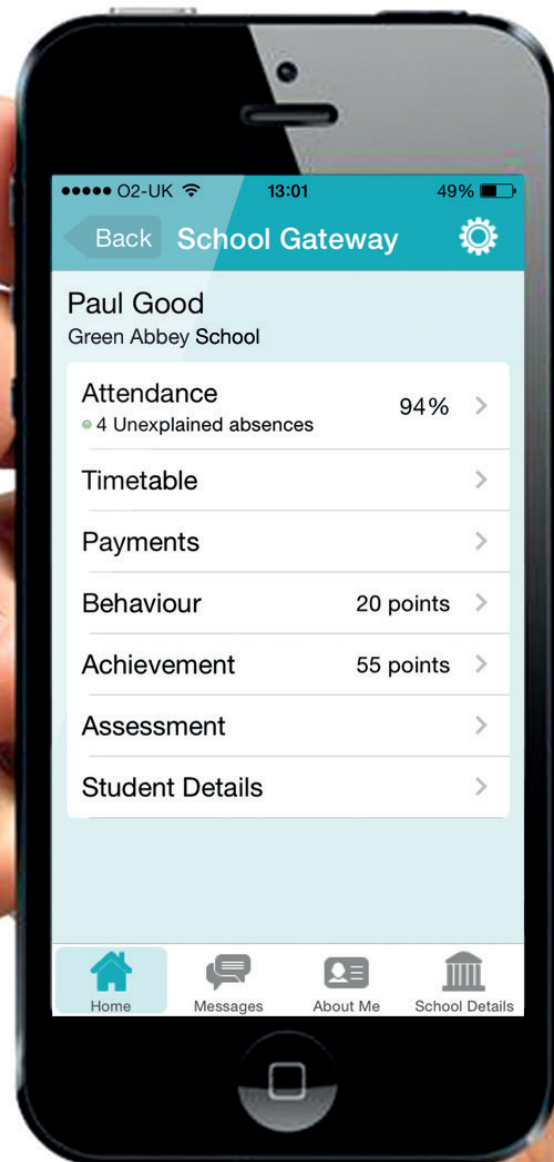
# Schoolgateway

Keeping you  
informed of  
what's going  
on at school.



Download  
the app

Android  
and iPhone

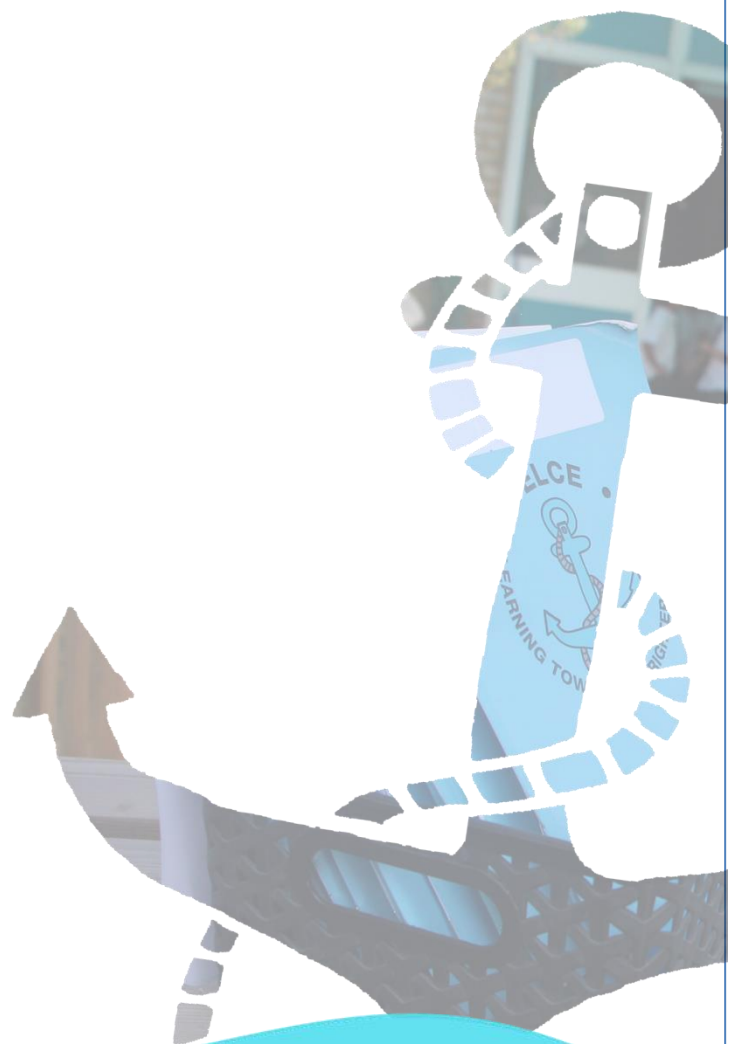


or visit the website:  
[www.schoolgateway.com](http://www.schoolgateway.com)

*Activate your account today!*

# Schoolgateway

## Parent's Guide on using the School Gateway



# School Gateway



'School Gateway' allows us to communicate with parents more quickly and cost effectively via email, text and smartphone app.

**If you have a smartphone, please download the app from Google Play or the Apple App Store.**

## **Stage 1- Messaging**

**Step 1-** Download the 'School Gateway' app

**Step 2-** Select 'I'm a new user', enter your email and mobile number – your PIN number will then be sent to your phone

**Step 3-** Enter your PIN and login

*That is it – you will now receive messages from us through the smartphone app. Your phone will buzz/ring just like when a text message arrives. So you will:*

- *receive instant notification of messages*
- *receive messages even when there is no mobile signal – provided you're connected to Wi-Fi*
- *not be charged for sending replies back to the school*
- *be able to store and receive messages all in one place*

*If your mobile phone is not able to download the app, we will continue to send messages via text.*

## **Stage 2 - Online payments (assumes you have the app already)**

**Step 1-** On the home screen click 'My Payments' to see a list of any payments due

**Step 2-** Choose the payment from the list shown

**Step 3-** The next screen gives information about the trip (date/cost)

**Step 4-** Click next to move to the payment screen; here you can enter your card details to make a direct payment to the school





Delce Academy is now using Schoolgateway to pay for all school trips and visits.

Step 1: Download the school Gateway app on iPhone and Android or visit [www.schoolgateway.com](http://www.schoolgateway.com)

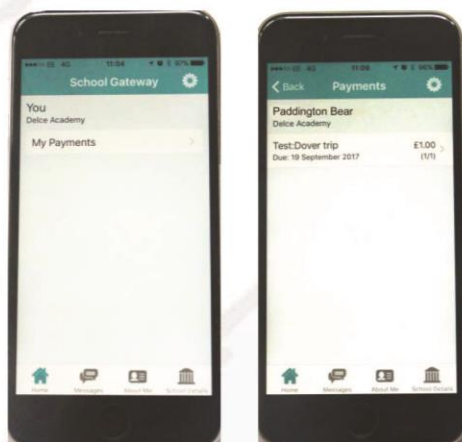
Using the same email and mobile number that Delce Academy has on file for you means you can register as a new user, a pin will be automatically sent to you.

Log in to see your first text message.



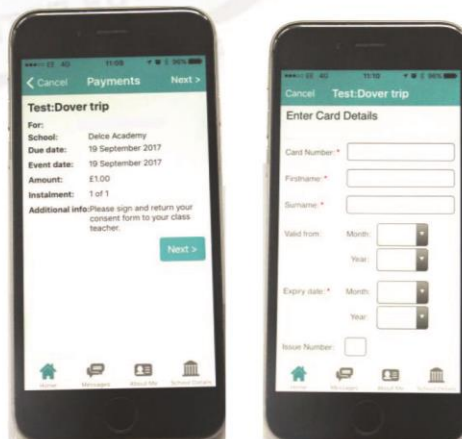
Step 2: On the home screen click 'My Payments' to see a list of any payments due.

Then choose the payment from the list shown



Step 3: The next screen gives information about the trip (date/cost).

Click next to move to the payment screen, here you can enter your card details to make a direct payment to the school.



If you have any problems, please speak to the school office who will be happy to help you.

## Parents guide to School Gateway Web

### Account activation

Navigate to [www.schoolgateway.com](http://www.schoolgateway.com)

Select the **New user** tab

Select **Send PIN** - your 4 digit PIN will be sent via text message to your mobile phone.

Enter your email address and mobile number that is registered with the school.

You will need this PIN number each time you log in so keep it safe!

### Logging in

Navigate to [www.schoolgateway.com](http://www.schoolgateway.com)

Enter your email address and PIN number

Once you have logged in you will be directed to the **Home** screen

The children you are linked to will be displayed





# FREE and subsidised school milk

Register your  
child today!



*Cool Milk*

[www.coolmilk.com](http://www.coolmilk.com)



School milk is available FREE for children under five and around £14 per term for over-fives.

Register today at [www.coolmilk.com](http://www.coolmilk.com) or complete and return the form below to FREEPOST COOL MILK.



Please note all fields marked \* are mandatory. Failure to complete all of the mandatory fields may result in your child's school milk provision being delayed. Please use a ballpoint pen and write clearly in black ink using BLOCK CAPITALS.

## Parent/Guardian details

Parent's first name\*

Parent's last name\*

Postcode\*

Address line 1\*

Address line 2

Town/City\*

Telephone No.\*

**Email** - By providing your email address you will be able to manage your school milk account online.

## Child details

Child's first name\*

Child's last name\*

Child's date of birth\*

DD / MM / YYYY

Start date at school

DD / MM / YYYY

On which days will your child be attending school?\*

Please tick the days your child will be attending school.

## School details

Name of school\*

Town/City\*

Postcode\*

## Class

Please sign below to confirm that you wish to register the above child on the Cool Milk scheme.

By registering your child with Cool Milk, you agree that (a) your data and your child's data will be used to operate your school milk account; (b) you may receive calls, emails, SMS or automated voice messages relating to your account; and (c) Cool Milk may share this data with your Local Authority, the Nursery Milk Reimbursement Unit, the Rural Payments Agency and any other local or central government department or third party appointed by them with respect to school milk. Please note that all data is securely stored by Cool Milk (the data controller) on our UK servers and is only used in relation to school milk.

Parent/Guardian signature\*

Date

DD / MM / YYYY



Return your completed registration form today to: **FREEPOST COOL MILK**

# Is your child entitled to FREE milk?



Every child under the age of five is entitled to FREE school milk.



Register your child online for FREE school milk today.



Every child over the age of five is entitled to milk at a subsidised price of around £14 per term.



Register online now and you can pay straight away!

## Register your child for school milk today.

### You can register in two simple ways...



Go online and quickly register your child for school milk at [www.coolmilk.com](http://www.coolmilk.com)



Alternatively, please complete the form overleaf and return it to: **FREEPOST COOL MILK** (no further address details needed)

*Cool Milk*  
[www.coolmilk.com](http://www.coolmilk.com)

Company registration no. 3603430 England

Milk for children over five is subsidised by the European Union under the European School Milk Scheme. Milk for children aged under five is fully funded by the Department of Health.



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