

inspire • persevere • achieve



Parent & Carer Handbook 2026-27



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Yattendon School and Your Child

At Yattendon School, we strive to give children both the opportunity and the confidence to be happy, fulfilled and successful in their future years.

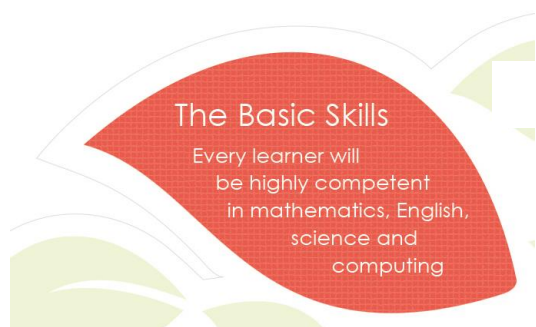
Our shared vision for achieving this can be summarised by five key aims.



At Yattendon we believe that a combination of these strongly inter-related aims provides a powerful motivational force enabling learners to find personal interests, explore talents, build on strengths and develop skills they may find more challenging, in a positive way.

We believe that it is not enough for children to have rich opportunities, but that they should also have the confidence to be proactive and seize the opportunities available to them.

Shared Vision Explained



Basic Skills

Learning the basic skills is an essential aspect of your child's time at Yattendon. We are committed to ensuring that all learners are confident and competent in reading, writing, mathematics and 'information and communication technology' and science. English and Mathematics is very carefully monitored to ensure that children do not fall behind, and that they receive extra support if needed. You will receive an update three times during the year

telling you how your child is progressing in these subjects. (See Monitoring Progress section). You are always welcome to make additional appointments to discuss your child's progress.

Rich Learning Experiences

Children learn best when they are motivated and interested in their learning. At Yattendon, we aim to provide rich learning experiences, and by this we mean:

- Children learn a wide range of subjects, using the expertise of specialists where appropriate
- The curriculum is broad and balanced and not narrowed
- We exploit the use of the outdoor environment to make learning more vibrant and meaningful
- We invite visitors, hold special days in school, take children on trips, use drama to help make learning more meaningful, hold special curriculum weeks
- We encourage the children's own interests and ideas to shape their learning
- We strive to ensure lessons are varied and interesting, and that children know about the purpose of a lesson, or series of lessons
- We help children 'link up' their learning by planning carefully sequenced lessons and units of work
- We give children a chance to communicate their learning in a variety of ways, including video, books, pamphlets, posters, PowerPoint presentations and podcasts.



Values

Yattendon is a 'Values School'. At Yattendon, we recognise the importance of children developing a strong moral construct. We feel this is fundamental to children's relationships with themselves - their self-esteem - and their relationship with others, with their community and with the environment. Within lessons and assemblies and in the way we treat each other on a daily basis in the school community, we emphasise the following values:

Appreciation
Responsibility

Kindness
Co-operation

Courage
Honesty

In relation to 'respect', we feel that it is essential that this works four ways:

Children respect each other
Adults respect children

Children respect adults
Adults respect adults

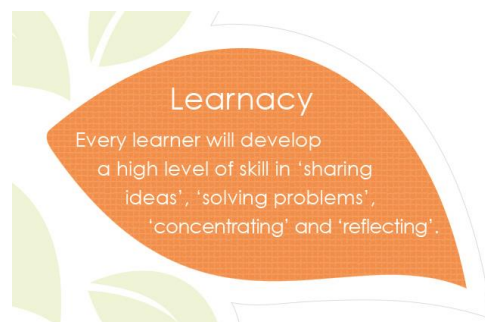
‘Learnacy’ (Learning to Learn)

In the 21st century, progress is so rapid, that we are currently likely to be educating our children for jobs that do not yet exist. It is therefore crucial that children develop skills that they will need to adapt to new situations and understand that learning does not end when they leave school, college or university.

Recently schools have started to recognise the value of children knowing more about the skills that help them as learners. We focus on four ‘Learning Powers’ in school and these are:

- Problem-Solving
- Concentrating
- Thinking Together
- Reflecting

By making these skills explicit to the children and teaching them techniques to help them improve these skills, we can help children unlock some of the mysteries of ‘what it means to learn effectively’. These transferable skills will help equip them for an ever-changing world.



The ‘Y’ Factor

Finally, the ‘Y’ Factor is about perseverance, determination, relentless practice and picking yourself back up after a ‘fall’. It is about placing importance on children having a ‘growth mindset’, and taking steps to develop children’s ‘grit’ so that they can confidently experiment, deal with challenges and handle uncertainties. In this way, we hope to equip them with a thirst for lifelong learning and the proactive capability to both seize opportunities, and make opportunities for themselves.

Preparation For Your Child Joining Yattendon

Entry into Year 3 in September

Children entering Yattendon from Horley Infants and other local schools have a number of opportunities to visit Yattendon prior to their start in September. We ensure that they meet existing Yattendon children, meet their new teachers (where practically possible) and spend time at our school in a programme of well-planned activities. Children in Year 2 at Horley Infant School will be invited to watch the Yattendon Christmas production.

Our Year Three teachers invest a lot of time talking to Year Two teachers from Easter onwards to build up an individual portfolio on each child, so that provision in September is well-matched to individual need. This transition work with our colleagues in all infant schools is, we believe, vitally important.

Entry at Other Times (Years 3 to 6)

Parents of children entering Yattendon at other times of the year - or entering other year groups - may wish to give their child an opportunity to spend a half day in school before they formally start. This may be arranged with the Head Teacher. Parents are encouraged to speak to their child’s class teacher on a regular basis as their child settles in to life at their new school.

Special Needs Provision

We have a well-resourced special needs team, who work closely with infant colleagues to ensure that all necessary information is passed on, and extra provision is organised before the start of the school year as far as is possible.

The Inclusion Leader (Mrs Morgan) may be contacted via the school office if parents have any queries or concerns. Usually initial concerns would be brought to the attention of class teachers first.

Provision for High Attaining Children

We provide for high attaining children with particular skills in given areas in a variety of ways. These include extension tasks within lessons, and opportunities to take part in trips and events aimed at challenging children in enjoyable ways. The 'mastery curriculum' that we teach ensures that children who are more experienced in certain core areas of the curriculum are exposed to greater levels of challenge.

School Expectations

The Importance of Home/School Partnership

It is essential that the parents or carers and the school work closely to ensure that children stay safe and happy at school. It is also vital that, if there is any behaviour issue, this strong partnership helps resolve such a problem.

We ask all parents and carers to help us in supporting good standards of behaviour in our school community.

Occasionally, we may get it wrong and occasionally parents may receive a distorted version of events. Please contact us at any time if you have any concerns, or need clarification. Be assured that we always have children's interests at heart, and that we are all working in partnership towards the same aims.

Yattendon's Expectations

All children at Yattendon School are expected to be:

READY (ready to learn, ready to listen, ready to do their best);

RESPECTFUL (behave respectfully towards others and their environment);

SAFE (behave in a way that keeps themselves and others safe).

From time to time, children behave in a way which is contrary to our behaviour code. We ensure that we listen to children who find themselves in difficulties, and require children to reflect on both the behaviour that got them into difficulties and also the consequences of that behaviour. We emphasise the 'restorative approach' to behaviour management. This approach stresses the importance of discussing problems with children in order to work out a way forward. This does not replace an appropriate, proportionate sanction; rather it places more focus on preventing problems re-occurring, **alongside** children taking responsibility for solutions.

If children use offensive language, including language of a racist nature, parents will be informed of this in the hope that school and home are able to work together to ensure there is no repeat.

Home-School Agreement

Our Home-School Agreement is included in your Admissions Pack Part 2. We ask that you read this with your child and discuss its implications and meaning. This agreement needs to be signed by you and your child. If you have any questions about this agreement, please feel free to contact the school office.

School Day

The School day starts with registration promptly at 8.50am and ends at 3.15pm. The gates open at 8:35am and staff are on duty at each of the two entrance gates (Lumley Road and Oakwood Road) from 8:35am.

We request that parents do not come on to the playground in the morning but they are able to wait on the playground at the end of the day. A member of SLT is outside each of the two entrances between 8:35am - 8:50am and 3:10pm - 3:30pm to provide support and answer any questions.

The school gates – both in Oakwood Road and Lumley Road - are locked at 8:50am, and from this point any visitors or latecomers will have to gain entry via a call point at the main entrance - accessible from Oakwood Road. At the end of the day the Lumley Road gate will lock at 3.30pm and all access will then need to be obtained via the front gate in Oakwood Road.

We do not permit children in Year 3 or Year 4 to travel to and from school unaccompanied by an adult, though if you feel comfortable that an older sibling could be responsible, there will be an opportunity to let us know via a form sent out before the start of autumn term.

Break/Lunch Times

There is a morning break of 15 minutes and a lunchbreak of 50 minutes.

Visiting the School at Other Times

You may wish to visit us during the school day (for instance to volunteer help or to attend a meeting). If so, please come to the Oakwood Road entrance and use the call-point sited on the right-hand pedestrian gate to gain access to the school.

All visitors to school are asked to report to our office. We do ask for your co-operation in this matter in order to keep your children safe. Any child needing to leave the school during school hours will only be allowed to do so if collected by an authorised adult. Children taken out of school during the school day must be signed out.

Please do not enter the school building by other doors before or after school. All visitors must sign in.

Transporting Your Child To and From School

Dropping and Collecting Children

Please walk your child to and from school if at all possible. This has a number of benefits, not least of which is better health for your child. This option also reduces congestion in Oakwood and Lumley Road.

If you do use a car to transport your children, please park safely and do not stop on the double yellow lines or zig-zag lines outside school. We also ask that parents **do not use the school driveway to turn their cars, as this puts children in danger.** We strongly encourage parents not to make three-point turns in Oakwood Road due to the potential danger to small children walking along the pavement.

We encourage parents to come onto the playground to collect their child at the end of the day. Older children may wish to walk home unaccompanied. Typically, children in Year 5 and Year 6 start doing so. We request that parents and carers complete a form to clarify this.

The school car park is for the use of staff and also visitors during the school day. However, if you need easier access to the school for reasons of disability, please contact the school office and a parking permit can be issued to you.

Children may wish to cycle to and from school. It is the responsibility of parents to ensure that children are capable of riding safely to school, have appropriate awareness of the Highway Code and **wear a suitable cycle safety helmet**. Please note, it is also the responsibility of parents and carers to ensure their child locks securely their bike or scooter in the bike rack. The school does not accept liability for any damage to, or loss of, a bike or scooter. **Children must not ride bikes/scooters on the school grounds. This includes younger siblings not attending Yattendon School.**

The school reserves the right to prevent children cycling to school if we feel that they are not safe. This may be due to insufficient skill riding a bike, failure to wear a cycle helmet or riding a bike that is not in a roadworthy condition.

Communication



Please download the **Arbor** app to your phone as this is an efficient means of two-way communication between home and school.

In a busy school, communication is vital. We know that it is very important that the school passes on information effectively, and we have several ways to do this. Parents also need to tell us of any information that may be important for us to know, such as changes to contact details, or pastoral issues that occur from time to time. We have an 'open door' policy, which means that parents are encouraged to come in and talk to us if they have any questions or concerns. Please see the section on pastoral care for information about our Home-school Link Worker Team.

Please keep a regular check on our website for newsletters that you may have missed, news about trips, letters to parents, guidance documents and policies.

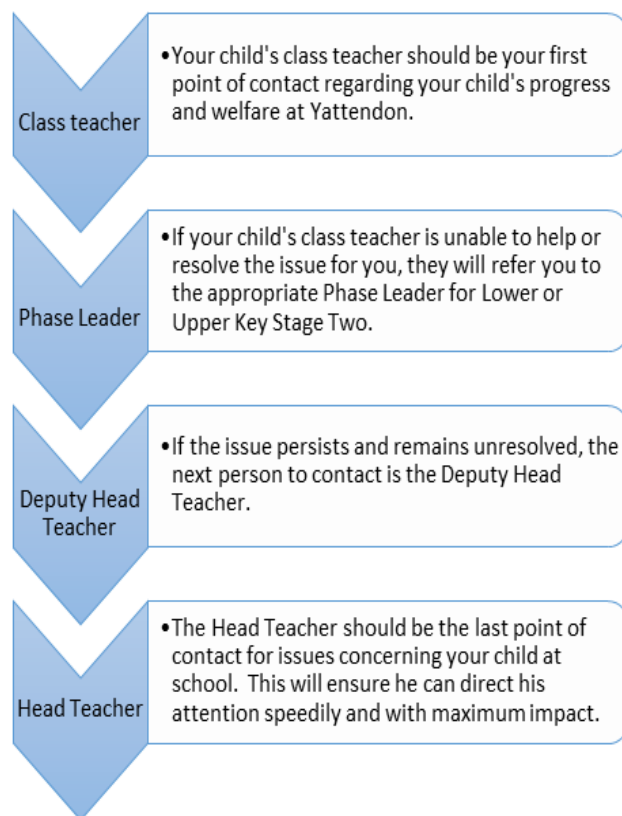
Our website is: www.yattendon.org

The website contains information specific to your child's year group. Please navigate to the Year Group Pages.

Queries and Concerns

Staff are usually available for brief messages each morning or afternoon, but need to be free to register their classes at 8.35am. As they may be running clubs or attending meetings or courses straight after school, we do ask that you make an appointment if you need to see a member of staff, so that we can give you the necessary time and attention. Staff will do their utmost to find a mutually convenient time as soon as possible. If your child's class teacher is unavailable, a member of the Senior Leadership Team (Headteacher, Deputy Headteacher, Assistant Headteacher, and Phase Leader) may be able to help you with general matters concerning Year Three.

In most cases, your child's class teacher will be able to answer all your questions and concerns. On occasions, this may not be the case. The diagram on the next page will help you to understand who to approach at Yattendon to best help you:



Please telephone 01293 734100 to make appointments or come in and speak to our school office staff.

Newsletters

We strongly encourage parents to sign up to receive the weekly newsletter, the Friday Flyer, via Arbor. This saves the school a great deal of paper, and ensures that paper copies do not get lost in the bottom of children's bags.

Telephone Calls

If we need to contact you during the school day, we will use the contact list you provide. In non-emergency situations, we will leave a voicemail message.

In emergency situations, we will telephone all the names on your child's contact list in the order you have given.

Before and after school, and at exceptionally busy times, you may find your call is connected to a voice mail service. Please leave a message clearly stating the name and class of your child. If you have a query, please give us time to research the matter for you and then ring in later in the day. We will prioritise your call and get back to you as soon as possible.

Messages may also be sent via the children, which is a policy to increase their responsibility and help them to convey instructions verbally.

Please ensure that you inform the school if there are any changes to your contact details. This is extremely important, as we may need to get hold of you urgently (for instance, if your child is unwell).

Text Messages at Other Times

Occasionally you may receive a text message. This is a form of communication usually reserved for unusual events, such as school closure due to severe weather.

Reading Record Books

These books are a great tool for children to use every day. The children can use the books to make notes, remind them to bring in essential items, write down their spellings and record their reading. These books also contain resources that the children will hopefully refer to in their learning.

Email

At the start of the academic year you will be notified of the class email address or alternatively you may send your emails to the school office 'for the attention of' where they will be redirected.

The office email address is: info@yattendon.surrey.sch.uk

Attendance

School Attendance: Categorisation of Absence

Registered pupils of compulsory school age are required by law to be in school. Maximising attendance rates is a key task of schools.

Parents are responsible for children attending school and arriving at school before registration at 8:50am. Parents are responsible for getting their children to school on time, properly prepared for the school day and wearing correct school uniform.

It is the parents' legal responsibility to inform the school of the reason for absence. **Please do this by 9:15am.** At Yattendon School we accept notifications via the **Arbor** app, telephone calls, letters, personal messages and e-mails. New guidelines require us to request notification as early as possible on the morning of the first day of absence.

Categorising absence

Within the context of the law, only the school can approve absence in term time. We are required to seek a reason for all absences. If a child is absent due to a medical appointment or illness, then absence is usually authorised. However, the school monitor absence rates very closely, and if children appear to be absent frequently, or no valid reason is given, then the school may take further action, including asking you to attend a meeting in regards to your child's attendance, drawing up an attendance agreement or, in the most extreme cases, contacting the Inclusion Officer to pursue prosecution for non-attendance. Persistent lateness will also be investigated. Please see the school's attendance policy for more details.

Reasons for Authorised absence

- Illness, medical and dental appointments where written confirmation has been received from the parent.
- Religious observance
- Family bereavement
- Where the Head Teacher consider the circumstances to be very exceptional
- Off-site activities: school directed, (e.g. educational visits) and other activities related to learning (such as attending a music examination).

Where children miss registration and do not provide an adequate explanation this will be recorded as an unauthorised absence for the session (am or pm – two sessions per day). Unauthorised absence is monitored by the local authority's Inclusion Team.

Holidays

The Education (Pupil Registration) (England) (Amendment) Regulations 2013, state that Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances.

Reasons of cheaper holiday costs during term time would not be considered an exceptional circumstance.

The Head Teacher, if granting leave of absence, has the right to specify the number of days of leave allowed. Unauthorised absence may well incur a fine. Currently the fine given for families taking holiday in term-time is £80 per child per parent; this fine escalates over a rolling three year period and it is important you familiarise yourself with the full Attendance Policy which is available from the school and on our website. This policy is occasionally updated in response to guidance from the local authority and you will be advised if any changes are made.

Attendance data is constantly monitored by the local authority and the Inclusion Officer investigates individual cases of low attendance.

Important - SATs Week

Please note, we will endeavour to inform parents of children entering Year Six the dates of their SATs tests. These are compulsory national tests that usually take place in May, and permission for leave of absence of any Year Six children at this time would not be granted.

Before-School and After-School Childcare

Our before-school and after-school care is called OSCAHS. This facility is available every day. In before-school care, parents are able to arrange for their child to have a breakfast.

Please see the OSCAHS leaflet in your Admissions pack which contains information about this provision, or visit either the school website or navigate to: www.oscahs.co.uk

Uniform and Dress Code

We feel that wearing school uniform is important to maintain high standards and to help children develop a sense of pride in themselves and their school. We ask parents to co-operate by sending children to school in uniform as detailed below, making sure that every item is clearly marked with the child's name. **Please see uniform list in Appendix for detailed information.**

Hairstyles

Children should be sent to school with sensible hairstyles without shaved patterns or significant contrasts in length (ie part shaved and part long*). No child should attend school with dyed or colour sprayed hair. Pupils should have neat hairstyles, with long hair tied back and held with a plain elastic hair band in a single pony tail, bunches or plait(s). Hair ornaments, elaborate hair bands or decorations are not permitted.

****This is in line with local secondary schools.***

Jewellery

In accordance with health and safety regulations the only jewellery or valuables allowed in school are **named** watches and small **plain, round, gold or silver studs (only one per ear)**. Other types of earring, necklaces,

bracelets and rings pose too much of a safety and security risk. Jewellery must be removed for PE or flat plastic retainers may be worn, **we do NOT allow the use of tape to cover earrings**. Your child needs to know how to remove their earrings because staff are not able to help with this. We do ask that you support us with the enforcement of this regulation.

Nail varnish and/or make-up

Children are not permitted to wear make-up. This includes nail varnish.

Smart Coats Please!

It is important that children take pride in their appearance when travelling to and from school. This also helps promote the image of the school in the wider community. Their coats should be smart, plain style, rather than casual fashion styles (such as heavy sweatshirts decorated with graphics). Please ensure your child brings a coat into school when rain or colder temperatures are forecast, especially in winter.

In sunny weather, plain caps/hats (rather than designer label or football ones for example) may be worn as head protection.

Lightweight trainers should be worn for all P.E. activities. (Plimsolls are not sturdy enough for games).

Please note:

- It is essential that ALL equipment is clearly named, including footwear.

House Colours for P.E.

Your child will be informed of their house team on a letter, which comes with their Admission's pack. Please ensure that the T-shirt you purchase for your child's P.E. lesson is the colour matching their house. (See more information about P.E. lessons below).

Care of Uniform

Children are responsible for their own property at all times. Lost property that is named will be returned to the respective child - all other items will be displayed periodically for identification. Please regularly check clothing after washing to ensure your child's name can still be clearly read. After these opportunities we may have to dispose of unclaimed items due to lack of storage space.

Purchasing Uniform

Uniform can be ordered from our supplier's portal, Your Image at www.yourimageschoolwear.co.uk

Your Image are our only supplier of uniform with the Yattendon logo. This includes:

- Yattendon School jumper (navy with logo)
- PE T-shirts (in colour of House Team, red, green, blue or yellow)
- White Polo Shirt (with logo or plain)
- Yattendon hoodies (only to be worn on PE days)

All other uniform required can be purchased from other suppliers.

Uniform can be collected free of charge from Your Image at an arranged time. Alternatively, orders can be delivered to your home address for a £5.50 delivery charge. Please note that orders must be placed at least 4 week's prior to the start of the Autumn Term to guarantee collection/delivery prior to the start of term.

P.E. – Further Information

Children are able to wear their PE clothing to school on the days that they have outdoor or indoor PE. The expected uniform is plain, loose-fitting navy jogging bottoms or shorts (no cycling shorts or exercise tights), trainers, their school PE t-shirt and the Yattendon School hoodie. All of these items can be ordered from the school uniform supplier above.

Lightweight trainers must be worn for outdoor games.

Long hair must be tied back securely for all physical activities including swimming.

Children must remove watches and earrings independently for all physical activities. All watches worn to school must be NAMED and a small, named container should be provided for secure and hygienic storage of earrings. Pupils are responsible for removal and replacement of their own jewellery or watches. As pierced ears take six weeks to heal, we ask that any children having their ears pierced do so at the beginning of the summer holidays, otherwise children cannot participate in this important and compulsory part of the curriculum.

In order to fulfil National Curriculum requirements, pupils in Years Three and Four will be receiving swimming lessons during the year, and you will be sent a timetable of dates at a later stage. As swimming is part of the national curriculum, it is a statutory requirement that children participate in swimming lessons unless there are health reasons preventing this. We request a voluntary contribution from parents in order to help us meet the cost of the coach to and from the pool. The school pays for the tuition itself.

Years 3 & 4 children will need a one-piece swimsuit or trunks which need to be kept, along with a towel, in a named waterproof swimming bag suitable for hanging on a peg. All articles **must be named**. Children with verrucas will need to wear protective rubber socks or cover the site with 'Bazuka' to comply with the pool regulations.

If your child cannot take part in any physical education lessons (including swimming) at any time for health reasons, we ask that you notify us **in writing** stating when lessons may resume. As children sometimes have their own reasons for not wanting to take part in P.E, you can understand why we need to have a note from you!

We hope you can support us in these issues so that we can keep your children fit, healthy and safe whilst pursuing this enjoyable part of the curriculum.

Mobile Phone Policy

Generally, children should avoid bringing mobile phones to school. The school advises all parents to discourage children from bringing mobile phones to schools on the grounds that they are valuable and may be lost or stolen.

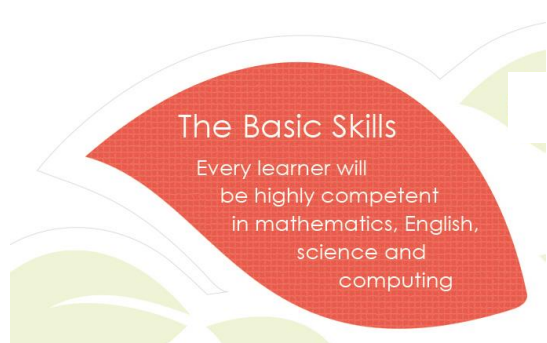
As children get older - typically if they start walking to and from school unaccompanied - a mobile phone may be brought to school. A form for this purpose will need to be filled in by parents, stating the reason their child needs a mobile phone in school, and absolving the school of any responsibility for loss or damage of the phone.

A full copy of the *Acceptable Use Agreement for Mobiles and Connected Devices* is included in the appendices.

Learning (And The Vital Role of Parents and Carers)

The prospectus contains more information about learning and the curriculum at Yattendon. In this document, the focus is on specific organisational issues and priorities which are likely to be of interest to parents and carers. You have a vital part to play in your child's learning. You will be given a year group handbook which will contain more specific information about the core curriculum your child will be learning in a given academic year group.

'Children who do best at school, have the support and interest of adults at home.'



The Basic Skills

The teaching of basic skills is a core element of primary school teaching. Basic literacy and confidence with numbers is a crucial requirement for children furthering their education at secondary school and beyond. These days, children's confidence with science and computing is also fundamental to their future prospects. The curriculum at Yattendon reflects this.

Speaking and Listening

Children's ability to communicate orally is vitally important. Indeed, it is recognised that talk is a very important aspect of learning, and that by talking together, children develop their own thinking much more successfully. Without good oral literacy, children find reading and writing much more challenging. At Yattendon, our literacy curriculum is based on the principle of using oral skills to formulate ideas into writing. In other words, we place a great deal of importance on preparing children for writing through quality speaking and listening experiences. Whilst speaking and listening opportunities are exploited through the whole curriculum, literacy lessons provide focus for the specific teaching of these skills.

As parents you may be asked to support 'speaking and listening' homework, such as an interview. However, when it comes to parental support for this vital skill, it is probably more important that, on a basic level, parents and carers recognise the importance of speaking and listening opportunities at home both through supporting children's imaginative play and through making time for conversation. This is not always easy in busy, modern households, but it is a vital part of children's literacy nonetheless.

Reading

At Yattendon, we aim to develop children's reading skills at whatever stage they have reached on entry in Year 3. If your child is already a reasonably fluent reader, then we will provide activities to extend these skills through comprehension work and more challenging texts. If your child needs support with sounds or word recognition in order to become independent, then this support will be provided.

Reading is promoted in the following ways:

- Children may borrow reading materials from the school. Parents need to fill in a form at the beginning of the year accepting responsibility for books out of school and if loss or damage should occur.
- An important aspect of reading for each child comes from the class library. The children are able to choose a book and your child should bring this home to read every day. Specific tasks may be set to guide the pupils' response to reading.

- Children have a reading record book that includes a reading diary. We encourage parents to closely monitor and record their child's reading in this diary.
- In the classroom, teachers plan reading activities based on shared texts. These texts are used to develop comprehension, ordering, sequencing and prediction skills
- We use a range of complex picture books, poetry and fiction in order to develop the skills of discrimination, comparison, empathy and critical evaluation.

Whilst at school, your child's teacher will be ensuring that your child develops the appropriate skills for them to learn to read effectively, fluently and with understanding. However, we do need your support in this and ask that you listen and question your child's reading at least five times a week in order to practise these skills.

Writing

Expectations of children's skill as writers have broadened significantly in the last few years. Now children are expected to write to quite a sophisticated level for a variety of purposes. In this way, they are expected to understand and apply the key features of different forms of writing including poetry, narrative, playscripts, persuasive text, reports, recounts, instructions, explanations, arguments and discussions.

As parents or carers you can support this work in school by becoming familiar with the expectations of children as they progress through the school. Further information will be provided throughout the academic year. With this information to hand, you will be in a great position to support any writing your child is asked to do for homework.

Spelling and Handwriting

You will also find that your child brings home a word list each week. This list will be matched to your child's needs and represents an opportunity for you and your child to explore a spelling pattern or spelling rule together at home. More specific guidance will come from your child's class teachers at the beginning of term.

We believe that children develop spelling skills best when they write in a fluent joined style. This gives them maximum opportunity to memorise patterns. Spelling activities, including those for homework, will therefore include a focus on handwriting.

Spelling Tips!

- Encourage your child to delight in words and their meanings.
- Play games and activities as part of a daily programme.
- Praise all attempts at a word and then help with the 'tricky' bits.
- Encourage children to collect words they want to learn to spell.
- Encourage discussion of the meaning of the word and exploration of its pronunciation.
- Encourage your child to take responsibility for his/her own spelling. Children need to proof read their own work to search for errors.
- Encourage your child to study the words they want to spell and work out ways to remember the 'tricky' bits, e.g., mnemonics (BECAUSE – Big Elephants Can't Always Use Small Exits)
- Encourage your child to rewrite words he/she has corrected and not just change the misspelt letters

Mathematics

Maths has changed a great deal in recent years. There is now a much stronger focus on mental maths, and the development of children's ability to **apply** their skills to solve problems. As we recognise that parents may be unfamiliar with methods taught, we have produced a guidance document designed to explain the methods taught in school. This is available on the school's website. Children are set times tables rockstars challenge each week as part of the home learning in order to develop speed of recall. The best way to access this is by downloading the app on your phone or on a tablet at home.

Computing

Children at Yattendon develop their skills in using a variety of technology. Whereas this once included the use of tape recorders for listening and recording sound, most technology is now digital. Clearly the main focus of skill development in this area is the use of computers (whether conventional PCs or tablets) to communicate information.

As children use the internet more and more as they get older, it is important that parents and carers are aware of the best advice on internet safety. The internet is a wonderful resource, but also contains potentially harmful content. Yattendon endorses the view that **primary aged children should only have access to the internet under adult supervision**, and would strongly recommend that parents **do not allow their children to have laptops or computers with internet access in bedrooms**.

The school does **not encourage use of social networking sites such as Facebook**, as these sites can often be a source of problems in school. Occasionally parents set up accounts for their children on such sites, but we would ask that parents respect the age restrictions associated with social networking sites, and **do not set up accounts on behalf of their children. In fact, you are asked to agree to this as part of our home-school agreement.**

Monitoring and Reporting Your Child's Progress

We closely monitor the progress of all children, particularly in mathematics and English. Every term we hold formal pupil review meetings in order to assess whether pupils need additional support or extension programmes. You will be informed of any extra help your child may be receiving in school.

In the autumn and spring terms, parents are invited to consultation evenings. During these evenings, teachers will report on the progress and attainment of your child in relation to national standards. We have a celebration assembly once a week in recognition of the children's work. In addition, we hold a celebration trophy assembly at the end of each term that parents are invited to attend.

There are opportunities throughout the year when you are welcome to come in and look at your child's work. These dates will be sent to you throughout the year.

An annual report is sent to parents in July. You will also receive 'report snapshots' in autumn and spring. An opportunity is available for parents to discuss the end of year report with class teachers after school on a specified date before the end of term.

Personal Data – How We Handle Data About You and Your Child

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

Yattendon's privacy notice explains how we collect, store and use personal data about pupils. You will find the privacy notice in full in your 'new parent pack'.

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our record retention schedule sets out how long we keep information about pupils.

Our record retention schedule is held as an appendix to our Data Protection Policy, a copy of which can be requested through the school.

Extra-Curricular Activities



The children have the opportunity to participate in a wide range of extra-curricular 'clubs' at Yattendon. These mainly operate as after-school sessions, **usually** finishing at 4.00pm or 4:15pm, although some activities also take place during the school day.

We now facilitate a number of activities, e.g. Spanish, Song writing, Chess, Jam coding Football and Multisport led by outside providers who do make a small charge. These activities will be advertised separately as spaces occur.

Please note: These clubs are not covered under our clubs' hotline and any changes to their schedule will be notified to you directly by the provider.

The range of clubs that have been run by the school during the in the past have included varying sports, music, arts and crafts and gardening. There is no charge for most of these activities - members of staff run the clubs on a voluntary basis. As you will appreciate, there are times when club activities have to be cancelled at short notice - some are obviously dependent on the weather and there is the possibility of staff absence caused by illness.

If clubs have to be cancelled, the school office will contact you via our messaging services.

Peripatetic music lessons can be provided in a number of instruments. Details of these will be available in September for pupils entering the school at this time. At other times in the year, please enquire with the school office. Lessons take place throughout the school day.

Education Visits and Events

Educational visits and residential field trips form an important part of our curriculum, enabling us to study first hand many aspects of our environment not immediately accessible. We also invite visiting experts into school to support teaching in various areas.

During the academic year, we offer three residential trips to the children: Year 3 hold an overnight camping experience held at the school, Year 4 enjoy a three-day trip to High Ashurst at Box Hill and Year 6 enjoy a five day residential experience at an outdoor centre. In addition, Year 5 have an aqua activity day at Mercers Lake. The children gain a great deal from these trips, and we strongly encourage all children to take part.

We keep costings for all trips as low as possible but we **do rely on your voluntary contributions to make these events possible**, a trip will be cancelled if we do not receive enough funds. Arrangements can be made to pay by instalments. If your child qualifies for free school meals, regardless of whether you claim for these, you may request financial help from the school.

The school receives additional funding for every child registered as qualifying for pupil premium (or free school meals), and some of this can be used by the school in a discretionary way towards the cost of a school trip.

Pupils need to wear full school uniform for all trips unless we give alternative instructions. This helps us identify our group at all times when in crowded museums and other such places.

All monies for trips, events, books, photographs, etc. should be made online via Scopay as we are a cashless school.

Our accounting system necessitates separate accounts for many special activities.

Online Payments

From September 2026 we will be using a new catering contractor. Instructions on how to order and pay for school dinners online will be sent to you as soon as we have them (by the end of summer term).

If you have any problems with the registration process, please contact the school office who will provide help.

Home Learning

Home learning is set on a weekly basis. This consists of spelling, times table rockstars and reading. In addition, children will be given a termly activity challenge where children can select from a range of tasks to develop their cultural knowledge and personal development. Children will bring their portfolio of work into school at the end of each term to share with their peers.

Spellings

A spelling pattern or spelling rule will usually be the focus of this homework.

Reading

This is a regular on-going home task, essential for the progress of all children. We ask that parents hear their children at least five times a week, and discuss the content with their children. Each year group will issue reading homework expectations to parents.

School Fund

After consultation with parents, it was decided that the school would ask parents for an annual voluntary contribution to school fund. The governors decide each year how this money should be spent to maximise the benefit to children.

Information about the school fund will be sent to you separately. We stress this is a **voluntary contribution**, but we hope parents agree that it will be used for a vital purpose in school. As school budgets get increasingly stretched, contributions such as this are used to purchase additional resources or to subsidise the cost of visiting theatre groups and entertainers, all of which help to support and enrich our children's learning. All children from each year group benefit from this School Fund money as these extra activities are not affordable from our school budget.

As well as the option of an annual voluntary contribution, we do ask whether parents would be happy to send us a little bit each month through setting up a direct debit. Again, this is entirely optional, but is a huge help to us.

Sickness and Medication

It is most important that we have details of a current telephone number so we can contact you if your child is taken ill at school and an alternative number if you are unavailable. Please ensure these details are kept up to date and any change of workplace, address or contact number is notified as soon as possible.

There is a change of contact details form available at the school office or changes can be e-mailed to info@yattendon.surrey.sch.uk

Please note that children considered not fit enough to remain in school will need to be collected in response to a telephone call.

In the case of sickness that includes vomiting or diarrhoea, health regulations mean your child cannot return to school until he/she is clear of symptoms for forty-eight hours, as 'bugs' can spread so quickly if a child returns too soon.

Any absence must be notified via Arbor or by telephone early **on each day**. An explanation is required in order that we can code each absence in the way that we are legally required to do.

Our Medicine Policy states:

'Where possible the need for medicines to be administered at school should be avoided. Parents are therefore requested to try to arrange the timing of doses accordingly. Prior to the administration of any medication, parents will be required to complete and sign a "Young Persons/Child Medication Request" form (held in the school office). This will then be kept as a record of the type of medicine, the circumstances under which it should be given and the frequency and dosage levels.'

**Medicated sweets and other non-prescription products, e.g. Vick inhalers,
should not be brought into school
unless there are exceptional circumstances brought to the attention of the Head Teacher.**

Any medicines brought into school must be labelled with the child's name and dosage clearly indicated and brought into school by an adult. It is the child's responsibility to come to the office when necessary to receive medicine. Please notify your child's teacher if he/she is receiving medication even if this is only at home.

Please read the Medication Policy carefully. Part of this policy is included in the Admission Pack part 1 and the full policy is also available to read on our website.

Children with Asthma

If your child is asthmatic, please complete a Young Persons/Child Medication Request form that can be obtained from the office giving us the necessary details. Treatment inhalers should be kept in the medical room, within the office area. All inhalers must be named (both the canister and the pump as these can often become separated).

If your child has any ongoing medical conditions, please make sure the school has full written details including any action needed should he/she become ill in school. It is useful to give us details of any particular symptoms or changes in behaviour that may indicate a deterioration in his/her condition.

Meals & Snacks

A new catering contract has been signed and we will be sending you details of how you order and pay for school dinners separately. Our caterers are able to provide for a vast majority of dietary requirements, including halal and vegetarian options.

PLEASE NOTE: YATTENDON IS A NUT-FREE SCHOOL

Please complete the enclosed form in your Admissions pack with details of any food which your child may have an allergy towards or any special dietary requirements, and an alternative will be provided. We offer a healthy, balanced menu at all times with the emphasis on home-cooked nutritious food.

The charge per day from September 2026 will be confirmed by the end of summer term.

Online Payments

Instructions for paying for school meals online will be communicated before the end of the summer term.

Packed Lunches

Children bringing packed lunches should make sure that their boxes/bags are clearly named and are taken home at the end of the school day.

We ask that you try to support our Packed Lunch policy when providing packed lunches. **Do not send any nuts or products that may contain nuts into school with your children.**

For health and safety reasons bags or boxes that are left at school over any holiday period will be cleared from the trolleys and disposed of.

Break Time Snack (Optional)

Children may bring an item of fruit to eat at mid-morning breaktime. Fruit is the **only item of food permitted** for break.

Water Bottles

All pupils are required to bring a **named** sports-style bottle of water to keep in class to ensure they have an adequate liquid intake during the day. Research has shown that by regularly drinking water, children can concentrate more effectively. **Please note that we only allow children to have water in these bottles.**

Pastoral Care

Class teachers are primarily responsible for the pastoral care of children in their class. Please contact your child's class teacher if you have any concerns, or you wish to pass on information which may be useful to the teacher, such as changes to home circumstances that may be worrying or unsettling for your child. While we respect your privacy, we sometimes see a difference in behaviour in a child experiencing a change or problem at home. As you can appreciate, knowledge of this helps us support your child more effectively at school.

Home-School Link Worker

Karen Burgess is our Home-School Link Worker. Miss Burgess is responsible for supporting any family needing help with a query, or indeed an ongoing problem causing them concern. Typically, her work may include liaising with class teachers, seeking help from other agencies or helping parents and carers to identify agencies that may be able to help them.

ELSA

At Yattendon, we are lucky to have ELSA – Mrs Baker. Emotional Literacy Support Assistants (ELSAs) are trained to plan and deliver programmes of support to children in their school who are experiencing temporary or longer term additional emotional needs. The majority of ELSA work is expected to be delivered on an individual basis, but sometimes small group work will be appropriate, especially in the areas of social and friendship skills.

The Role of The Governors

The school governors are known as the 'local committee' and function to hold school leaders to account over strategic issues and the welfare and progress of pupils and staff. The Trustees within Greensand MAT are ultimately responsible for the leadership of the school.

School governors (the local committee) are drawn from the staff, parents and wider community. If you are interested in becoming a school governor, please approach the Head Teacher or Chair of Governors via the school office. When there are vacancies for parent governors (open to parents and carers having parental responsibility of a child currently at school), the school will advertise these positions.

School governors have a number of statutory responsibilities and carry out their work for school on a purely voluntary basis.

Friends of Yattendon (FoY)

No school would be complete without a parent-teacher association. Every parent and carer is automatically a 'Friend of Yattendon' (FoY) when their child joins the school.

The FoY committee work tirelessly to raise funds for the school and organise social events for the parents, staff and children. A page of the school website is dedicated to FoY and the great work that they do.

The FoY committee often say that they have a great deal of fun organising events for the school and enjoy a close relationship with the school community as a result. FoY would greatly appreciate your help in supporting the school in this way. You can email the FoY directly on the following email address: friends@yattendon.surrey.sch.uk

Volunteering

Would you like to support the work of the school by volunteering? Do you have a skill or talent that you would like to offer? We warmly welcome parents, carers and grandparents who would like to offer their help in school. Any type of help is appreciated, whether it be one-off support, or regular support with an activity in school – typically hearing children read.

We hold an annual meeting for volunteers and offer training if you feel this would be helpful. If you miss the letter that goes out asking for volunteers, please contact the Head Teacher, Guy Perkins. He would love to hear from you and match your interests to the school's needs.

All volunteers will need to have an enhanced DBS check or equivalent in order to comply with our safeguarding policies. The school will provide guidance regarding this process.

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This means that we have a Child Protection Policy and procedures in place to which we refer in our prospectus. All staff (including supply staff, volunteers and governors) must ensure that they are aware of these procedures. Parents and carers are welcome to read the Policy on request.

Sometimes we may need to share information and work in partnership with other agencies when there are concerns about a child's welfare. We will ensure that our concerns about our pupils are discussed with his/her parents/carers first, unless we have reason to believe that such a move would be contrary to the child's welfare.

Our Designated Safeguarding Lead (DSL) is Guy Perkins. The Deputy DSLs are Emily Millican, Karen Burgess and Kirsty Morgan.

Having Your Say

Your opinion is important to us. We seek your views in a number of different ways. Most of the time parents and carers make suggestions in informal ways, and we greatly appreciate and welcome the interest that this shows in the school.

The annual parent questionnaire is your chance to give us feedback on a range of issues. There is a section for your comments as well as statements to grade. The results of this questionnaire are published within one month of the submission deadline.

You are welcome to come along to our full governors' meetings. Please contact the school office at least twenty-four hours before the full governor's meeting you wish to attend. Dates for these meetings are published. The meetings consist of a 'public' element to which any parent or carer is welcome to attend. A small part of the meeting will be closed, however, in order to discuss confidential matters.

Complaints

In most cases we hope that any concerns or problems that arise from time to time are dealt with by contacting your child's class teacher. However, if you have a complaint to make about your child's class teacher or other serious complaint, then you are welcome to make an appointment to see the Deputy Head Teacher, Mrs Emily Millican, or Head Teacher, Mr Guy Perkins.

Both Mr Perkins, Mrs Millican and the Assistant Head Teacher endeavour to be at the school gates before and after school, and are happy to listen to any queries or concerns you may have.

We ask that parents raise any problems relating to school as soon as possible, so that matters can be dealt with quickly. **Please see the Complaints Policy available on the school website for more det**

Pupil Premium

Part of the school's funding is linked to the number of pupils who are eligible for Pupil Premium and Free School Meals. If you think your child may qualify, it is important that you inform the school office. Any information you provide will be treated in the strictest confidence.

From September 2026, eligibility for Free School Meals does not automatically mean that a child will attract Pupil Premium funding. Only children who qualify under the **Targeted Free School Meals** criteria (see below) generate additional Pupil Premium funding for the school. You do not need to take up the offer of Free School Meals for the school to receive this funding; simply registering your child's eligibility is sufficient. The school decides how Pupil Premium funding is used and publishes details of this on the school website. Children who qualify for Pupil Premium and require additional support may be prioritised when the school allocates this funding. Children who qualify only for **Expanded Free School Meals** receive the meal entitlement but do not attract Pupil Premium funding.

There are two categories of Free School Meals:

- **Targeted FSM** – for pupils in households receiving Universal Credit with annual household earnings of **£7,400 or less**. Children who qualify under this category will also attract **Pupil Premium funding** for the school.
- **Expanded FSM** – for pupils in households receiving Universal Credit who do not meet the targeted FSM earnings threshold. Children in this category will receive **Free School Meals only**.

Your child may be entitled to Free School Meals if you receive any of the following:

- Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance
- The guaranteed element of Pension Credit
- Support as a family with **No Recourse to Public Funds (NRPF)**, subject to certain criteria

Pupil Premium for Services children

Please let us know if you are currently serving in the armed forces or have served in the last three years as there may be additional funding available for your child.

Appendix 1 - Uniform

We feel that wearing school uniform is important to maintain high standards and to help children develop a corporate feeling and sense of pride and belonging in themselves and their school. We ask parents to co-operate by sending children to school in uniform as detailed below, making sure that **every item is clearly marked with the child's name**. Please note that children will need to wear their PE kit to school on days they have PE lessons. Hoodies may be worn with PE kit, but a V-neck jumper is required on non-PE days.

Please note that the list of uniform below is non-gender specific.

WINTER UNIFORM
Dark grey skirt* with short or long white socks (not sports, liner style socks) OR thick grey tights <i>*Dark grey pinafore dresses or dark grey culottes may be worn as an alternative</i>
Dark grey tailored trousers with dark grey or black socks
Yattendon polo shirt with school badge (with badge preferred but not compulsory)
Yattendon navy school jumper with school badge (compulsory branded item)
Black shoes suitable for outdoor use. Ideally, flat sole shoes should be worn so that children can use the astra turf at playtime without having to change shoes. Shoes should be made from a material than can be polished (ie not canvas, suede or nylon mesh) Boots are NOT allowed.
Trainers for indoor used (or for changing into for playtime)
OPTIONAL SUMMER UNIFORM (After Easter break)
Blue and white checked gingham dress/playsuit (playsuit is similar to dress but with legs) with short or long white socks (not sports, liner style socks) White leggings may be worn under summer dresses (optional)
Dark grey tailored shorts
P.E. KIT
School PE T-shirt in house colour with school badge (compulsory branded item)
Navy Yattendon hoodie with school badge for cooler weather (compulsory branded item)
Plain navy, loose-fitting shorts ** (no stripes or other design additions please)
Plain navy, loose-fitting jogging bottoms ** (no stripes or other design additions please)
Trainers suitable for outdoor/indoor PE
**Leggings, exercise tights and tight shorts (such as lycra shorts) are <u>NOT</u> permitted
SWIMMING KIT (Year 4 in Autumn term and Year 3 in Summer term)
Towel
One piece costume or swimming trunks (no long shorts or bikinis)
Named, waterproof bag

Appendix 2 – Home/School Agreement

Below is the wording contained in the Home/School Agreement. We ask that all new parents read and sign this agreement. The children are also asked to sign it. If parents have any questions or concerns about the wording of the agreement, these may be raised with the Head Teacher, Guy Perkins.

The school will:

- provide a safe, secure and happy environment
- teach an appropriate and planned curriculum
- provide an education for all, acknowledging that the society within which we live is enriched by the ethnic diversity, culture and faith of its citizens
- meet the individual needs of your child
- communicate with parents immediately about any concerns or problems that affect your child's work or welfare
- communicate with parents about school activities including Home Learning, the planned curriculum, changes of staff, after school clubs and importantly your child's performance
- respond promptly and consistently to any behavioural problems, particularly those which could otherwise develop into bullying
- welcome parents' and carer's involvement with activities that enhance children's life in school
- help teach children about appropriate behaviour online by educating them about internet safety and communicating firm expectations regarding behaviour with connected devices (including PCs, tablets, watches and mobiles).

Parents or carers will:

- send our child to school on time wearing appropriate uniform and adhering to the jewellery and hair style regulations as stated in our Uniform Policy and School Handbook
- respect the school's Home Learning policy while supporting our child with his/her Home Learning
- respond to all communications issued by the school where necessary
- let the school know as soon as possible if our child is unable to attend school due to illness or other valid reason
- communicate with the school as soon as possible about any change of circumstances which might affect his/her work or behaviour, or may result in absence
- attend open evenings/meetings to discuss our child's targets and progress/ performance
- be as involved as possible with activities to develop a home school partnership to enrich our child's opportunities
- support the school in establishing appropriate expectations of our child's behaviour
- provide my child with a healthy packed lunch, as per the Packed Lunch Policy
- read the "Transporting your child to/from school" section of the Parent & Carer handbook and agree to park safely whenever using a car to drop off or collect my child and to respect the school's neighbours' access needs at all times.

As a pupil at Yattendon School, I will make every effort to:

Remember to follow the three main school rules:

Be ready (to learn)

Be respectful

Be safe

By:

- attending school regularly on time and in correct school uniform
- listening in class and ask questions when in doubt
- being helpful and polite to all adults and all other pupils
- completing my class work and Home Learning as well as I can
- talking to my parents or carers about anything I like or dislike about school
- treating the school and my fellow pupils as I would like myself and my things to be treated
- talking to my teacher or an adult I trust if I have any worries

Appendix 3 – Mobile Phone Policy

Mobile phones have become very popular, and their use amongst young children has increased significantly in recent years. Whilst they present a convenient way for parents to contact children and vice versa, their use (particularly with the advent of increasingly sophisticated equipment and camera phones) presents a number of problems in school, including:

1. Mobile phones can be very valuable items and might render a pupil vulnerable to theft;
2. Mobile phones (and their cost and level of sophistication - or otherwise) can make children objects of envy or disparagement and could have implications with regard to discipline and potential bullying;
3. Even when apparently silent, the use of personal mobiles phones, including for texting purposes, distracts children from their learning.
4. Use of phones with integrated cameras and unfiltered internet access could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images and the potential for inappropriate use of the internet.

The Governors accept that it is not regarded as realistic to have a policy which completely prohibits children from taking phones to school. Therefore, our policy prohibits the unauthorised use by children of mobile phones while on school premises, grounds or off site activities (e.g. school swimming).

Policy on the use and possession of mobile phones by children

1. Generally, children should **avoid bringing mobile phones** to school. The school advises all parents to discourage children from bringing mobile phones to schools on the grounds that they are valuable and may be lost or stolen.
2. In **exceptional circumstances** a mobile phone may be brought to school. This would only be with the express permission of the school. A form for this purpose will need to be filled in by parents, stating the reason their child needs a mobile phone in school, and absolving the school of any responsibility for loss or damage of the phone. The Head Teacher allows class teachers to give permission on a case-by-case basis. The phone must then remain switched off during the school day and **may not be used for any purpose on school premises and grounds or during off-site school activities (such as school swimming or sports activities)**.
3. It is an individual children's responsibility to hand their phone in to their class teacher at the beginning of the school day and collect their phone at the end of the day. However, the school will accept no liability or responsibility for the loss of - or damage to - mobile phones brought on to the school premises at any time, regardless of where they are stored.
4. The mobile phone **must not be used by the pupil at any point during the school day or on school premises**. Where a child is found by a member of staff to be in unauthorised possession of a mobile phone, or using the phone in school for any purpose without express permission, the phone may be confiscated from the child and returned only to the child's parent or carer. In such circumstances, permission for bringing the phone to school will be reviewed and may be temporarily or permanently withdrawn.
5. Mobile phones are not allowed to be taken by any child on school trips or visits, including residential visits.

Appendix 4 - Acceptable Use Agreement for Mobiles and Connected Devices

Online Safety Policy – a summary for parents and carers

The full Online Safety Policy is available on the school website

Scope of the Policy

This policy applies to all members of the school community (including staff, pupils, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Head Teachers to such extent as is reasonable, to regulate the behaviour of pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of online-bullying or other online safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents/carers of incidents of inappropriate online safety behaviour that take place out of school.

Roles and Responsibilities

Pupils:

- are responsible for using the school digital technology systems in accordance with the pupil acceptable use agreement
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on online-bullying.
- should understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school, if related to their membership of the school

Parents/carers

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website, social media and information about national/local online safety campaigns/literature. Parents and carers will be encouraged to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website/Learning Platform and on-line student/pupil records
- their children's personal devices in the school

Education – Pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety/digital literacy is therefore an essential part of the school's online safety provision. Children and young people need the help and support of the school to recognise and avoid online safety risks and build their resilience.

In planning their online safety curriculum, year group teams refer to:

- DfE Teaching Online Safety in Schools
- Education for a Connected World Framework
- Yattendon's Long and Medium Term Planning Documents

Online safety should be a focus in all areas of the curriculum and staff should reinforce online safety messages across the curriculum. The online safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned online safety curriculum is provided as part of Computing/PHSE/other lessons and should be regularly revisited
- Key online safety messages will be reinforced as part of a planned programme of assemblies and class activities. There will be an assembly with an online safety theme at least once per term.
- Pupils should be taught in all lessons to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information.
- Pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Pupils should be supported in building resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.
- Pupils should be helped to understand the need for the pupil acceptable use agreement and encouraged to adopt safe and responsible use both within and outside school.
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that students/pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where pupils are allowed to freely search the internet, the lesson must begin with a reminder of online safety with regards to internet searches and staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (via a helpdesk ticket to Sweethaven, copied to the Headteacher and Online Safety Lead) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education – Parents/carers

Many parents and carers have only a limited understanding of online safety risks and issues, yet they play an essential role in the education of their children and in the monitoring/regulation of the children's online behaviours. Parents and carers may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site,
- Parents/carers evenings/sessions
- High profile events/campaigns e.g. Safer Internet Day
- Reference to the relevant web sites/publications
- Information shared via Google Classroom

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents/carers and pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for online-bullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students/pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.
- Written permission from parents or carers will be obtained before photographs of students/pupils are published on the school website/social media/local press
- In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images.
- Staff and volunteers are allowed to take digital/video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

Communications

When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Staff and pupils should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access).
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.
- Any digital communication between staff and pupils or parents/carers (email, social media, chat, blogs, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications.
- Pupils will be provided with individual school email addresses for educational use.
- Pupils should be taught about online safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Appendix 1

Pupil Acceptable Use Agreement for Mobiles and Other Connected Devices (including smart watches)

I agree that I will:

- behave online (or via text messages) in a respectful way++;
- set privacy settings so that no one other than people I know well and trust can find out about me or my friends and family;
- tell adults about anything I see online that makes me uncomfortable;
- tell adults if I am aware of other children who are not being respectful in the way they use mobile devices or are breaking any part of the agreement written on this page;
- ask my parent or carer's permission before playing an online game that may include exchanging messages with people I don't know;
- switch my phone off when I enter school gates and give my phone to my class teacher to keep during the school day.

I agree that I won't:

- join a social media site - or site capable of allowing me to send messages, stream or post content online - that does not allow children my age to be a member;
- share personal information online including my name, age, school, friends' names, home address or date of birth;
- use an internet-capable device (such as smart phone) on the school grounds or building unless given permission by (and supervised by) a member of staff;
- access the internet via a smart watch or similar device belonging to me whilst in school;
- take video recordings, audio recordings or pictures on the school premises using my own device without permission from a member of staff; **
- contact and share personal information with people I don't know (or accept friend requests from people I don't know);
- deliberately access or attempt to access any inappropriate online content in school.

Pupils read and sign:

I agree with the rules above. I understand that the school may prevent me bringing a mobile phone or other internet-capable device into school if I break one or more of these rules and that this decision would be made by the Head Teacher. I understand that I may also face further sanctions if I break one or more of these rules, depending on the seriousness of the situation.

Signed: (pupil)

*** Permission would rarely be given and would have to satisfy the school's data protection policies.*

++ Not behaving in a way that is a deliberate attempt to cause harm to others.

Parent's/carer's declaration

Parents/carers please read and sign below.

I agree to do my best to support my child follow the rules overleaf.

I agree to **carefully consider the option of preventing** my child from taking mobile devices/connected devices into their own room/s and agreeing a plan with my child to monitor their online activity.

I will do my best to ensure that my child has appropriate privacy settings on the apps/accounts they use.

I understand that the school has to have a copy of this agreement from to allow my child's mobile phone or connected device in school.

I understand that the school has a right to take reasonable steps to enforce these rules, including confiscating devices and returning them directly to me. I am aware and agree that the school is not responsible for loss of, damage to or theft of my child's mobile device (including smart watches) whilst it is on the school premises.

Pupil's name Class

Signed (parent/carer) Date: / /

Please note that the declaration above is for information only. A separate form is given to you for filling in and returning to school.

Appendix 5 - Stationery

Children are required to have the stationery listed below in school.

Stationery List – September 2026

Please ensure you bring the following stationery equipment to school in September.

- 2 HB writing pencils (without a rubber at the end),
- A plain rubber (no novelty rubbers please),
- A pencil sharpener,
- A glue stick (Pritt Stick is the most effective – although more expensive, it lasts much longer and works better!),
- Two black whiteboard marker pens,
- A pair of safety scissors (rounded ends),
- A set of coloured pencils (not felt tip pens),
- A green biro,
- A yellow highlighter,
- A 30cm plastic shatter-proof ruler (not novelty bendy rulers please).

Year 5 & 6 also need:

- A blue 'berol' handwriting pen (your class teacher will confirm when you can write in pen)

We ask that as many items as possible are named and that pencil cases are not full of other items not on this list. Pencil cases will need to be left in school, so nothing precious should be included.

Please also avoid novelty items such as folding rulers or smelly rubbers! If these are brought in, the class teacher will ask your child to take them home.

Pencil		Glue stick	
Rubber		Green pen	
Pencil sharpener		Highlighter	
Ruler		Pair of scissors	
Whiteboard pen		Colouring pencils	





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