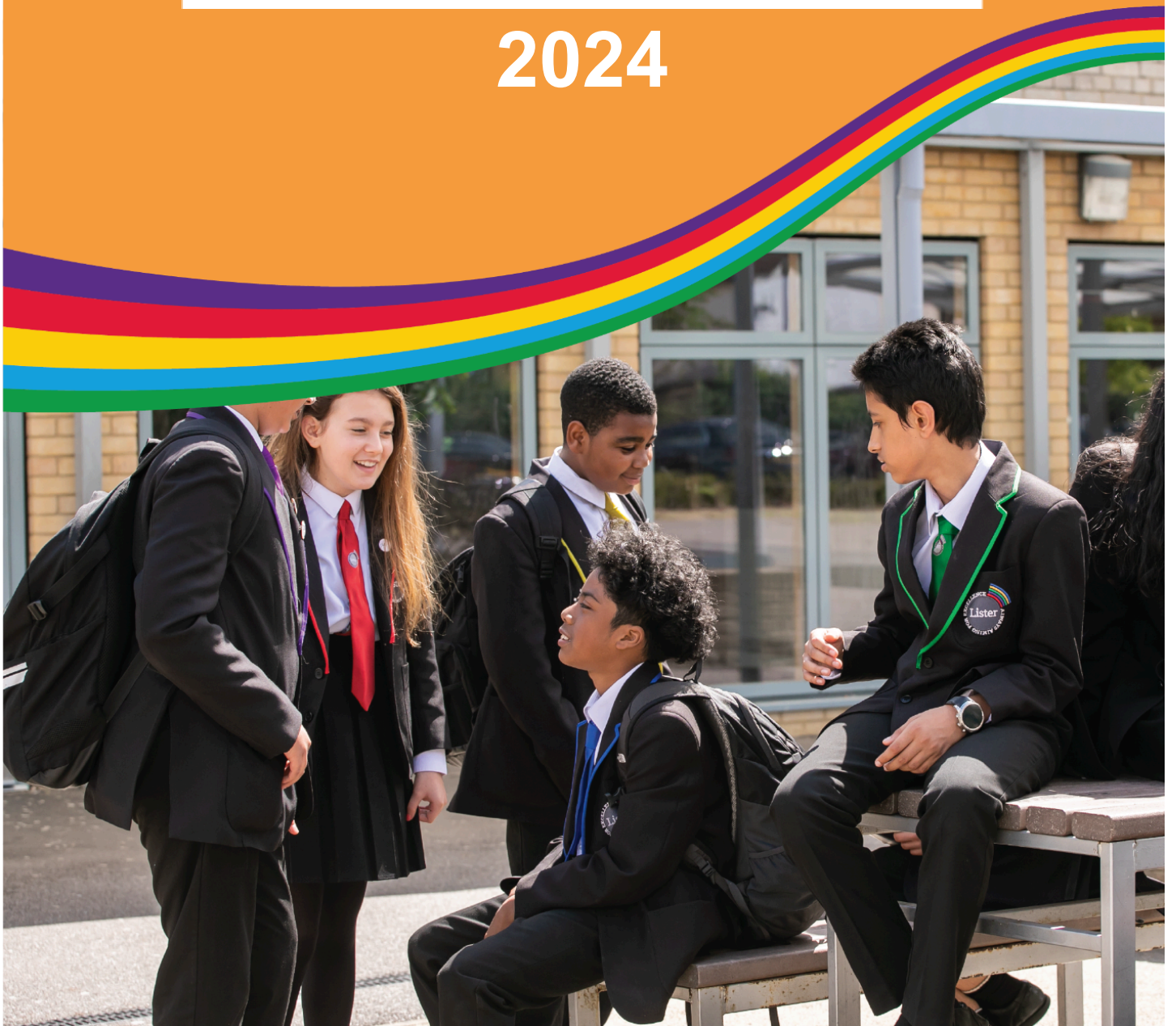




Lister Community School

Year 6 Transition Information Booklet

2024



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 3rd July - 4.00-6.00pm**

Y6 Induction days: **Thursday 4th - Friday 5th 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 students from years 7, 8, 9 and 10. Year 11 have separate tutor groups that allow them to prepare for the next steps in their education. Your child’s tutor will take a particular interest in your child’s educational progress and development at Lister. Tutors are the main point of contact and will support your child to achieve by creating a strong link between home and school. 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
Achievement Leader: Will focus on your child’s achievement	Galileo	Ross Mullard	ross.mullard@lister.ncltrust.net
	Da Vinci	Sophie Talbot	sophie.talbot@lister.ncltrust.net
	King	Natasha Sivadasan	natasha.sivadasan@lister.ncltrust.net
	Hawking	Delisha Johnson-Norman	delisha.johnsonnorman@lister.ncltrust.net
	Shelley	Rabea Begum	rabea.begum@lister.ncltrust.net
Pastoral Manager: Will focus on your child’s behaviour and wellbeing	Galileo	Ferdousi Rahman	ferdousi.rahman@lister.ncltrust.net
	Da Vinci	Nowshin Saiara	nowshin.saiara@lister.ncltrust.net
	King	Albab Chowdhury	albab.chowdhury@lister.ncltrust.net
	Hawking	Abida Sultana	abida.sultana@lister.ncltrust.net
	Shelley	Segun Haughton	segun.haughton@lister.ncltrust.net

If your child has additional needs and you have questions about how they may be supported at Lister, you can contact our SENCO Tessa Hall-Wright-tessa.hall@lister.ncltrust.net

Year 6 Induction - Thursday 4th and Friday 5th July

Year 6 students should attend induction days on Thursday 4th and Friday 5th July. A small number of students will also be invited to attend on Tuesday 3rd July. On these days, students 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 Year 6 students on Induction Day at Lister, students are also welcome to bring in their own healthy packed lunch. For further details on lunches at Lister, please see the section on school lunches.

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 3rd July. Ties should be worn with a white collared shirt, black trousers or skirt, sensible black shoes (no trainers) and student's primary school jumper, if needed.

On Thursday 4th and Friday 5th July your child will be expected to arrive at **08.30**. Year 6 students will finish at **14.45pm** to avoid congestion at the school gates with the rest of the school.

The School Day

Our school day begins at **08.25** and all students must be on site by that time. The school day ends at 15.00. Students follow a timetable of 6 x 50 minute periods per day. They have one break time and one lunch time. Students can access the Library from 07.30 - 17.00 each day. Breakfast is available for all students from 07.30

Monday to Friday		
	Year 7, Year 9, Year 11	Year 8 and Year 10
08.25	Students on site	Students on site
08.30-08.50	Tutor time	Tutor time
08.50-09.40	Period 1	Period 1
09.40-10.30	Period 2	Period 2
10.30 - 10.55	Break time	Break time
10.55 - 11.45	Period 3	Period 3
11.45 - 12.35	Period 4	Period 4
12.35- 13.20	Lunch	Period 5a
13.20 - 14.10	Period 5b	Lunch (13.25-14.10)
14.10 - 15.00	Period 6	Period 6

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. Any 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
- 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 the school as early as possible on the first day of absence either by telephone (0208 471 3311) or in person AND contact on every subsequent day of absence.

Applications for leave of absence in term time

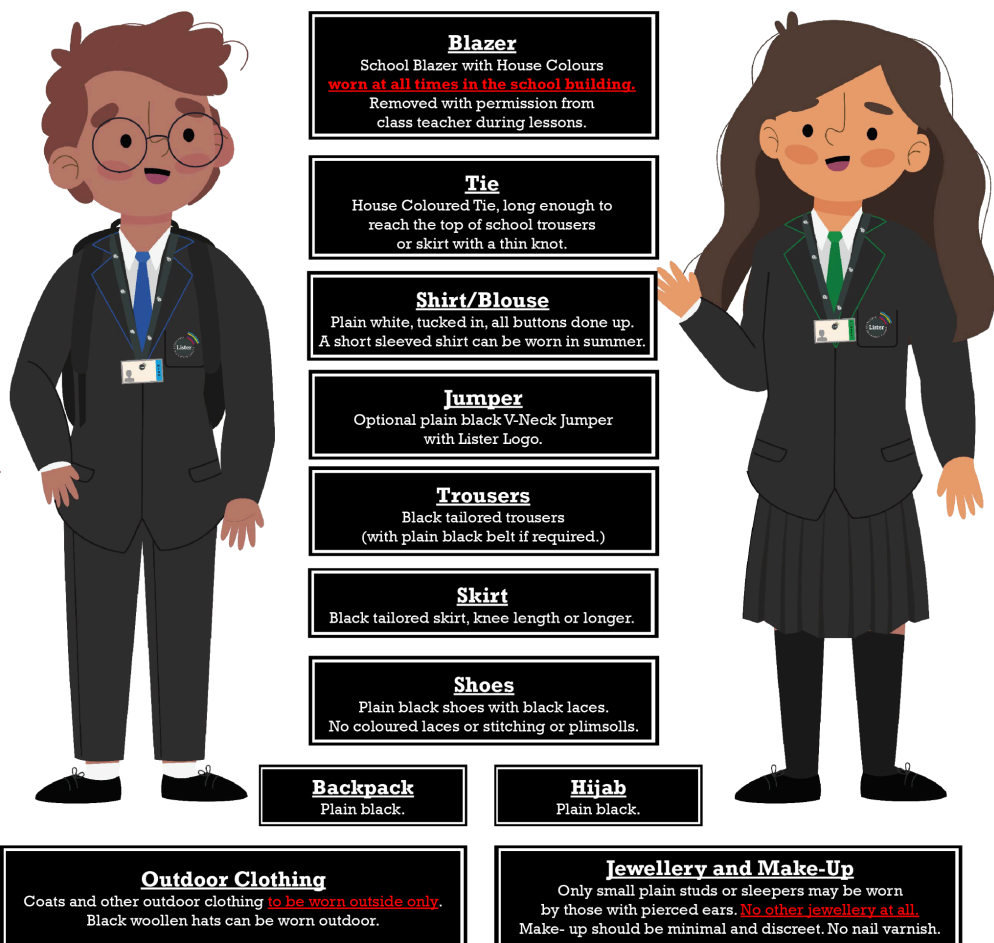
This school will not authorise holidays during term time. Any application for leave during term time must be made in writing to the Headteacher. There is no automatic right to term time leave of absence, and your request is likely to be declined except in the most exceptional of circumstances. Each application 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. Students that are late disrupt lessons. Lateness will affect a student's overall attendance score as well as the overall attendance for their House.

Our school day starts at **08.25** and we will expect your child to be in school before this time. At 08.25 the student entrances will be closed and any student arriving after 08.25 will receive a late detention on a Friday after school.

School Uniform



The following uniform is compulsory for all students:

- Black Blazer (with correct house colour embroidery and logo) - purchased from Fashion Stop
- House coloured tie (must be tied and worn properly at all times) - purchased from Fashion Stop
- 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 dark coloured or white socks or plain black 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 lost, damaged or defaced lanyards and ID cards must be replaced. Students can buy replacement items from student reception.

Outdoor wear

- Coats/jackets must be plain black, students must not wear coats indoors. Hoodies should not be brought into school.
- 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 & Expectations

JEWELLERY

To ensure the health and safety of all staff and students, there is a strict **NO** jewellery policy in **ALL** PE & Dance lessons and activities. Students **MUST** remove **ALL** bracelets, earrings, nose rings, necklaces, watches, etc. prior to participating in any PE or Dance activity.

We appreciate your support in reinforcing these expectations, and we are happy to discuss individual circumstances (such as religious exemptions) directly with parents and carers as they arise.

PE UNIFORM REQUIREMENTS

In September 2022, Lister Community School introduced a new PE uniform in response to student and parent/carer feedback. The use of the new PE uniform is being phased in gradually, and expectations of each year group are slightly different (see below).





All Students

- **ALL** students **MUST** wear **PLAIN BLACK, KNEE-HEIGHT**, Football Socks.
- **ALL** students **MUST** wear running/gym style trainers (**NO** Converse or Vans).
- **ALL** students **MUST** bring a reusable water bottle for use during PE & Dance lessons / activities.

<p><i>EITHER GREY Short-Sleeved PE T-shirt OR GREY Long-Sleeved PE T-shirt (with school sports logo)</i></p>		<p><i>EITHER BLACK PE Shorts OR BLACK PE Tracksuit Bottoms (with school sports logo)</i></p>	
			

Optional Items

PE & Dance uniform items listed in the table on the next page are **OPTIONAL**. Students may wish to purchase these items for use in colder weather (for example), or if they have selected GCSE PE or GCSE Dance as a Key Stage 4 option (they are **NOT COMPULSORY**).

GREY PE Tracksuit Top (with school sports logo)	BLACK PE Tracksuit Bottoms (with school sports logo)	Maroon GCSE PE T-Shirt** (with school sports logo)	Black GCSE Dance T-Shirt** (with school sports logo)
			
<p align="center">**Both the GCSE PE T-Shirt & the GCSE Dance T-Shirt are available with EITHER short OR long sleeves.</p>			

PE & DANCE UNIFORM SUPPLIER

The new PE & Dance uniform can **ONLY** be purchased from **MACRON STORE GLOUCESTER** via the website below:

<https://macronstoregloucester.com/school-shop/j-m/lister-community-school/>

ALL items purchased from Macron Store Gloucester include an embroidered badge. They are therefore classed as customised, and are strictly **NON-REFUNDABLE**. NB: neither Macron Store Gloucester nor Lister Community School will accept liability for any items purchased in error.

Parents / carers and students are **STRONGLY ADVISED** to visit the school in order to try the new PE uniform for both size and fit prior to placing an order. Dates where this is possible will be shared in due course. You will also have the opportunity to view and try on the PE uniform during the Year 6 Parent Information Evening.

PARTICIPATION

Participation in regular physical activity is essential for the health and wellbeing of our students. **ALL** students will participate in **100** minutes of Core PE & Dance lessons per week. This is **MANDATORY**.

If your child is ill, injured or has a medical condition which prevents participation in physical activity, then the school **MUST** be notified of this in advance. The PE & Dance team will make adaptations to the curriculum in order to facilitate your child's participation (e.g. assigning them a role as a coach, referee, scorekeeper).

Students who are ill, injured or have a medical condition **MUST** still bring their PE uniform to lesson, where an alternative activity will be provided. Withdrawal and non-participation is **NOT** an option.

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 (black X2)
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.** Phones can be collected from the School Reception on Fridays from 15.00 - 16.00. 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/carer, you have the responsibility to either apply for free school meals OR sign up to ParentPay so that your child can buy a school lunch (we operate cashless systems), OR 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
- Chewing gum
- 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. You must do this before your child starts school.

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.

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

- Income Support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided the parents are 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 – for those applying on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they get). See the section below for protections in place for those affected by the introduction of this income threshold

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 Year 7
- 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. This is their current working grade. This shows the level they are currently achieving and will indicate the grade they are on track for achieving at GCSE. Student grades will be reported alongside their target grades to show whether students are making the expected progress. For example:

- 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

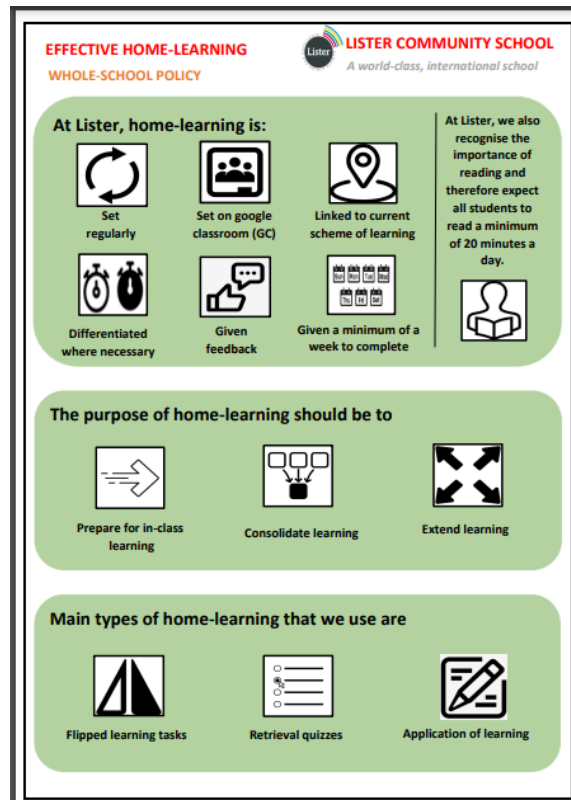
Parental access to Go4Schools

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.

Home Learning

At Lister, Home-learning is an important part of developing students' understanding of subjects, study habits and independent learning. It allows students to consolidate what they have already learnt in class or come prepared to lessons with fundamental knowledge needed to fully grasp new knowledge. It also encourages learners to acquire resources. Research shows that home-learning also benefits factual knowledge, self-discipline, attitudes to learning and problem-solving skills.

The image on the right encapsulates the key principles of home-learning at Lister. Each department sets home-learning using these key principles.



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 are 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/carers 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.

Student Pledge

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

- Be polite to staff, visitors and other pupils - always treat others as they would wish to be treated both in person and online interactions;
- Take care of the school environment so that it is a pleasant place for all members of the school; community including behaving around the building in a safe and sensible manner;
- Always follow the 'no-hands rule', this means no rushing, fighting, play-fighting or touching others or their personal belongings in school.

Take responsibility, no excuses!

- Be punctual for school and for lessons in the correct uniform;
- Always bring the equipment appropriate for the lesson;
- Hand in homework at the time requested.

Parent Pledge

I will take responsibility for:

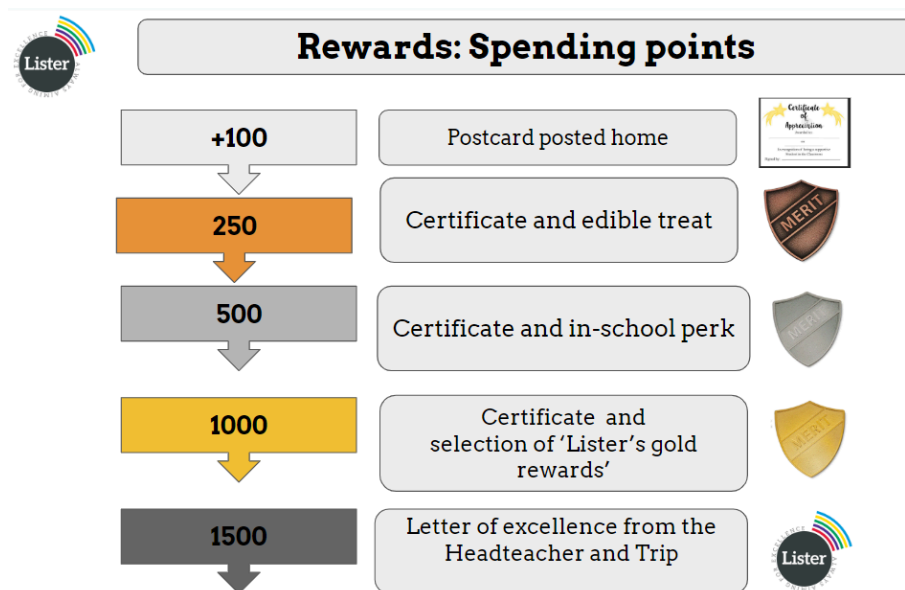
- Ensuring my child is in school on time.
- Making sure that time is not taken out of school unless it is urgent or unavoidable.
- Checking that my child leaves home for school in full and correct uniform.
- Ensuring that my child completes their homework on time.
- Checking that my child is making appropriate use of the school planner.
- Encouraging my child to regularly attend at least one extra-curricular activity.
- Supporting the school on all aspects of its Behaviour Policy.
- Attending Parents' Evenings and any other meetings requested by the school.
- Ensuring that my child attends any additional revision classes after school, on Saturday or during holidays.

Rewards and Praise

At Lister, we believe that positive reinforcement is the most effective behaviour tool. Therefore, there are ample ways pupils can earn 'merits', in and out of the classroom. The merits system closely aligns to the school's core values: 'aiming for excellence', 'taking responsibility' and 'being kind, polite and considerate'. Therefore, pupils are rewarded not only for academic efforts and achievements, but also character-building qualities such as respect and kindness.

Rewards are a key element of our Behaviour strategy. These include postcards, letters home, badges, vouchers and school trips.

This academic year, we have introduced a new rewards system, focusing on levels for pupils to achieve.



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.

<h3>The Importance of Reading</h3>

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. Our wonderful library is open to students before school, at break, during lunch, and after school. Students should go to see the librarians to get reading recommendations. All students take part in tutor time reading.

In their first term, all year seven students will receive a free book from the Bookbuzz scheme. The list below shows the choice of books for the year 7s that joined in 2023. The list is subject to change and your child will get to choose from that new list.

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

YEAR 7 READING LIST

Adventure

And the Ocean Was Our Sky	Patrick Ness
Arctic Railway Assassin	M.G. Leonard
Cameron Battle and the Hidden Kingdoms	Jamar Perry
Julia and the Shark	Kiran Millwood Hargrave

Biographical fiction

Princess Sophia Duleep Singh
Queen of Freedom

Sufiya Ahmed
Catherine Johnson

Classic stories

Alice's Adventures in Wonderland
Black Beauty

Lewis Carroll
Anna Sewell

Fairy tales

The Restless Girls

Jessie Burton

Family stories

Dear Scarlett
Goldfish Boy
Good Day for Climbing Trees
Rat
Storm of Strawberries
Sunshine Project

Fleur Hitchcock
Lisa Thompson
Jaco Jacobs
Patrice Lawrence
Jo Cotterill
Benjamin Dean

Fantasy

Children of Blood and Bone
Like a Charm
Lionheart Girl
Northern Lights
Novice
Onyeka and the Academy of the Sun
Shadowsmith

Tony Adeyemi
Elle McNicoll
Yaba Badoe
Philip Pullman
Taran Matharu
Tola Okogwu
Ross MacKenzie

Historical fiction

Secret in the Tower
When the Sky Falls
When the world was ours
Windrush Child

Andrew Beattie
Phil Earle
Liz Kessler
Benjamin Zephaniah

Horror

Dread Wood
Ghostlight
Screaming Staircase

Jennifer Killick
Kenneth Oppel
Jonathan Stroud

Humour

And Then I Turned into a Mermaid
Humiliations of Welton Blake
Maze of Doom

Laura Kirkpatrick
Alex Wheatle
David Solomons

Mystery

Case of the Smuggler's Curse
Mic Drop

Mark Dawson
Sharna Jackson

Non Fiction

Black and British: a short, essential history
Politics for Beginners
You are Awesome

David Olusoga
Alex Frith
Matthew Syed

Refugees

Boy Everywhere
When stars are scattered

A.M. Dassu
Victoria Jamieson

School Stories

I Got This
You Must Be Layla

Cara Mailey
Yassmin Abdel-Magied

Short Stories

A Change is Gonna Come

Mary Bello

Sports Stories

Booked
Striking Out

Kwame Alexander
Ian Wright and Musa Okwonga

Verse novels

The Girl Who Became a Tree

Joseph Coehlo

For further information about the books on the reading list please use [this link](#) to visit the **AccessIt** website and click on the image of the book.

<https://uk.accessit.online/lst00/?serviceld=ExternalEvent&rlSn=83&rlKey=2038357485>

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/carer 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:** _____

Recommended Policies

On our website, under the 'Our School' section, you will find a list of both our Trust and School policies. We recommend you make yourself familiar with these and have read and understand the schools protocols and expectations.