



Parental Permissions Documentation

Information and Communication Technology Acceptable Use Guidance

Dear Parent/Guardian,

As part of Uryside School's Information and Communication Technology (Curriculum/Activity) we offer pupils supervised access to the Internet.

Before being allowed to use the Internet at school, all pupils must obtain parental/guardian permission and both they and you must sign and return the form as evidence of your approval and you and their acceptance of the Uryside School's Internet Acceptable Use Policy. However, if your child is under 8 years old, it is not necessary for him/her to sign, your signature will suffice.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Uryside School uses Internet for Learning as its Internet Services Provider (ISP). Internet for Learning uses the latest screening techniques to prevent access to all categories of unsuitable, offensive and inflammatory Internet materials. During school hours, teachers will supervise, guide and support pupils in using the Internet and in finding and using appropriate materials.

You should also be aware that monitoring software, which will record Internet activity will also be in use in schools.

Whilst our aim for Internet use is to further educational goals and objectives, no supervision or screening policy can guarantee complete security.

We would be grateful if you could complete the permission form which follows.

Yours sincerely

Katie Budge

Internet Pupil User Agreement

As a school user of the Internet, I agree to comply with Uryside School's Internet Acceptable Use Guidance, which I have read and understood. I will use the network in a responsible way and observe all the Guidelines explained to me by the school.

Pupil Signature _____ Date _____

Internet Parent/Guardian Permission Form

As the parent or legal guardian of the pupil signing above, **I grant permission** for my son or daughter to use electronic mail and the Internet. I confirm that I have read and understood Uryside School's Internet Acceptable Use Guidance. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my daughter or son to follow when selecting, sharing and exploring information and media.

Parent/Guardian Signature _____ Date _____

Name of Pupil _____

Class _____

Home Telephone _____

Parent/Guardian

As the parent or legal guardian of the pupil signing above, **I do not grant permission** for my son or daughter to use electronic mail and the Internet.

Parent/Guardian Signature _____ Date _____

Name of Pupil _____

Class _____

Home Telephone _____

Photography and Video Consent Form

Parents taking photos of their child and some friends in a school activity to be put into a family photo album is personal use and the Data Protection Act does not apply. The Data Protection Act in no way stops parents from taking such photographs. Similarly, grandparents videoing a school play is personal use and the Data Protection Act does not apply.

Where photographs are used for “official use”, for example for a building pass or publication within a school newsletter, this will not breach the Act providing the children and/or their guardians are aware this is happening and the context in which the photograph will be used. Where the Act does apply, if the photographer asks for permission to take the photograph, this will normally be sufficient to ensure compliance.

*Information Commissioner’s Office:
Data Protection Good Practice Note – taking Photographs in Schools*

In order to ensure compliance with the Data Protection Act where photographs are used for “official use”, Uryside School, on behalf of Aberdeenshire Council (The Data Controller), would be grateful if you could please complete the following:

I agree to allow my child _____ (insert name) whose date of birth is _____ to be photographed or video-recorded for the following purposes:

Please tick all that apply	
Classroom and Curricular Activities	
Extra Curricular Activities	
School or Class Photography <i>Note: Copyright in such photographs remains with the photographer, not Uryside School or Aberdeenshire Council.</i>	

I agree to these photographs or video-recordings to be used within Uryside School and also:

Please tick all that apply	
Within publications which may be distributed out with the school.	
Within Glow – Scotland’s online education community	
On internet e.g. local community website	

If you need any further information please contact our school office.

Parent/Guardian’s Signature _____ Date _____

Supporting Pupils with Medical Needs

Parents are responsible for supplying information about medicines which their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written instructions as detailed in Form 1. **It should be noted that no medication can be administered by the school to a pupil under 16 without the parent's written consent.** It is important that parents be aware of the following points:

1. Children who are feeling ill should not be sent to school
2. There is no legal duty which requires school staff to administer medication; this is a voluntary role. Therefore, whenever possible, arrangements should be made for prescribed medicine to be administered by the parent during school hours or to be prescribed in dose frequencies which enable it to be taken timeously and also to avoid storage of medicines in school.
3. It is a parental responsibility to inform the school of their child's medical needs. It is important for the school to have sufficient information about a medical condition of any pupil with long term medical needs. The information will be shared with staff on a need to know basis, in the best interests of the child.
4. It is good practice to allow pupils who can be trusted to do so to manage their own medication e.g. inhalers from a relatively early age. If pupils can take their medication themselves, staff may only need to supervise this or remind them. The school's procedures with regard to the implementation of the Authority's policy will indicate whether pupils can carry and administer their own medication, bearing in mind the safety of other pupils and the security of the medication. Form 4 of the policy should be completed by parents who wish their children to carry their own medication.
5. School staff should generally not give non-prescribed medicines to pupils. Non-prescribed medicines (e.g. throat lozenges) should be taken with the permission of the class teacher.
6. If you have any concerns regarding the above, they should be addressed directly to the Head Teacher.

Thank you for your co-operation.

Yours sincerely

Ian Stephen – Senior Education Officer

FORM 4: REQUEST FOR PUPIL TO CARRY HIS/HER OWN MEDICATION

This form is for parents to complete if they wish their child to carry his/her own medication.

This form must be completed by parents/guardian.

Pupils Name _____ Class: _____

Address _____

Condition/Illness

Name of Medicine

Procedure to be taken in Emergency

Contact Information

Name _____

Daytime Phone No. _____

Relationship to child _____

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed: _____ Date: _____

Relationship to Child: _____

FORM 1: REQUEST FOR SCHOOL TO ADMINISTER MEDICATION

This form is for parents to complete if they wish the school to administer medication. The school will not give your child medicine unless you complete and sign this form, and the Head teacher has agreed that school staff can administer the medication.

Details of Pupil

Surname _____ Forenames _____

Address _____

_____ Postcode _____

Male/Female _____ Date of Birth _____ Class _____

Condition or Illness _____

Medication

Name/Type of Medication (as described on the container) _____

For how long will your child take this medication _____

Date dispensed _____

FULL DIRECTIONS FOR USE

Dosage and method: _____

Timing _____

Special Precautions _____

Side Effects _____

Self-Administration: (Yes/No) _____

Procedures to take in an Emergency _____

Contact Information

Name _____

Daytime Phone No. _____

Relationship to child _____

I would like my son/daughter to keep his/her medication on him/her for use as necessary.

Signed: _____ Date: _____

Relationship to Child: _____

Physical Education Lessons

For Health and Safety reasons, pupils must remove ear-rings and other items of jewellery before taking part in Physical Education lessons to prevent any accidents which might occur e.g. ear lobes tears from being pulled. Where a pupil is unable to remove jewellery for some medical or religious reason then he/she must cover these with a sticking plaster. A letter of explanation must be provided. We normally provide tape if children forget to bring. We cannot, however, guarantee that this will provide sufficient protection against accidents.

Please sign below to acknowledge that you are aware of the risks that will still be present.

Name of Child _____ Class _____

I acknowledge receipt of schools position on the removal of jewellery for Health and Safety reasons for Physical Education lessons, and the possible risks of non-removal of those jewellery items.

- I agree that my child will not wear any jewellery items to a Physical Education lesson.
- I agree that my child for medical/religious reasons cannot remove jewellery items, but I will provide sticking plasters for the covering of the jewellery items for Physical Education lessons and provide a letter explaining the reason.

Please delete whichever does not apply.

Signed _____ Date _____

SCHOOL PUPILS INSURANCE

I have been requested by the Director of Education to inform you of the insurance position of your child whilst a pupil with the Education Authority.

No insurance cover is held by Aberdeenshire Council to provide automatic compensation to pupils in the event of a personal accident or death. It is your responsibility as a parent to insure your child for personal accident or death if you feel this appropriate.

Aberdeenshire Council does hold third party liability insurance which indemnifies the Council for claims from third parties (e.g. parents of pupils) who have suffered injury, illness, loss or damage arising from the negligence of the Council or its employees. However, if there is no negligence, no claim would be accepted by the Council.

This information is brought to your attention at this time in order that you may take whatever action you feel appropriate. I am also particularly anxious to avoid the potentially distressing situation of parents only becoming aware of the insurance position after an accident has occurred however remote this possibility.

Yours faithfully,

Katie Budge
Head Teacher

I have received and noted the contents of your letter regarding the accident insurance position of pupils.

SIGNED..... Date.....