



Parental Consent: Information for Parents

SEPTEMBER 2020

This document provides more detailed information for parents concerning the parental consent form at the end of this document.

Home-School Agreement

The School Standards and Framework Act requires all schools to have a home-school agreement. This comprises a statement outlining the school's responsibilities towards its pupils, the responsibilities of parents, and what the school expects of its students.

On the attached Consent Form: we will ask parents/carers to endeavour to:

- make sure that their child attends school regularly, and notify the school if their child is absent
- make sure that their child does not arrive late for school, and collect her/him promptly at the end of the school day
- support the school's policy and guidelines on behaviour
- support their child in homework and other opportunities for home learning
- attend parent evenings to discuss their child's progress
- let the school know about any concerns or problems which might affect their child's work or behaviour
- ensure that their child wears school uniform and is tidy in appearance

The school will endeavour to:

- enable each child to make the most of her/his talents and skills
- provide a safe, friendly, caring and dedicated learning environment
- provide a broad and balanced curriculum which meets the needs of all children, whatever their ability
- set regular and suitable homework in accordance with our homework policy
- inform parents/carers about their child's progress at termly meetings and through the child's Annual Report
- contact parents/carers over any concerns regarding work, behaviour, attendance or other matters
- give parents/carers an overview of what their child will be taught each term
- value and treat each child equally, regardless of race, faith, background or gender
- keep parents/carers informed about school activities through regular newsletters

Consent for Internet Use and Access

Through the School's Online Safety Policy and the pupil's Acceptable Use Policies we endeavour to keep your child safe online at all times. Our Internet provision is provided by the **Kent Lightspeed Systems** and as such, all content is subject to rigorous firewall settings and content filters.

This provision is designed to minimise the chance of our children accessing inappropriate content and of being contacted inappropriately online. Please note that because of the ever-changing nature of the Internet, this cannot be guaranteed, however policies are in place to address any online safety concerns as they arise.

Our comprehensive computing curriculum covers a wide range of online safety concepts for all ages and is designed to provide your child with the tools, knowledge and skills needed to encourage and help ensure safe surfing.

On the attached Consent Form: we will ask consent for:

- ✓ Your child to have access to the Internet in school, which is provided and filtered by the Kent Lightspeed Systems.
- ✓ I have read the Acceptable Use Policy

By agreeing to the above you also:

- understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- are aware that the internet and computer use, using school equipment, may be monitored for safety and security reasons to safeguard both my child and the school's systems.
- am aware of the importance of safe online behaviour.
- know I will be contacted by the school if they have concerns about any online safeguarding concerns.
- know I will inform the school or other relevant organisations if I have concerns over my child's or other members of the school communities' safety online.
- support the schools online safety education and encourage my child to adopt safe use of the internet and digital technologies at home.

Consents for Digital Images

The use of digital images (photographs and video) plays an important part in our learning activities. Our children and members of staff may use digital devices to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication on the school website and occasionally in the public media. We will ensure that when images are published that the children cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents and 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 General Data Protection Regulations). To respect everyone's privacy and in some cases protection, these images should not be published or made publicly available on social networking sites, nor should parents and carers comment on any activities involving other children in the digital / video images.

On the attached Consent Form: We will consent for...

- ✓ The school to take digital images of your child.
- ✓ Digital images of your child to be used on the official school website.
- ✓ Digital images/video of your child to be used on the school's official Youtube channel.
- ✓ Digital images of your child to be used in the school prospectus and other promotional material for the school, such as flyers and leaflets.
- ✓ Digital images of your child to be used in school displays.
- ✓ Digital images of your child to be taken when involved in school events; such as a Kent Messenger First Class Supplement, Christmas Nativity and Sports Day etc. The school may make these images available to other parents.

There is also the option to withdraw consent for digital images being taken:

*"I **DO NOT** consent for the school to take or use **any** digital images of my child, other than those taken in the public interest and used for school administration."*

Parent/Carers Acceptable Use Policy (available on our website)

On the attached Consent Form: We will ask consent for...

- I have read and discussed Cobham Primary School's Acceptable Use Policy with my child.
- I know that my child will receive online safety education to help them understand the importance of safe use of technology and the internet, both in and out of school.
- I am aware that any internet and computer use using school equipment may be monitored for safety and security reasons, to safeguard both my child and the schools' systems. This monitoring will take place in accordance with data protection (including GDPR) and human rights legislation.
- I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- I understand that if the school has any concerns about my child's safety online, either at school or at home, then I will be contacted.
- I understand that if my child does not abide by the school Acceptable Use Policy then sanctions will be applied in line with the school policies including behaviour, online safety and anti-bullying policy. If the school believes that my child has committed a criminal offence then the Police will be contacted.
- I, together with my child, will support the school's approach to online safety and will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I know that I can speak to the school Designated Safeguarding Lead, Mrs J Saunders or my child's teacher if I have any concerns about online safety.
- I will visit the school website for more information about the school's approach to online safety as well as to access useful links to support both myself and my child in keeping safe online at home.
- I will visit the following websites for more information about keeping my child(ren) safe online:
 - www.thinkuknow.co.uk/parents,
 - www.nspcc.org.uk/onlinesafety
 - www.internetmatters.org
 - www.saferinternet.org.uk
 - www.childnet.com
- I will support the school and my child by role modelling safe and positive online behaviour (such as sharing images, text and video responsibly) and by discussing online safety with them when they access technology at home.

Consent for Cloud-Based Services

As part of the school's range of IT teaching and learning resources, we use a number of cloud-based suppliers to provide educational content for our children. Each resource requires specific items of personal data for each user in order to function correctly. The majority of personal data collected and processed on our behalf is done so in the public interest in our role as a school.

There are a few instances however where we require parental/carer consent to forward certain types of personal data. The table below details the different resources we currently use and the data that is uploaded to those resources. For each resource, we require your consent to upload the listed personal data.

A full audit of each resource supplier has already been carried out. This audit focused on data transfer security, data storage security and the supplier's readiness with regards to GDPR.

This is our current cloud-based suppliers for September 2020:

Supplier	Product
Foundation Stage Forum Ltd	Tapestry
Seesaw Learning Inc	Seesaw Class/Family
3P Learning	Mathletics

On the attached Consent Form: We will ask consent for...

✓ Your child's personal data being used to create and access cloud based educational resources that are set up and managed by the school

Consent Form for Tapestry (for Early Years Children Only) and Seesaw

At Cobham Primary School, we use 'online learning journals' called **Tapestry** for our Early Years children and **Seesaw**. These systems enable our staff to take digital images (both photographs and video) and either make written observations of the day-to-day activities your child experiences in school or sharing their daily or weekly learning. Parents and carers can celebrate this learning at home too and have access to their child's journal using an email address and a secure password. You can add your own photos and comments to your child's journal.

The safeguarding of our children and their data is very important to us and we can confirm that all Tapestry Learning Journals and Seesaw Journals are hosted on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. Everything that is added to Tapestry or Seesaw is done so through our official school accounts and can only be viewed by the school staff that use the system, and yourself, using your own log in details.

Tapestry or Seesaw administrative staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry and Seesaw's Privacy, Security and Back-Up Policy' is available on their websites.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work and play together. For this reason, we require your consent for your child to appear in photographs within other children's Learning Journals.

Please note – once your child's Learning Journal is set up, it is crucial that you do not share digital images from your child's journal on social media or through other online platforms. The digital images uploaded to Tapestry or Seesaw by the school are the property of Cobham Primary School and you do not have permission to upload them onto any web site on the Internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken may result in your access to the system being withdrawn.

On the attached Consent Form: We will ask consent for...

- ✓ The creation of a Tapestry or Seesaw Online Learning Journal for your child and permit digital images and notes that contain your child's personal data to be uploaded.
- ✓ Digital images that include your child being uploading to the Learning Journals of other children in our school.
- ✓ Your email address being used to provide you with access to your child's Learning Journal.
- ✓ Agreement to the following:
 - To not publish any of your child's observations or digital images on any web site or social media platform.
 - To keep my login details within my trusted family.
 - To speak to a member of staff if you experience any difficulties accessing your child's Learning Journal.

If you do not have access to an email address or device, please contact your child's class teacher to arrange a viewing of your child's Learning Journal using school equipment.

Cobham Primary School – Parent/Carer Consent Form

:- Please complete and return:-

Child's Name:	
Class:	
Parent or Carer's Name (please print):	
Parent or Carer's Signature:	
Date of Signature:	

Please tick as required.

Home-School Agreement

I understand and agree with the Home-School Agreement.

Internet Access

I consent for my child to have access to the **Internet** in school, which is provided and filtered by Lightspeed Systems.

Digital Images (Photos and Video)

I consent for the school to take **digital images** of my child.

I consent for digital images of my child to be used on the **official school website**.

I consent for digital images of my child to be used on the school's official **Youtube** channel.

I consent for digital images of my child to be used in the **school prospectus** and other promotional material for the school, such as flyers and leaflets.

I consent for digital images of my child to be used in **internal displays**.

I consent for digital images of my child to be taken when involved in **school events**; such as a Kent Messenger First Class Supplement, Christmas Nativity and Sports Day etc. The school may make these recordings available to other parents.

I give permission for my child to have a **school photograph** taken. I understand this printed/digital photograph can be purchased by parents.

OR

I **DO NOT** consent for the school to take or use **any** digital images of my child, other than those taken in the public interest and used for school administration.

PTO.....

Parent/Carers Acceptable Use Policy

<input type="checkbox"/>	I have read, understood and agree to comply with the Cobham Primary School Acceptable Use Policy.
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Cloud-Based Educational Resources

<input type="checkbox"/>	I consent to my child's personal data being used to create and access cloud-based educational resources that are setup and managed by the school.
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Tapestry (Early Years Children Only) & Seesaw Learning

<input type="checkbox"/>	I consent to the creation of a Tapestry or Seesaw Online Learning Journal for my child and permit digital images and notes that contain my child's personal data to be uploaded.
<input type="checkbox"/>	I consent to digital images that include my child being uploading to the Learning Journals of other children in our school.
<input type="checkbox"/>	I consent to my email address being used to provide me with access to my child's Learning Journal.
<input type="checkbox"/>	As a parent/carer I agree to the following: <ul style="list-style-type: none">• To not publish any of my child's observations or digital images on any web site or social media platform.• I will keep my login details within my trusted family.• I will speak to a member of staff if I experience any difficulties accessing my child Learning Journal.

Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time at Cobham Primary School. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

If you wish to do so, please let us know in writing by either:

Emailing the school office (office@cobham.kent.sch.uk)

Or

Completing a Consent Change form in the School Office.