



Parent and Pupil Permissions and Agreements

Year 8 intake September 2021

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Home School Contract

Parent/Guardian's Commitment

Section 1 Punctuality and Attendance

I understand that every school day is important and that it is my responsibility to ensure that every day I get my child to school on time. If my child has a valid reason for not attending on a given day, I will ensure that I follow the school's attendance procedures.

Section 2 Supporting homework

I will endeavour to support my child in the best way that I can with their education. I will demonstrate to them the value of education and I will do whatever I can to help them to learn. I will provide a space for my child to study and I will check Google Classroom every night. If my child struggles with homework and is required to attend a homework club after school, I will arrange for appropriate transportation for them.

Section 3 Communication

I will return phone calls from school. If I am asked to attend a meeting regarding my child's progress or behaviour, I will endeavour to be there. I will follow the school's protocols when I need to communicate with a member of staff.

Section 4 Uniform

I will send my child to school every day with the appropriate uniform and appearance in line with school regulations.

Section 5 School rules

I will make sure that my child lives up to Lurgan Junior High School's values and high standards of behaviour. I, not the school, am responsible for the behaviour and actions of my child. I am aware that my child may lose privileges or have other disciplinary sanctions if he/she breaches Lurgan Junior High School's rules. I will support the school when sanctions are issued.

Section 6 Attendance at parents' meetings

I will endeavour to attend all required parents' meetings, including the Parent-Teacher consultation on my child's progress.

Pupil Commitment

In LJHS and the local community, I will do whatever it takes to help create a safe school and local community which respects the rights of others by:

Section 1 Best effort

- coming to every class every day prepared to learn, always giving my best effort and having all my correct books and equipment.

Section 2 Attendance and timelines

- arriving punctually to school and class.
- taking responsibility to get caught up on any work missed.

Section 3 Uniform

- always wearing my uniform correctly, both in and outside of school, and following the school rules on uniform and appearance.

Section 4 Homework

- completing my homework to the best of my ability, not making excuses and asking for help when I need it.

Section 5 Responsibility

- accepting responsibility for my actions and always telling the truth when I make a mistake.
- behaving appropriately in class, in the corridors and in the canteen/lunch hall.
- remembering that I am always an ambassador for LJHS, travelling between home and school in an orderly, responsible way.

I understand the Lurgan Junior High School values and regulations and I will live up to them every day. I will follow all school rules so as to protect the safety, interests and rights of all individuals. I understand that I may lose privileges, and have other disciplinary sanctions if I break rules, if I challenge sanctions, or do not live up to Lurgan Junior High School values.

Digital Imagery - Photographs and Footage

Photographs and recordings of pupils for School, family and press are a source of pride to both the pupils and their families/legal guardians. Taking, keeping and publishing photographs and video footage involves processing personal data under data protection laws.

To enable us to comply with our obligations under the General Data Protection Regulation, we

are required to obtain express consent to the use of a pupil's image for example in school displays, performances, newsletters, prospectus and our social media platforms.

In all instances below, the image or footage may be of an individual, small group, class or classes. Where pupils are named, we will use first names only unless we have sought prior permission from you to publish full names (*newspaper and media companies will often use a full name and we will not seek further permission for this). We will only use photographs and footage where pupils are appropriately dressed to reduce the risk of inappropriate use of the images or footage.

Consent will also be refreshed where any changes to circumstances occur – this can include, but is not limited to, the following:

- New requirements for consent, e.g. any new social media accounts.
- Changes to school circumstances, e.g. if a new Principal/ Board of Governors review/s how the school markets itself.

Consent can be withdrawn at any time by notifying the Principal. If you do not consent to a particular use of your or your child's information, you/your child will not suffer any detrimental effect as a result.

Where you would like to amend the provisions for which consent has been provided, you must submit your request in writing to the Principal. A new form will be supplied to you to amend your consent accordingly and provide a signature.

Please give individual permission for each numbered point on the Data Capture form:

1. I give permission for photographs, voice recordings or videos of me/my child to be taken and used within school, for example: displays in school entrance.
2. I give permission for photographs of me/my child to be used in the printed school prospectus. I understand that it is posted in PDF format on the School website.
3. I/My child may be named in the caption or article associated with the image in the school prospectus.
4. I give permission for photographs, voice recordings or videos of me/my child to be used on the School's website and our school-managed social media portals, for example: as part of a school trip blog.
5. I give permission for me/my child's work to be used on the school website and our school-managed social media portals.
6. I/My child may be named in the associated captions or articles on the website or school-managed social media portals.
7. My/My child's image, voice or work may be used in school promotional materials, for example: prospectus, other publications that we produce for promotional purposes.
8. I give permission for visiting organisations to take photographs or video footage of me/my child and use them in local or national publications, on websites and on radio or television programmes.
9. My/My child's name* may be used in connection with this material. (*In these instances, full names are often used).
10. I/My child may feature in footage recorded for the purposes of teacher training which is shared with other teachers in the school or externally to help raise teaching standards.

Please be aware that websites and social media can be viewed throughout the world and not

just in the United Kingdom where UK law applies. Our current social media accounts are as follows:

Website: www.ljhs.co.uk

Facebook: www.facebook.com/ljhs.co.uk

Instagram: @lurganjuniorhighschool;

@ljhs_history;

@ljhs_podcast;

@ljhs_dramaclub;

@ljhs_geog;

@lurganjhs_music

@ljhs_homeeconomics

Twitter: @Lurgan_JHS

We may continue to use your/your child's image or footage after they have left the School in promotional materials or on our social media or website accounts.

We will not include personal e-mail or postal addresses, telephone or fax numbers on video, on our website or in any printed materials.

We may include a pupil's written work, projects and artwork including portraits of other pupils on our website and in promotional materials.

Pupil Acceptable Use Policy - Technology and Google Apps

Introduction

Our goal is to promote innovation and educational excellence by using technology tools for research, resource sharing, communication and storage of pupil work.

Pupils may be assigned a Google Apps for Education account and that service is hosted on many Google servers off campus. Pupils must remember that all accounts are not private and can be viewed at any time by school administration. In order to ensure the appropriate use of the network, the school administrator reserves the right to monitor, access and disclose files contained, stored or transmitted using school equipment.

Technologies Covered

Lurgan Junior High School may provide pupils with internet access, desktop computers, digital imaging equipment, laptop or tablet devices, videoconferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums and more. The policies outlined in this part of the booklet are intended to cover all technologies used in school, not just those specifically mentioned.

Acceptable use

Network/Internet use must be consistent with the educational objectives of the school. Pupils will use only their school assigned username and password to gain access to the computer network. Network/Internet and equipment use is a privilege, not a right, and inappropriate use will result in a loss of network privileges, disciplinary action, and/or referral to legal authorities. At the direction of the school administration, pupil user access and /or accounts may be denied, revoked, or suspended as a result of misuse of network privileges. The school's network filters will be applied to all devices connected to the internet and any attempt to bypass the network filters is prohibited.

School Account

Pupils may be issued a pupil account and password. If any information on a pupil's account changes or the account password is lost or stolen, it is the pupil's responsibility to notify school personnel.

Google Apps for Education accounts:

Lurgan Junior High School may provide pupils with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. Google Apps for Education is intended for educational use. Your child's teachers may be using Google Apps for lessons, assignments, and communication.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor pupil use of Apps when pupils are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Pupils are responsible for their own behaviour at all times.

Acceptable Use (Privacy and Safety)

Google Apps for Education (Apps) is primarily for educational use. Pupils may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

Privacy

School staff, administrators, and parents all have access to pupil Google accounts for monitoring purposes. Pupils have no expectation of privacy on the App's system. Accounts may be suspended at any time.

Safety

- Pupils may not post personal contact information about themselves or other people. That

includes last names, addresses and phone numbers.

- Pupils agree not to meet with someone they have met online without their parent's approval and participation.
- Pupils will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Pupils are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a pupil provide his or her password to another person.

SIMS Parent App - Acceptable Use Policy

This Policy applies wherever access to Lurgan Junior High School SIMS Parent App system interface is provided. The Policy applies whenever information is accessed through the Lurgan Junior High School SIMS Parent App, whether the computer equipment is owned by Lurgan Junior High School or not. The Policy also applies to all those who make use of the Lurgan Junior High School SIMS Parent App service. (<https://www.ljhs.co.uk/parent-app>)

Ownership and Administration of this Policy

Lurgan Junior High School owns and administers the Policy.

Objectives of Lurgan Junior High School SIMS Parent App Acceptable Use Policy

Acceptable Use of the SIMS Parent App – All Users:

- Access to the SIMS Parent App is a privilege, not a right.
- Users are responsible for their behaviour.
- Conditions of use are respected; any breach of the conditions of use may lead to withdrawal of a user's access.

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Lurgan Junior High School data, the Authorised SIMS Parent App User and the individuals to which the SIMS Parent App data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Lurgan Junior High School SIMS Parent App system by authorised users.
- The wrongful disclosure of private, sensitive and confidential data.
- Exposure of Lurgan Junior High School to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This Policy aims to ensure all relevant aspects of the GDPR and Data Protection Act (1998) are adhered to, in line with the Privacy Notices which are available on the school website. This Policy aims to promote best use of the SIMS Parent App system to further the communication and freedom of information between Lurgan Junior High School and parents/guardians.

SIMS Parent App Acceptable Use Policy Rules

Lurgan Junior High School SIMS Parent App system is provided for use only by persons who are legally responsible for pupil(s) currently attending the School. Access is granted only on condition that the individual agrees to the terms of this Policy, by returning a signed copy of the Data Capture form, which will be held by the School for audit purposes. Your signature on this form must confirm your legal responsibility for the pupil(s) currently attending the School. The School reserves the right to request additional legal documents to confirm parental/guardian entitlement.

Personal Use

Information made available through the SIMS Parent App system is confidential and protected by law under the GDPR and Data Protection Act (1998). To that aim:

- Users must not distribute or disclose any information obtained from the SIMS Parent App system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility.
- Users should not attempt to access SIMS Parent App in any environment where the security of the information contained in SIMS Parent App may be placed at risk, for example an internet café or public place.
- Users must not transfer information from the SIMS Parent App to any form of portable media such as pen drives, or by electronic means such as email, without the express permission of the School.

Password Policy

You must assume personal responsibility for your username and password. Never use anyone else's username or password. You must always keep your individual username and password

confidential. These usernames and passwords should never be disclosed to anyone. Passwords and usernames should never be shared.

Questions, Complaints and Appeals

SIMS Parent App users should address any complaints and enquiries about the SIMS Parent App system to Lurgan Junior High School, by emailing: parentapp@ljhs.co.uk. Lurgan Junior High School reserves the right to revoke or deny access to SIMS Parent App of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- Court ruling preventing access to child or family members is issued
- Users found in breach of the SIMS Parent App Usage Policy.

If any Child Protection concerns are raised or disputes occur, the School will revoke access for all parties concerned.

Note: Where SIMS Parent App access is not available, Lurgan Junior High School will still make information available according to GDPR and Data Protection Act (1998).

Users are liable for any potential misuse of the system and/or breach of the GDPR and Data Protection Act (1998) that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

By signing the Data Capture form, I am agreeing to the following:

1. The individuals listed as no.1 and no.2 parent on the Data Capture form have legal Parental Responsibility and an email invitation to access Lurgan Junior High's SIMS Parent App will be sent to the email addresses listed for those individuals.
2. I have read and understood the requirements of the SIMS Parent App Acceptable Use Policy and agree to abide by the conditions outlined in the Policy.

Online Assessment Procedures

Within Lurgan Junior High School, we frequently assess all our pupils in order to identify their individual needs and how we can best help them to learn and achieve.

As part of this process, your child will be completing the Cognitive Abilities Test (CAT), which is a series of short tests to assess a pupil's reasoning (thinking) abilities in key areas that support educational development and academic attainment. Alongside this they will complete Process towards English (PTE), Progress towards Mathematics (PTM) and Progress towards Science (PTS).

They will also be completing the Pupil Attitude to Self and School tests (PASS) which help to identify any underlying issues that may be hindering your child from reaching their potential within the school environment.

Home Economics

As the parent/guardian of the pupil named on this form, I grant permission for my son or daughter to take part in Home Economics lessons where he/she will be cooking. I understand

that he/she will be responsible and accountable for his/her behaviour and safety whilst using the Home Economics equipment. If your child has a food allergy, please give details on the Data Capture form and ensure your child makes his/her teacher aware of the allergy. Please note that the Home Economics department cannot guarantee that traces of the offending ingredient(s) will not be present in food products or on equipment used in food preparation. As far as possible, pupils with food allergies should take home the food they prepare in Home Economics, rather than eating it in class.

Personal Development Events

Throughout the school year, as part of our preventative curriculum, we invite outside agencies into school to speak with our young people on various pertinent issues in order to support and encourage healthy life choices. All of these topics are dealt with in an age appropriate and sensitive manner.

Road Safety (in conjunction with PSNI and other agencies)

With the increase in road traffic accidents, particularly around the start and end of the school day, it is key that we are constantly raising awareness of road safety with our young people. This event looks at staying safe as a:

- Pedestrian
- Cyclist
- Passenger

Online safety (in conjunction with PSNI and other agencies)

Our young people spend a lot of time online. It is so important that they know and are regularly reminded how to keep themselves safe online; make the right choices around what they say, send and receive on social media and who they should and should not communicate with online. This event looks at:

- appropriate and safe behaviour online
- inappropriate and unsafe behaviour online and its consequences
- useful resources and websites for young people to promote healthy and safe choices

Peer pressure, anti-social behaviours and the dangers of substance misuse (in conjunction with PSNI and other agencies)

Many of our young people can feel pressurised to behave and act in a way that they know is harmful to them. This can include vaping, taking alcohol and/or taking drugs. They know that all of these things are bad for their bodies, both physically and mentally, but sometimes they can find themselves in a situation where they feel it is very difficult to say no, otherwise they will not fit in or be accepted by their peers.

Anti-social behaviour is an increasing concern. In May 2021, the PSNI in Lurgan reported a 30% rise in anti-social behaviour reports in the area, compared to the same period last year.

This event looks at:

- how to deal positively with peer pressure
- what anti-social behaviour is and its consequences
- dangers of vaping, alcohol and drugs misuse
- useful resources and websites to promote healthy and safe choices

Positive body image and healthy eating (in conjunction with ADAPT) - Year 9

This talk looks at promoting positive self-esteem, encouraging young people to accept their bodies, and care for them by practising healthy habits.

Relationships and Sexuality Education (in conjunction with Love for Life) - Year 8 and 10

Society, media, and peers each contribute to the increased pressure that our young people experience in connection with relationships and sexuality. In Lurgan Junior High School, we are committed to delivering high quality Relationships and Sexuality Education, which empowers our pupils to develop a healthy respect for themselves, relationships with others and sexual health.

However, such technologies can also be used negatively. Therefore, prior to your son/daughter's arrival at school, please read the enclosed information, 'Advice for Parents'. This outlines Lurgan Junior High School's expectations for safe and appropriate use of the Internet and all ICT equipment/devices including the use of mobile phones. When misuse of the internet at home or school impacts on school life i.e. e-bullying, the school will invoke its Code of Behaviour and Discipline Procedure.

Relationships and Sexuality Education is a component of our Personal Development curriculum in school and is delivered in a sensitive and age-appropriate manner.

Often parents find it difficult to cope with the varying messages their children receive and feel ill-equipped to talk to them about the issues of choices, consequences, and responsibilities in this area.

In response to this, and as part of our programme of Relationships and Sexuality Education, the school has engaged a team from Love for Life, a local Christian organisation, to present their Sexual Health Sessions to our Year 8 and Year 10 pupils. This supports our pupils and their carers in dealing with the increasing pressures upon young people to engage in premature sexual activity and other risk-taking behaviours.

If you require any additional information please contact the school, or alternatively, you can

contact the 'Love for Life' team at:

Telephone: (028) 3882 0555

Email: info@loveforlife.org.uk

Web Site: www.loveforlife.org.uk – You may view the material used in school presentations on this website, including the presentations used with our pupils:

Year 8 – 'Izone'

Year 10 – 'Icebergs & Babies'

It is a matter of personal choice for you and your family as to whether you wish your child to avail of this programme.