



# Lockington CE VC Primary School

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## Parental Responsibility & Consent – Parents Information

Please keep for reference

### Parental Responsibility

The Children's Act 1989 acknowledges the fact that parents do not always live at the same address as their children. The Act says that it is best for children if they are brought up by their family. 'Family' includes the people the child lives with as well as people with parental responsibility who live elsewhere.

The following people have parental responsibility (PR):

Married birth mother and birth father	Automatically
Unmarried Parents	Automatically
Birth Mother	Automatically
Birth Father	Named on birth certificate after 01.12.03 By court order on his application By formal written agreement with mother By being appointed guardian
Step Parents with PR	By court order By formal written agreement of all parties
Guardian	By court order  By appointment in writing or by will
Adoptive Parents	Automatically on the making of an adoption order
Special Guardianship	Automatically on the making of a special guardianship order but PR is shared with birth parents who have PR
Birth parents with PR of children	Share parental responsibility with local authority subject to care order
Other person with whom child lives	By court order

Divorce or separation does not affect parental responsibility.

Parental responsibility can only be lost by adoption or where PR was gained by a residence order, the discharge of that order. All people with parental responsibility must be treated equally. This means that they are all entitled to reports, invitations to parents' meetings etc. Schools must keep up to date records of all people with parental responsibility, as well as any court orders relating to the child (i.e. old custody orders or Children Act 1989 orders).

**PLEASE ENSURE THAT WE HAVE ACCURATE INFORMATION FOR YOUR CHILD. IT IS IMPORTANT THAT YOU ALWAYS UPDATE THIS IF ANY OF THE CONTACTS FOR YOUR CHILD CHANGE THEIR MOBILE/LANDLINE NUMBER OR THERE HAS BEEN ANY CHANGES TO HOURS OR FUNDING.**

#### Asthma Inhalers/Medication

Should your child need to use an inhaler or requires daily medication as part of their medical treatment, please contact the school office as we have some forms that you will need to complete. Please ensure you contact the school if there are any changes to their medication. Medication of any description **MUST NOT** be kept in a child's bag – it must always be handed to the school office. Please state clearly if your child has any allergy including allergies to plasters on the **MEDICAL FORM**.

#### Out of School Visits and Activities

Pupils at Lockington are fortunate in being able to take part in a wide range of out of school visits and excursions, which not only complement the formal school curriculum but also add to the general educational experience. Please take a few moments to read the information provided by the teacher regarding a visit and to give your consent where necessary - your child's safety and wellbeing are important to all of us. Children will sometimes be taken off the school site to visit places in the local area, for example Church visits or environmental studies. Such activities will not extend beyond the school day and we will let you know in advance when these visits are to take place. It is the responsibility of parents/carers to let the school know of any change to the contact information that the school has, new mobile numbers etc, in case we need to contact you urgently during a school visit.

#### Photographs

Lockington Primary School takes part in many community projects and events, both in and out of school. Occasionally, photographs from events may be published in a local paper, the church publications, the school website, and our school social media. Photographs of your child may be placed up and around the school to celebrate success. We do not publish the surname of any pupil.

#### Responsible Use of the Internet – Acceptable Use Policy

The Internet is a fantastic resource with amazing communication and research possibilities. As a result, it has become an important part of the educational environment. At Lockington we recognise that, under certain circumstances, the Internet can give children access to undesirable information and images. We have done all that is possible to ensure children are protected from such information through the use of security software, limiting of features, supervising children whilst using the computers and teaching the children to use the facility sensibly. By doing this we have created a safe educational environment.

As part of our Acceptable Use Policy, there are a number of rules that we expect all users to adhere to when using the internet, as follows:

- Only use their own login and password
- Not access other people's files
- Only use computers for school work
- Not use removable storage (CDs or USB memory pens, for example) in school unless they have been checked by a member of staff
- Only use the Internet when instructed to by a member of staff
- Only email people approved by the teacher

- Never give their home address/telephone number or make arrangements to meet people over the Internet
- Tell a member of staff if they see anything they are unhappy with
- Not download anything from the Internet unless instructed to do so by a member of staff

### Children's Use of the Internet

The Child Exploitation and Online Protection (CEOP) Centre provides a wealth of keeping children safe on the Internet. CEOP advise that computers should be kept in a shared room (ie. living room) so that children may be adequately supervised.

This also encourages children to make their online behaviour a family activity and encourage them to be less secretive. Children are less likely to engage in risky behaviour if they know that parents and carers are able to view their screens.

Source: CEOP – [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

### Cyberbullying

Cyberbullying is when one person or a group of people aim to threaten, tease or embarrass someone else by using a mobile phone, the internet or other technologies.

Cyberbullying happens over the internet and mobile phones. It is harder to prevent because on the internet people can use different names in chatrooms, or send messages from temporary email addresses.

The most common methods of cyberbullying include:

- Chatrooms, blogs and forums – although many of these are moderated, people involved in discussions can be sent abusive responses
- Text messaging – abusive and threatening texts can be sent to mobile phones
- Picture and video clip messaging – offensive images can be sent to mobile phones
- Email – new addresses can be set up in minutes and used to send offensive messages and images
- Instant Messenger – quicker than email, this allows users to have conversations

### Protecting Your Child from Cyberbullying

As with other types of bullying, it is important for parents to listen to their child and react with sympathy. The following are suggested tips to help keep your child safe from Cyberbullying:

- Encourage your children to talk to you about anything that is upsetting them
- Make sure that any chatrooms that are used are moderated
- Ensure all offensive and unwanted messages are recorded and saved
- Tell your child they must never respond to any abusive messages or calls
- Children should avoid giving their name, email address or phone number to anyone outside their circle of friends/family
- Change the email address or telephone number if the abuse continues
- Report any continued abuse to the police, school and internet service provider
- Install software to ensure that unwanted emails are blocked

Source: [www.direct.gov.uk](http://www.direct.gov.uk)

### Information Regarding Allergens in Food – August 2020

Under the Food Information Regulations 2014 Allergen Labelling (S12014/1855) there are 14 allergens that are required to be identified if they are used in food/drink we serve or supply.

The allergens are as follows:

- **celery**
- **cereals containing gluten** (such as barley and oats)
- **crustaceans** (such as prawns, crabs and lobsters)
- **eggs**
- **fish**
- **lupin**
- **milk,**
- **molluscs** (such as mussels and oysters)
- **mustard**
- **peanuts**
- **sesame**
- **soybeans**
- **sulphur dioxide and sulphites** (at a concentration of more than ten parts per million)
- **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts)

The allergen information for all hot meals served is also held in a file in the office and the school kitchen. These are available for you to view at any time on request.

If you wish to find out further information regarding the legislation, it is available on the Food Standards Agency website [www.food.gov.uk](http://www.food.gov.uk).

Occasionally, as part of a broad and varied curriculum, children will prepare, cook and eat food in lessons. Throughout the academic year, parents/carers often send in treats of cake/buns/sweets on occasions like birthdays. This is also often done on certain fundraising days and we are not able to provide information about what these products contain. We do however insist that ALL food sent in to school does not contain nuts or nut products.

If your child suffers from any allergy, whether listed above or for something else, please notify us immediately. Our cook can work closely with you if there is a concern over an allergen to ensure that your child's dietary requirements are met.

If you do not wish to give consent for your child to participate in any of the above, you must state this in writing to the Headteacher.