



LANGSTONE JUNIOR ACADEMY

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Headteacher: Mrs Jane Bush



INFORMATION REGARDING THE SCHOOL SYSTEMS THAT WE USE AND NECESSARY INFORMATION FROM PARENTS/CARERS

PARENTMAILPMX

We try very hard to keep parents regularly informed about what's going on at the school. However, sending paper letters home can be rather 'hit and miss' with letters often going astray on the way!

We are also increasingly aware of the substantial cost and environmental impact associated with the amount of paper and photocopying involved.

To help improve these areas we use a service called ParentMail PMX®, which is used by over 2,500 schools across the UK to communicate with parents by email and text message. ParentMail PMX® will be beneficial to you because:

- Messages will get to you reliably and quickly
- We can send messages directly to mums and dads at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the school

To use Langstone Junior Academy's ParentMail PMX® we need to collect both parents/carers email address/es and mobile number/s.

If you have already registered with Parentmail PMX® at your child's current infant school, you will need to take the following action after 1st September 2020 and before your child starts at this school. In this instance, go to your account, click on Manage Account and switch to Langstone Junior Academy.

If you are new to Parentmail PMX®; once we have registered you onto our Parentmail PMX® system, please ensure you verify your account in order for this effective method of communication to work. Please call the school after Thursday 3rd September 2020 if you are experiencing issues with registering your account and we will be able to assist you.

Please note that we recommend that you download the ParentMail PMX® App onto your smart phone which will give you instant access to information about this school.

Please be assured that ParentMail PMX® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

****PLEASE COMPLETE APPENDIX B****

PERMISSIONS

PUBLISHING WORK

Our children do fantastic work and having our own website and local press is a great way in which we can publish and share with everyone; this maybe through an individual photo, group photos, scanned work or typed work. We believe that our children receive appropriate teaching about the Internet with all the necessary health and safety requirements. Maybe you could use the same at home.

Think, then Click

e-Safety Rules

- We ask permission before using the Internet.
- We only use websites that an adult has chosen.
- We tell an adult if we see anything we are uncomfortable with.
- We immediately close any webpage we are not sure about.
- We only e-mail people an adult has approved.
- We send e-mails that are polite and friendly.
- We never give out personal information or passwords.
- We never arrange to meet anyone we don't know.
- We do not open e-mails sent by anyone we don't know.
- We do not use Internet chat rooms.

We check **EVERY** photograph, before they are published on either our website or in print format, to make sure they are not inappropriate in any way. Have a look at our website to see the current great work happening at the school.

Our Internet and Electronic Media Policy safeguards the children on all internet and learning platform use. The policy conforms to all legislative requirements. If you would like to read it or any of our policies, please visit our website or ask the school office for a copy.

LIBRARY

As you are aware, reading is a fundamental part of your child's education and we aim to develop the children's enjoyment and attainment of reading through the use of the school library. We have continued to add many new books to our library to meet the needs and interests of all our children.

Each year group have been allocated a break time and a lunchtime slot in which the children can return books and take out new ones. In addition to this, each class will also have a designated time on their timetable in which library skills will be developed.

The children are given their own personal barcode which allows them to scan out their books in and out. This ensures that an accurate log of the books your child has taken out is kept. Each child is allowed to take out a maximum of two books at a time.

We are very proud of the selection of books that we have to offer the children and therefore insist that they are cared for. Any books that are lost or intentionally damaged (not including normal wear and tear) will have to be paid for at the cost of £5 for a fiction and non-fiction book.

All children will be able to use school library books in school. However, in order for children to be able to bring books home to share with you, would you please complete the reply slip attached.

LOCAL VISITS

As part of our work at Langstone Junior Academy, the children will make various short trips within the local area, normally by foot.

For longer distances the school minibus may be used. Please be assured that all drivers are MIDAS trained and that the minibus has suitable safety belts which comply with Health and Safety regulations.

Pupils will be accompanied by teachers and supporting adults and you will be notified of the trips in advance detailing the venue and times.

SEX AND RELATIONSHIPS EDUCATION (SRE)

As per the Sex and Relationships Education Policy, you have a right to withdraw your child from these lessons although a number of sections of the lesson are a compulsory part of the science curriculum. You will be informed when these lessons are due to take place. If you do not give permission, a meeting would then be organised to discuss alternative arrangements for your child.

****PLEASE COMPLETE APPENDIX C****

MULTI MEDIA CONSENT FORM

Occasionally, we may take photographs or produce videos for school or other Trust purposes that include our pupils. We may use these images as part of the education of your child. We may also use them in our marketing or in other printed publications that we produce, as well as on our website and on our social media. We are requesting your consent for us to use these images beyond the school.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the General Data Protection Regulation of 2018, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 4 below, then sign and date the form where shown.

The information you provide (address, contact numbers) will be securely stored and processed within the European Economic Area (EEA) and not be used for any other purpose than confirming your permission to use the material.

****PLEASE COMPLETE APPENDIX D****

SEPERATE REPORT LETTER

We maintain a record of those children whose parents, if not together, require separate school reports. This does not apply to other family members, such as grandparents. In this instance, it is a parents responsibility to provide a copy for other family members should they require one.

You are advised that separate school reports will be sent home with your child in a separate named envelope unless the school office has been given an A4 stamped addressed envelope for posting.

****PLEASE COMPLETE APPENDIX E****

SERVICES CHILDREN

In order to keep your child's records up to date, we require this information.

Services Children are those children where one or both parents are currently serving in the Royal Navy, the Army or the Royal Air Force.

****PLEASE COMPLETE APPENDIX F****

ATTENDANCE PROTOCOL - THE IMPORTANCE OF REGULAR AND PUNCTUAL ATTENDANCE

Regular and punctual attendance at school is both a legal requirement and essential for pupils to maximise their educational opportunities. Missing out on lessons can leave children falling behind and not meeting their full potential.

Once your child is registered at a school, you are legally responsible for ensuring they attend regularly. If your child fails to do so, you risk getting a fine (each parent could be fined up to £1,000 for each child) or being prosecuted.

The Government expects that Schools and Local Authorities:

- Reduce absence including persistent absence.
- Ensure every pupil has access to full-time education to which they are entitled.
- Take actions to address patterns of absence.
- Parents to carry out their legal duty by ensuring their children of compulsory school age attend school regularly and punctually.

Irregular attendance

When a pupil has unauthorised absences recorded, Schools may unauthorise absences when they are not satisfied with the reason given for the absence.

Persistent lateness - will be recorded as an unauthorised code when the pupils arrive after the school register has closed.

Penalty Notices

A penalty notice can only be issued when the pupils' absence has not been authorised by the school. The penalty is £60 if paid within 21 days and £120 if paid after 28 days but within 42 days. Parents can be prosecuted if 42 days have expired and full payment has not been made. There is no right of appeal once the penalty notice has been issued. Penalty notices can be considered when a pupil has 10 sessions of unauthorised absences in a school term when a Warning can be issued.

Holidays or Leave of absence during term time.

Generally, absences will not be granted during term time and will only be authorised in exceptional circumstances. Parents/carers should complete a Leave of Absence form, which the school will either authorise or unauthorise the request. The School will then notify the parents in writing of their decision.

Each parent is individually responsible for their child's attendance and commits a separate offence if the child does not attend school on a regular basis.

Definition of a Parent defines a parent to include:

- All natural parents, whether married or not.
- Any person who, although not a natural parent, has care of a child or young person.
- Any person who, although not a natural parent, has parental responsibility for a child or young person (Section 576 of the Education Act 1996)

You can help prevent your child missing school by:

- making sure they understand the importance of good attendance and punctuality
- taking an interest in their education - ask about school work and encourage them to get involved in school activities
- discussing any problems they may have at school and letting their class teacher, Home & School Family Link Worker or Headteacher know about anything serious
- not letting them take time off school for minor ailments - particularly those which would not prevent you from going to work. We administer all forms of medication at school providing we have parental permission to do so.

Arranging appointments and outings after school hours, at weekends or during school holidays will help to prevent disruption to your child's education and to the school.

There are many different issues which can affect school attendance.

Examples may include problems with:

- bullying
- housing or care arrangements

- transport to and from school
- work and money

If your child starts not wanting to go to school, there may be a problem you are not aware of. Firstly, ask your child and then approach their class teacher.

Support from the school

For any issues that may affect your child's attendance, please either discuss with Mrs Louise Geall, (Home and School Family Link Worker) or our Attendance Officer, Mrs Lorraine Reeves. We believe, that by working alongside parents and children, we can maximise your child's full learning potential at our school.

If your child's attendance gives the school reason for concern, our Attendance Officer will make contact with you. This may be by telephone, letter or by inviting you in for a meeting.

We can also help if you are struggling to make sure that your child comes to school.

Potential forms of support include:

- home tuition for children with long term and recurring illnesses, so they do not fall too far behind
- support to help reduce the burden on children where families are in difficulty (for example, if a child is spending a lot of time caring for someone)
- Agencies working with families and schools to overcome issues or worries that your child may have.

If you have any concerns or feel that your child would need additional arrangements in order for him or her to settle into our school, please contact Mrs Louise Geall or Mrs Emma Lamb (SENCo).

Attendance Protocol

In order to ensure that our parents/carers understand the importance of regular and punctual attendance we require you to complete our Attendance Protocol.

****PLEASE COMPLETE APPENDIX G****