



# Lister Community School Year 6 Transition Information Booklet

April 2022

Dear Parent/Carer,

We are delighted that we will shortly be welcoming your child to Lister Community School and we are looking forward to them becoming a full member of our school community. Enclosed in the following booklet is information that we hope you will find useful in preparing your child for secondary school.

Key dates:

Information event for Y6 parents: **Wednesday 6th July 4.30**

Y6 Induction days: **Tuesday 12th and Wednesday 13th July**

Y6 Summer School: **Monday 25th - Friday 29th July**

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## The House System

Lister operates a “House” and vertical tutoring system, which we believe will benefit your child in many ways. Your child will be part of a tutor group which consists of children from years 7, 8, 9 and 10. Y11 have separate tutor groups to allow them to prepare for the next steps in their education. Your child’s tutor who will take a particular interest in your child’s educational progress. They are going to become a strong link between home and school in supporting your child to achieve and will be the main point of contact. Siblings are allocated to the same House but not to the same tutor group. In late May or early June, we will write to you confirming which house your child has been allocated to.

Role	House and key staff		Contact Details
<b>Head of House:</b> Will be focusing on your child’s achievement	Galileo	Tayo Akinrinlade	tayo.akinrinlade@lister.newham.sch.uk
	Da Vinci	Sophie Talbot	sophie.talbot@lister.newham.sch.uk
	King	Natasha Sivadasan	natasha.sivadasan@lister.newham.sch.uk
	Hawking	Majada Yasmin	majada.yasmin@lister.newham.sch.uk
	Shelley	Tabish Shafi	tabish.shafi@lister.newham.sch.uk
<b>Pastoral Manager:</b> Will be focusing on your child’s behaviour and well being	Galileo	Hardeep Uppal	hardeep-singh.uppal@lister.newham.sch.uk
	Da Vinci	Bilal Mehmood	bilal.mehmood@lister.newham.sch.uk
	King	Albab Chowdhury	albab.chowdhury@lister.newham.sch.uk
	Hawking	Abida Sultana	abida.sultana@lister.newham.sch.uk
	Shelley	Segun Haughton	segun.haughton@lister.newham.sch.uk

## Year 6 Induction - Tuesday 12th and Wednesday 13th July

Y6 students should attend both induction days on Tuesday 12th and Wednesday 13th July. They will meet their tutor and tutor group and have lessons across a range of secondary school subjects. Year 6 students always report they feel much more confident about coming to secondary school after experiencing their induction days. Further details about the induction programme will be sent to you nearer the time.

We will provide lunch for all students on our Induction Day at Lister, students are also welcome to bring in their own healthy packed lunch. Please see the section on school lunches for further details on lunches at Lister.

### Uniform for Induction

We do not expect families to have purchased the full school uniform for the induction programme but we do ask that all students wear their new Lister School tie, which will help them feel a sense of belonging to their new house. This can be purchased at our Parent Information Evening on Wednesday 6th July. They should wear this with a white shirt with a collar, black trousers or skirt, sensible black shoes (no trainers) and their primary school jumper if needed.

On Monday 12th of July your child will be expected to arrive at **8.30**. Y6 students will finish at **2.45pm** to avoid congestion at the school gates with the rest of the school.

## Year 6 Summer School: Monday 25th-29th July

We are pleased to be offering a Y6 Summer School during the first week of the summer break, from 9am-3pm every day with a full programme of activities, workshops, challenges and trips designed to support your child to learn new skills, make friends and build confidence ahead of their start at Lister Community School this September. Last year, we hosted 134 Y6 students and 87% commented how much it helped them feel more prepared for their transition. See more information on the back of this booklet.

## The School Day

Normally, our school day begins at 8.25am and all students must be on site by that time. The school day ends at 3pm.

Children follow a timetable of 6 x 50 minute periods per day. They have one break time and one lunch time.

Monday to Friday		
	Year 7 and Year 8	Year 9, Year 10 and Year 11
08.25	Students on site	Students on site
08.25-08.50	Tutor time	Tutor time
08.50-09.40	Period 1	Period 1
09.40-10.30	Period 2	Period 2
10.30 - 10.50	Break time	Break time
10.50 - 11.40	Period 3	Period 3
11.40 - 12.30	Lunch	Period 4
12.30 - 13.20	Period 5	Lunch
13.20 - 14.10	Period 6	Period 6
14.10 - 15.00	Period 7	Period 7

## Attendance and Punctuality

It is vital that students attend school on time every day so that they gain the greatest benefit from their education. Any absence can seriously affect their learning. It is your legal responsibility to ensure your child attends school and absence without good reason is an offence in law and may result in legal action being taken, or a penalty notice fine being issued.

Research has shown that regular attendance is a key factor in students achieving their full potential at secondary school. For every drop in attendance of 10% there is an average drop of one grade at GCSE. We expect all Lister students to achieve at least 96% attendance.

We ask that parents do the following to avoid unnecessary school absence:

- Make non-urgent medical appointments before or after school hours
- If your child must attend a medical appointment in the morning, they should return to school for the afternoon session
- Provide evidence of your child's absence e.g. appointment card, on their return to school

### **Reporting your child's absence**

If your child is absent you must:

- Contact your child's Business Support Officer as early as possible on the first day of absence either by telephone or in person AND contact on every subsequent day of absence.
- Provide a note in the student planner on the day they return explaining the absence.

### **Applications for leave of absence in term time**

This school will not authorise holidays during term time. Any application for leave during term time must be made in writing to the Headteacher. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional of circumstances. Each application will be considered on its own merit, and the attendance record of the child or children will be taken into account when making the decision. Unauthorised holidays will automatically incur a penalty notice fine.

### **Punctuality**

Poor punctuality is not acceptable. Late arrival students disrupt lessons and this will affect their overall attendance score as well as the overall attendance for their House.

Our school day starts at **8.25am** and we will expect your child to be in school before this time. At 8.25am the front gate will be locked and any student arriving after 8.25am will be lined up outside the main entrance with members of the House Leadership Team. **Students who are late for school will be given a 'same day' detention after school for 30 minutes.** Failure to attend the detention will result in a one hour 'School detention' which will be logged on Go4Schools.



# School Uniform

## Blazer

School Blazer with House Colours worn at all times in the school building. Removed with permission from class teacher during lessons.

## Tie

House Coloured Tie, long enough to reach the top of school trousers of shirt with a thin knot.

## Hijab (if worn)

Plain black.

## Shirt

Plain white, tucked in, all buttons done up. A short sleeved shirt can be worn in summer.

## Jumper

Option plain black V-neck jumper with Lister Logo.



## Trousers

Black tailored trousers (with plain black belt if required.)

## Skirt

Black tailored skirt, knee length or longer.

## Shoes

Plain black shoes with black laces. No coloured laces or stitching or plimsolls.

## Outdoor Clothing

Coats and other outdoor clothing to be worn outside only. Black woollen hats can be worn outdoor.

## Jewellery and Make-Up

Only small plain studs or sleepers may be worn by those with pierced ears. No other jewellery at all. Make-up should be minimal and discreet. No nail varnish.

### The following uniform is compulsory for all students:

- Black Blazer (with correct house colour embroidery and logo) - purchased from Fashion Stock
- House coloured tie (must be tied and worn properly at all times) - purchased from Fashion Stock
- Black V-Neck jumper with logo (optional)
- Long or short sleeved white shirt with collar (no polo shirts)
- Plain black tailored trousers (with plain black belt if required)
- Plain black tailored skirt (knee length or longer, but not below the ankle)
- Plain black shoes (maximum 3cm heel, trainers are not permitted and will be confiscated by the school if they are worn in school.)
- Plain black socks or plain black knitted tights
- If worn, plain black hijab/headscarf, with no decoration.
- Lanyard and ID card - must be worn at all times, this will be issued on the first day of term. These are an important form of identification and are linked to student's parent pay accounts. (Lost, damaged or defaced lanyards and ID cards must be replaced. Replacement of items requires a payment on parent pay account of £2.50 for a replacement lanyard, and £2.50 for a replacement ID card.)

### Outdoor wear

- Coats/jackets must be plain black, students must not wear coats indoors.
- Hats and caps must not be worn inside the school at any time. Black woollen hats can be worn in the playground at break times.

### Jewellery

- Students may wear one pair of small discreet earrings (in pierced ears) and a watch. Earrings must not exceed the size of a 5p piece
- Bracelets and ankle chains should not be worn to school
- The school will not take responsibility for jewellery worn to school

### School Bags

- Black school bags must be large and practical enough to hold required equipment and school books (including A4 size).
- Purses and wallets should be stored securely.

**Uniform Stockist for blazer and tie:**

Fashion Stop  
 138 High Street North  
 East Ham  
 London  
 E6 2HT  
 Telephone: 020 8552 3200

## PE Uniform

**Compulsory Items:**

- White polo top
- Plain black shorts or jogging bottoms
- Plain black football socks
- Running/gym style trainers which are appropriate for all sports and weathers (no vans, converse or pumps)
- Dance is bare feet, no socks allowed
- Water bottle (to be brought to every lesson as students cannot leave venues to get water)

**Optional Items**

- Football boots moulded (no metal tipped studs allowed)
- Gum shield
- Shin pads
- Optional winter uniform: black rugby shirt with House colour stripe, black Lister logo fleece (both boys and girls)

**Swimming for Year 7:**

- Swimming trunks black (must be fitted and streamline, not baggy shorts) or one piece black swimming costume
- Swimming hat black (compulsory)
- Towel
- Swimming goggles are recommended

**Other Important Information**

- There is a strict NO JEWELLERY requirement in ALL PE/Dance lessons and extra-curricular activities at Lister Community School. Students are therefore advised not to wear jewellery on days where they have a PE/Dance lesson, or a PE/Dance-related extra-curricular activity. Any student without proper PE kit, or who refuses to remove item/s of jewellery will not be permitted to participate in their PE/Dance lesson or activity.
- The school will make a judgement about the appropriateness of any items worn, the style they are worn in, and/or students' general appearance that are not detailed above.
- Students in incorrect uniform will be required to change. If necessary, they will be sent home to change into, or purchase, missing items. Students who are not in correct uniform will not be allowed to attend their usual lessons, but will work separately from other students.
- Non-uniform items will be confiscated.
- We strongly advise that parents should equip students with two pairs of suitable school shoes at the start of the school year, as the majority of uniform problems are around students' footwear.

## Equipment, including Mobile Phones

Students are expected to come to school fully equipped and ready to learn, failure to bring the correct equipment means that your child loses valuable learning time.

### **Essential Basic Equipment**

Writing Pens (Blue or black)  
Ruler  
Eraser  
Pencil  
Pencil Sharpener  
Reading book  
School planner with timetable  
Glue stick  
Green writing pen  
Green highlighter  
Pink highlighter  
Scientific calculator (Casio FX-83GT Plus Scientific Calculator)  
Mini-Whiteboard pen

### **Students might like to bring:**

A dictionary  
Thesaurus  
Colouring pencils



**Mobile phones and other electronic devices as well as headphones must not be seen in school.** If a pupil brings their phone to school it must be **switched off all day and kept safely out of sight.**

If a member of staff sees a pupil using a phone or other portable electronic device on the school site, or if a phone causes a distraction e.g. by ringing inside a bag, they will ask the pupil to hand it over. **It must then be handed over straight away without argument.**

Should a parent wish to collect a confiscated phone, they can collect the phone from the School Reception on Thursdays from 3.00 – 4.00 pm. Phones cannot be collected on the same day that they are confiscated.

If a parent needs to contact a pupil during the school day they may do so by calling the reception and a message will be passed on for you. If a pupil needs to call home they can ask permission at student reception.

## School Lunches

As a parent, you have the responsibility either to apply for free school meals OR to sign up to ParentPay so that your child can buy a school lunch (we operate cashless systems), OR to provide a packed lunch. The cost of a main meal deal at Lister is £2.30.

### **Packed Lunches**

We operate a Healthy Eating policy at Lister, given the clear link between nourishment and achievement. If your child is bringing a packed lunch, the following items are banned:

- Sweets
- Large bags of crisps
- Large chocolate bars
- Junk food
- Energy drinks (caffeinated)



- Sweet or fizzy drinks (we sell plenty of alternative drinks at school)

Packed lunches may include a small chocolate bar, cake or biscuits.

Our catering provider, Accent Catering, offers a range of delicious dishes to our students throughout the week with a range of hot and cold options on offer. The menu can be found on [our website](#).

### **Cashless Catering**

Lister Community School uses a Cashless Catering system for all students who wish to buy a meal in the school canteen. Students must have money on their ParentPay account, which is linked to their school ID card. Cash is not accepted at the tills, we are unable to top up accounts if students bring in cash.

You can either load money via a secure website called ParentPay or pay in cash at local stores where you see the PayPoint logo.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account, you can make online payments straight away.

We will provide you with a unique activation username and password to create a ParentPay account in August.

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page. You will need the username and password to do this.

### **Free School Meals**

Newham Council has provided all primary school age children free school meals. **This service does not continue into Secondary School.**

If you are eligible for free school meals it is essential that you apply by completing an application form and submitting this to the Local Authority online at:

<https://www.newham.gov.uk/schools-education/free-school-meals/2>

If you do not have access to the internet at home you can access this via your local library.

**Please note: You can only apply for free school meals once your child has left primary school.**

The national rules mean that your children are entitled to free school meals if you receive the following:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If you live outside Newham and claim housing benefit in your home area, you should have applied to your home Council for free school meals. Please inform your child's House Office and provide a copy of any letter you have approving free school meals or housing benefit.

## Assessment and Curriculum

### Target Setting

When your child joins Lister Community School, we will set them targets based on:

- Maths and English reading KS2 SATs data averages
- Progress Test Series (baseline test) in English, Maths and Science sat in the autumn term of Y7
- Target grades will be on a scale of 1 to 9, with 9 being the highest.

### Assessment Reporting

The level a student receives after each assessment cycle is called their forecast grade, which is like their current grade. This shows the level they are currently achieving and will indicate the grade they are on track for achieving at GCSE, therefore it should be in line with their target grade.

- A student achieving a 9 is performing at the highest level that could be expected from a student in that year group
- A student achieving a 6 is performing at a level which means they are on track for a Grade 6 at GCSE

### Parental access to Go4Schools

Parents are able to view, track and monitor their child's progress, behaviour and attendance via Go4Schools. We will provide you with a personalised login which allows you access to your child's profile. After every data collection point, progress reports are made available to view on Go4Schools. Parents can enable notifications so that they are informed each time a praise point or concern is logged.

### Specialist Curriculum

Specialist subjects in Y7, 8 and 9 are designed to give students an opportunity to pursue a particular subject they are interested in in more depth for 2 hours per week. Usually this is in preparation for pursuing this subject at GCSE.

This year, the following subjects were available for students to select as a specialism. Y6 students will sample some of these subjects during the induction days, so they are ready to make a decision about which subject they would like to study at the start of term in September.

Theatre School	Textiles	Photography	PE
Music	Hospitality and Catering	Film Studies	Computer Science
Art	3D Design		

## Behaviour Policy

Lister Community School seeks to provide the highest possible standard of education for all our pupils and to provide a world class education for young people in Newham. We attach the highest importance to ensuring a safe environment and the safety of all members of the school community.

Lister Community School is committed to creating a calm and orderly environment where exemplary behaviour is at the heart of productive learning. Everyone is expected to maintain the highest standards of personal conduct by adhering to the three core values:

- 1. always aiming for excellence;**
- 2. treating others with kindness, politeness and consideration;**
- 3. accepting responsibility for their own conduct and not making excuses.**

### Tracking Behaviour

At Lister, behaviour is tracked through the use of the school's behaviour tracking system (Go4Schools). All members of staff are able to log behaviour points - both positive and negative.

Behaviour tracking means that incidents of positive and negative behaviour are logged on a database so that:

- the school is able to monitor more effectively patterns of behaviour by individual pupils and across the school, thus enabling more effective intervention;
- parents are able to keep track of their child's behaviour record and support their child and the school by reinforcing expectations at home.

### Pledges

We ask all parents and students to sign the following pledges when they join our school and commit to our core values. This will be signed at your admissions interview.

Pupils at Lister will:

#### **Always aim for excellence**

- Stay focused on learning in lessons;
- Always approach learning with the character and skills outlined in 'Lister Expects'
- Maintain the good reputation of the school and always be an ambassador for the school and our community.

#### **Be polite and considerate**

- Follow instructions from staff promptly and without argument;
- Be polite to staff, visitors and other pupils - always treat others as they would wish to be treated;
- Speak to others in an appropriate tone of voice;
- Never use insulting, racist, sexist, homophobic language or language that discriminates against others;
- Respect other people's privacy, family life, beliefs and opinions;
- Do not touch other people's property without permission, and always treat their belongings with respect;
- Take care of the school environment so that it is a pleasant place for all members of the school community;
- Conduct themselves around the building in a safe and sensible manner;
- Always walk safely and sensibly on the left in the corridors, making sure not to run or cause a disturbance;
- Always follow the 'no-hands rule', this means no rushing, fighting, play-fighting or touching others in school;
- Travel to and from school in an orderly and respectable manner and remember that they share the streets and public transport with other members of the community.

## Take responsibility, no excuses!

- Be punctual for school and for lessons;
- Always bring the equipment appropriate for the lesson;
- Hand in homework at the time requested;
- When they have made a mistake, accept responsibility, accept the consequences of their actions and try to make amends.

### Parents at Lister will:

- Send my child to school on time.
- Make sure that time is NOT taken out of school unless it is urgent or unavoidable.
- Check that my child leaves home for school in full and correct uniform.
- Ensure that my child completes their homework on time.
- Check your child is making appropriate use of the school planner
- Encourage my child to regularly attend at least one extra-curricular activity.
- Ensure that my child attends any detention that the school sets, including same day detention for lateness.
- Support the school on all aspects of its Behaviour Policy which includes the school rule that mobile phones and incorrect uniform items will be confiscated if seen in classrooms, corridors or playground areas. This includes jumpers and non-black coats.
- Agree to my child's photograph or film/video footage being taken for the school's use and positive publicity.
- I will attend Parents' evenings and any other meetings requested by the school.
- Ensure that my child attends any additional revision classes after school, on Saturday or during holidays.

### **Rewards**

Rewards are a key element of our Behaviour strategy. Rewards will include postcards and letters home, badges, vouchers and privileges such as membership of the Always Club group.

The system of rewards at Lister is not only important to recognise the achievements and efforts of individuals but also to foster a sense of belonging and healthy competition. **The House system** encourages this through:

- all behaviour points, merits and commendations generating house points for the relevant house;
- pupil attendance generates house points for the relevant house; and,
- Inter house competitions generate house points.

### **Lister Character Award**

At Lister, we not only recognise academic efforts but also encourage students to become an empathetic, resilient, autonomous and innovative member of our society. These are known as character traits.

Throughout the year, we will provide students with plentiful opportunities to participate in learning beyond the classroom through a variety of enrichment activities. Active engagement in these opportunities will support in developing character traits reflective of a good leader in society.

At the end of each term, students who have met key character milestones will be awarded with either a bronze, silver or gold character award. To achieve this award, students must meet certain expectations in terms of their attendance and punctuality, behaviour, participation and personal skill reflections.

We also have a selection of rewards to celebrate the achievements of all character award winners at the end of the year. These include fantastic medals, vouchers, rewards trips and activities. Parents/carers are able to track their child's progress via the Character Award pages in the green sections in their planner and on Go4Schools.

## The Importance of Reading

We place huge importance on our students reading regularly. Independent reading improves academic results in all subjects and can have a significant positive impact on a child's well-being. Your child must have a reading book with them every day, and we expect all our students to read for a minimum of 20 minutes a day. Students in years 7, 8 and 9 have one lesson per fortnight in the library, where our librarians are able to give guidance on choosing books. All students take part in DEAR (Drop Everything and Read) and tutor time reading.

In their first term, all year seven students will receive a free book from the Bookbuzz scheme.

<https://www.booktrust.org.uk/what-we-do/programmes-and-campaigns/bookbuzz/>

A suggested reading list is below, find more information [on our website](#).

### YEAR 7 READING LIST

Adeyemi, Tomi. <i>Children of Blood and Bone</i> .	FANTASY
Alexander, Kwame. <i>Booked</i> .	SPORT
Anderson, Sophie. <i>The house with chicken legs</i> .	FANTASY
Badoe, Yaba. <i>A jigsaw of fire and stars</i> .	FANTASY
Colfer, Eoin. <i>Artemis Fowl</i> .	ADVENTURE
Fountain, Ele. <i>Boy 87</i> .	REAL LIFE STORIES
Fraillon, Zana. <i>Bone Sparrow</i> .	REAL LIFE STORIES
Hiaasen, Carl. <i>Hoot</i> .	HUMOUR
Higson, Charlie. <i>Silverfin</i> .	ADVENTURE
Hill, Stuart. <i>Cry of the Icemark</i> .	FANTASY
Hitchcock, Fleur. <i>Dear Scarlett</i> .	FAMILY STORIES
Horowitz, Anthony. <i>Stormbreaker</i> .	ADVENTURE
Jacobs, Jaco. <i>A good day for climbing trees</i> .	ADVENTURE
Ibbotson, Eva. <i>Journey To The River Sea</i> .	ADVENTURE
Jarvis, Robin. <i>The Whitby witches</i> .	FANTASY
Kerr, Judith. <i>When Hitler Stole Pink Rabbit</i> .	REAL LIFE STORIES
Laird, Elizabeth. <i>Oranges in No Man's Land</i> .	REAL LIFE STORIES
Landy, Derek. <i>Skulduggery Pleasant</i> .	FANTASY
Lawrence, Caroline. <i>The Twelve Tasks of Flavia Gemina</i> .	HISTORICAL
Lewis, Gill. <i>Sky dancer</i> .	NATURE
Lowry, Lois. <i>Number the Stars</i> .	REAL LIFE STORIES
MacKenzie, Ross. <i>Shadowsmith</i> .	FANTASY
McCaughrean, Geraldine. <i>Where the world ends</i> .	ADVENTURE
McNally, John. <i>Infinity Drake, The Sons of Scarlatti</i> .	ADVENTURE
Morpurgo, Michael. <i>Private Peaceful</i> .	HISTORICAL
Ness, Patrick. <i>And the ocean was our sky</i> .	FANTASY
Palacio, R. J. <i>Wonder</i> .	REAL LIFE STORIES
Pennypacker, Sara. <i>Pax</i> .	NATURE
Priestley, Chris. <i>Uncle Montague's tales of terror</i> .	HORROR
Reeve, Philip. <i>Mortal Engines</i> .	FANTASY
Riordan, Rick. <i>Percy Jackson And The Battle Of The Labyrinth</i> .	FANTASY
Rundell, Katherine. <i>The Wolf Wilder</i> .	ADVENTURE
Sage, Angie. <i>Magyk</i> .	FANTASY
Sewell, Anna. <i>Black Beauty</i> .	CLASSIC
Shan, Darren. <i>Cirque Du Freak</i> .	HORROR
Smale, Holly. <i>Geek Girl</i> .	HUMOUR
Sparkes, Ali. <i>Frozen in Time</i> .	ADVENTURE

## Acceptable User Agreement: ICT systems

**We ask all parents and students to sign the following agreement at their admissions interview, to allow them access to the school ICT systems:**

Students: I understand that I must use school ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username and password, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger" when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not arrange to meet people that I have communicated with online unless I do so in a public place accompanied by a responsible adult.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for online gambling, internet shopping, file sharing, video broadcasting (e.g. YouTube) or using social networking sites, unless I have permission from a member of staff to do so.

I will act as I expect others to act towards me:

- I will respect the work of others and their property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I will respect opinions that differ from my own.
- I will not take or distribute images of anyone without their permission.

I recognise that a school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my personal hand held/external devices (mobile phones/USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in school, I must follow the rules set out in this agreement and the Online Safety policy, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened, to a member of staff.
- I will not open any attachments to emails, unless I know and trust the person/organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that I am allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I will take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community, e.g. cyber-bullying, use of images or abuse of personal information.
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to sanctions as outlined in the school's Behaviour Policy. Sanctions may include loss of access to the school network/internet, detentions, contact with parents/carers and exclusions and, in the event of illegal activities, involvement of the police.

## Student Declaration

I have read and understood the above and agree to follow these guidelines when:

- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) e.g. mobile phones, PDA's, cameras, etc.
- I use my own equipment out of school in a way that upholds the ethos of the school and is respectful to others e.g. communicating with other members of the school, accessing school email, VLE, website, social networking, etc.

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

## Parent/Carer Acceptable Use Agreement

### LISTER'S ACCEPTABLE USE POLICY IS INTENDED TO ENSURE:

- That pupils will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That parents and carers are aware of the importance of Online Safety and are involved in the education and guidance of young people with regard to their online behaviour.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users. A copy of the Online Safety policy is available on the school website, so the parents/carers will be aware of the school expectations of the young people in their care. Parents are requested to sign the Permission Form below to show their support of the school in this important aspect of the school's work.

### PERMISSION FORM

- As the parent/carers of the above student, I give permission for my son/daughter to have access to the internet and to ICT systems at school.
- I know that my son/daughter has signed an Acceptable Use Agreement and has received and will receive Online Safety education to help them understand the importance of safe use of ICT, both in and out of school.
- 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 ICT 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 my children's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Online Safety Policy.
- I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's Online Safety.

**Child's Name:** \_\_\_\_\_ **Parent/Carer Signature:** \_\_\_\_\_



LISTER COMMUNITY SCHOOL

# SUMMER SCHOOL 2022

**25th - 29th July: 9am-3pm all week**

*This is an excellent opportunity for your child to get to know their new classmates and become more familiar with our school environment before term starts in September. Furthermore, we have a range of exciting activities on offer which will boost skills and confidence.*

**Classes run 9am-3pm each day**

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	Welcome	Literacy/ Numeracy	Literacy/ Numeracy	Sports	Literacy/ Numeracy
<b>BREAK</b>					
Session 2	Team building	Drama workshop	Music workshop	Literacy/ Numeracy	Creative challenge
<b>LUNCH</b>					
Session 3	Literacy/ Numeracy	Sports	Super Learning in London visit	STEM building challenge	Celebration event
Session 4	Debate Mate	Well being Workshop			