



STONE LODGE
SCHOOL

**Information Pack
for Parents and
Students**

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STONE LODGE
SCHOOL

Dear Parent/Carer

Thank you for choosing Stone Lodge School.

We really value the partnership between staff, students, parents and governors and we are very excited to work with you to provide a happy and successful education for your child. I am incredibly proud to have been chosen to lead Stone Lodge School and I am both excited and ambitious about what we can achieve for your child through working together.

We look forward to seeing your child on our Primary School visits, and are excited to complete a fun day of learning with them on the 4th July 2019 at our Induction Day which we are holding at David Lloyd Health Club, Darenth Road, Dartford, Kent, DA1 1NJ from 9am to 2pm. Students will get the chance to meet with their teachers and form tutor on the day. The children will be provided with a free meal on the day, however they are welcome to bring their own packed lunch if they would prefer. For safety reasons children will not be allowed to make their own way home from the venue so should be collected by a family member from the venue at 2pm.

You will find information in this pack that you should read carefully with your child to ensure you are clear on how we organise the school and what we expect from you and your child. There are also several parental and student consent forms which should be completed by you and/or your child and returned to us on 4th July at the Induction Day. If you require any help with the completion of these forms or have any questions, please do not hesitate to contact Grace Wellcoat on 01322 226351.

We are sure your child will feel part of our school community and look forward to welcoming them as a Stone Lodge student in its opening year.

Yours faithfully,

Mr Gavin Barnett
Headteacher – Stone Lodge School

Vision and Values

Our Shared Vision:

Stone Lodge School is the inclusive school of first choice for families in Stone and the surrounding areas, with a mission to ensure successful lives for all its young people. We are tenacious in enabling students to become both exam ready and life ready, through exceptional teaching and learning experiences, driven by an exciting, future proof curriculum. Everything we do is underpinned by our 'Endeavour Mind-set'; determination and resilience are the key to talent and mastery. Stone Lodge values close partnerships with local industry to support the design of active learning experiences that enhance students' real world opportunities, helping them to make significant and positive contributions to their local, national and global communities.

Our RIDES Values:

Respect	We always give due regard to the rights and feelings of individuals, treating others as we wish to be treated.
Integrity	We are honest, with strong moral principles. We do the right thing, even when nobody is looking, or when the right thing is hard to do.
Determination	We don't give up on difficult tasks, as we believe that effort, rather than talent is the key to success.
Equality	We believe in more than just equal access. To us equality means helping those who need it most to overcome barriers preventing their success.
Self-Management	We develop individuals who take responsibility for the effective use of their time, resources and behaviours, to help them reach their full potential.

School Term Dates for 2019 – 2020

TERM 1	
Wednesday 4th September 2019 – Friday 18th October 2019	33 days
Autumn Holiday - Monday 21 October 2019 – Wednesday 30 October 2019	
TERM 2	
Thursday 31 October 2019 – Friday 20 December 2019	36 days
Christmas Holiday - Monday 23 rd December 2019 – Friday 3 rd January 2020	
TERM 3	
Monday 6th January 2020 – Friday 14th February 2020	30 days
Early Spring Holiday - Monday 17th February 2020 – Friday 21st February 2020	
TERM 4	
Monday 24th February 2020 – Friday 27th March 2020	25 days
Easter Holiday - Monday 30 th March 2020 - Tuesday 14 th April 2020	
TERM 5	
Wednesday 15th April 2020 – Friday 22nd May 2020	27 days
Late Spring Holiday - Monday 25th May 2020 – Friday 29th May 2020	
TERM 6	
Monday 1st June 2020 – Wednesday 22nd July 2020	38 days
Summer Holiday – Thursday 23 rd July 2020	

Confirmed Staff Training Dates:

Monday 2nd September 2019

Tuesday 3rd September 2019

Monday 25th November 2019

Tuesday 14th April 2020

Thursday 23rd July 2020

Friday 24th July 2020

The School Day

The school and lesson times are detailed below:

	Mon/Tues/Thurs/Fri	Weds Only
Form Time	08.45 – 9.15	(no form time)
Period 1	09.15 – 10.05	08.45 – 09.30
Period 2	10.05 – 10.55	09.30 – 10.15
BREAK	10.55 – 11.15	10.15 – 10.35
Period 3	11.15 – 12.05	10.35 – 11.20
Period 4	12.05 – 12.55	11.20 – 12.05
LUNCH	12.55 – 13.50	12.05 – 13.00
Period 5	13.50 – 14.40	13.00 – 13.45
Period 6	14.40 – 15.30	13.45 – 14.30
	End of School Day	

Attendance

School Hours

Lessons start at 08.45am and finish at 3.30pm on Monday, Tuesday, Thursday and Friday and 2.30pm on Wednesday. The School may be open outside of these times for enrichment activities and during this time designated supervisors will be on duty.

Punctuality

Students should arrive in school no earlier than 08.00am and no later than 08.30am. Students are not permitted to leave the School premises during school hours except with permission from the appropriate member of staff.

Absence

Parents are asked to contact the school on the first day of absence by 08.30am giving the reason for the absence and the approximate timescale for their child's return to school. Contact can be made by phone on 01322 250340 or email to attendance@stonelodgeschool.co.uk. The school should be notified if the absence continues past the original timescale indicated.

Medical and Dental Appointments

Medical and dental appointments should, where possible, be scheduled for outside of school hours. If this is not possible, please ensure your child brings an appointment card or letter from you to show to their teacher and Reception on the day of the appointment.

If a student has to leave site during the school day, they must sign out at Reception prior to leaving and sign in on their return.

Holidays

Requests for holidays during term time are not encouraged and any request for absence for holidays will not be authorised.



Travelling to School

Walking and Cycling

Students are encouraged to either walk or cycle to school.

Walking routes are via London Road, Cotton Lane and the short private road leading to the temporary site between the Dartford Judo and Bowls and Social Clubs.

Sheltered cycle racks are available which can be secured by padlock.

Public Transport

Bus

It is possible to reach the school from most areas using public transport.

There are footpaths on at least one side of London Road and Cotton Lane from the bus stops at The Welsh Tavern on London Road.

Details of bus routes and bus stop locations are listed below:

Service No.	Travelling to/from	Frequency of Service	Location of Bus Stop
477	Temple Hill, Dartford or Darent Valley Hospital	Every 30 minutes	Connecting to routes below
490	Dartford, Greenhithe Swanscombe, Northfleet	Every 20 minutes	London Road (The Brent School, The Welsh Tavern)
480	Gravesend, Greenhithe, Dartford	Every 20 minutes	London Road (The Brent School, The Welsh Tavern)
492	Dartford, Stone, Greenhithe	Every 25 minutes	London Road (The Brent School, The Welsh Tavern)

Train

The nearest train stations are Stone Crossing, Greenhithe and Dartford.

Greenhithe and Dartford are on bus routes which serve the School. Stone Crossing has no direct bus route and is approximately a 20-minute walk from the School. Alternatively, it is a five minute walk to London Road which is on the above bus routes.

Car

In the interests of the safety of all our students, parents dropping children or waiting in cars for them should do so away from the school entrance gates and in no circumstances within the school grounds. Some parents operate car sharing arrangements.

School Uniform

School Uniform

- School suit comprising of grey jacket with orange trim and grey skirt or trousers
- Grey jumper with orange trim and embroidered school logo
- Open-necked white blouse with a reverse collar or a white shirt with collar
- Tie (to be worn with white shirt with collar)
- Black tights or black socks
- Plain, black outdoor coat/jacket (no logos, hoodies etc. permitted)
- Smart black shoes - these should be low-heeled (no higher than 1.5") and below the ankle. No canvas shoes, trainers, open toe, or boots

Physical Education

- Sports Top - Black with orange panel with printed school logo
- Shorts - Black with orange panel with printed school logo
- Black tracksuit with orange trim and printed school logo
- Black or white sports socks
- Trainers and football boots with non-metal studs and shin pads
- Black P.E. kit bag.

Make up, Jewellery and Accessories

- No jewellery is permitted in school. A wrist watch may be worn
- Make-up, nail varnish and false nails are not permitted
- Plain black scarves and hats may be worn to and from school in cold weather but are not permitted to be worn on the school site
- Hair should be smart and professional styles only and in natural colours. Hair accessories should be discrete, plain and in school colours

All articles of uniform must be clearly marked with sewn on name tapes or indelible marking ink only.

Uniforms available from:



TFS, 45 Spital Street, Dartford, Kent, DA1 2DX.

Tel. **01322 291838**

TFS Schoolwear offer a 10% Discount when buying a complete uniform for Stone Lodge School. This discount will apply from 01.07.2019 – 31.07.2019.



Equipment

The following equipment is required:

- Plain black bag of a sufficient size to carry an A4 folder
- 30cm clear pencil case x 1
- Black pens x 2
- Red pens x 2
- Pencils x 2
- Pencil sharpener x 1
- Eraser x 1
- Clear 12" ruler x 1
- Highlighter x 1
- Protractor x 1

Optional Equipment

- Colouring pens or pencils



Homework at Stone Lodge School

In order that our students can achieve successful lives, we recognise the crucial importance of an active educational partnership between home and school. Homework is one way that we seek to foster this partnership.



Homework should not be seen as a chore. When effective, it is an extension of schoolwork. Research shows that homework plays a positive role in raising a child's achievement in exam success over time.

So that students can achieve their full potential, homework will be set each week across all subjects. The amount of time to complete this homework may vary but should be one hour per night—two subjects at 30 minutes each, on average.

Our approach to setting homework is through 'Knowledge Organisers'.

What are Knowledge Organisers?

A Knowledge Organiser will be given out to students for each subject at the beginning of each of the 4 10-week Teaching and Learning Cycle. Each Knowledge Organiser will be split into 10 weekly sections. Each section will be relevant to the learning students are currently working on in class. As each week passes the Knowledge Organiser tasks will build alongside the learning taking place in lessons. The Knowledge Organiser will then contain the information crucial for their future learning and their up and coming assessments.



The Knowledge Organisers will be set out in an easy to use way and limited to a single sheet per topic to support students using them independently. The main aim of the Knowledge Organiser is to help the students embed key skills and knowledge that will help them with their assessments and eventually their final exams. By learning the information students are better able to understand and apply them to the topic and beyond. This approach will also build independence and self-management, making revision nearer their final exams a habit they are used to.

The Role of Parents

It is vital that parents/carers display a positive attitude to homework and value its importance. It is also important that they encourage and praise their child for effort and independently taking responsibility with the completion of Knowledge Organiser homework tasks.

The boundary between what many parents see as constructive help and what children view as interference, is indistinct and can vary from day to day. Parents need to listen to the child's explanation of what they must do and discuss the work their child is doing, whether help is needed and what support is required. If parents have any problems or questions about homework, they should, in the first instance, contact the child's class teacher.



Students with Special Educational Needs

We set homework for all children as a normal part of school life. We ensure that all tasks set are appropriate to the ability of the child. If a child has special needs, we endeavour to adapt any task set so that all children can contribute in a positive way. The SENCO will arrange support in school for students with SEND in liaison with parents/carers where needed.



Why Reading Matters at Stone Lodge School

Reading is the gateway to learning, opening doors to faraway adventures, new possibilities and promising futures. Without strong reading skills, children will face challenges throughout their lives. That's why reading matters at Stone Lodge School.

We want your child to get the best possible start to reading this year, and to help with that, we have provided a recommended reading list below.

Book Title	Author	Genre
Stormbreaker	Anthony Horowitz	Adventure
Northern Lights	Philip Pullman	Fantasy
Holes	Louis Sachar	Real life / Teenage
Goodnight Mr Tom	Michelle Magorian	History (WW2)
Step by Wicked Step	Anne Fine	Real life / Teenager
Narnia	C. S. Lewis	Fantasy
Harry Potter	J. K. Rowling	Fantasy
The Hobbit	JRR Tolkien	Fantasy
The Curious Incident of the Dog in the Night Time	Mark Haddon	Mystery
Refugee Boy	Benjamin Zephaniah	Other Cultures
The Lion, the Witch and the Wardrobe	C. S. Lewis	Fantasy
A Monster Calls	Patrick Ness	Fantasy
Maze Runner	James Dashner	Dystopian / Adventure
Alice's Adventures in Wonderland	Lewis Carroll	Fantasy
Diary of Anne Frank	Autobiography	
I Coriander	Sally Gardner	History
The Secret Diary of Adrian Mole	Sue Townsend	Humour
My Family and Other Animals	Gerald Durrell	Humour

WHY CAN'T I SKIP MY 20 MINUTES OF READING TONIGHT?



Reading has a significant number of benefits:

1. Memory improvement
2. Increased knowledge
3. Increased vocabulary range
4. Stronger Analytical Thinking Skills
5. Improved focus and concentration
6. Better writing skills



Competition Time

Throughout the year we will be holding a range of reading competitions.

Are you a word millionaire?

Can you complete the Hunger Games Challenge?

Who will win Bookopoly?



Library

Stone Lodge students will have a series of library lessons at school where they will be given the opportunity to read for pleasure and develop a love of literature.



School Trips and other activities

We are a cashless school and use the secure website called ParentPay for online payments for school trips, activities and for voluntary payment of the Enrichment Learning Fund (ELF). You will be provided with more information about ParentPay and given registration information on the induction day.

Students will be issued with a photo ID card when they start at Stone Lodge School. The photo ID card provides students with access to a number of services – payment of school lunches, access to printers and for borrowing books from school once the library is established.

Paying for School Lunch

The School canteen is operated by Alliance in Partnership (a professional catering provider). AiP operates ParentPay as the online payment system which will appear on the same account as the ParentPay account used for school trips and activities giving you access to everything through a single ParentPay log-in.

Top Tips for using ParentPay

If you already have a ParentPay account, you will be able to add your child via the 'Add a Child Tab' on the home page and use the activation information you will receive on the induction day. This will give you access to all your children under a single account.

You can set up e-mail or text message alerts to send you a low balance reminder to help ensure your child always has enough credit for food without the need to check your account regularly.

You can also check how much your child is spending on lunch each day and what they are buying.

There is an optional parent account credit facility to keep funds in a parent account allowing you to pay for individual items with just one click and to assist you with monthly budgeting.

Packed Lunch (brought in from home)

If you prefer to prepare a packed lunch for your child, we would ask that the items provided are healthy with no fizzy drinks (either cans or bottles) and no sweets.

School Trip Consent

The School operates a global consent procedure for all low risk trips. This consent will last for the duration of your child's time at Stone Lodge School.

We will always inform parents of each individual trip and will require a specific consent form for trips which involve adventurous activities, travel overseas or a residential stay.

In order for consent to be in place on the first day of term, please complete and return the consent form to reception.

Please do inform the school of any changes to your contact details or your child's medical needs as soon as possible.

Cashless Payment

The school operates a cashless payment system (ParentPay) which is used for all trips and activities and therefore is unable to accept cash or cheques. We are conscious that for some parents this may present a significant problem; in such circumstances please make contact with the school for further advice.

Your ParentPay account activation letter will be given to you on the induction day and will signpost you to information on how to get started using your account.

Yours faithfully,



Gavin Barnett
Headteacher – Stone Lodge School

Consent Form for School Trips and Other Off-site Activities

Please sign and date the form below if you are happy for your child to:

- Take part in school trips and other activities that take place away from school premises and
- Receive medication as instructed and any emergency dental, medical or surgical treatment including anaesthetic or blood transfusion as considered necessary by medical authorities present.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include:
 - All non-adventurous off-site visits
 - Off-site sporting fixtures
- The school will send you information about each trip or activity before it takes place. You can, if you wish, refuse permission for your child to take part in any particular trip or activity when you are notified of it. To do so you must email us at office@stonelodgeschool.co.uk.
- Any residential, adventurous or overseas trip will require specific written parental consent.
- Your consent will be kept on file for the duration of your child's time at Stone Lodge School and it is your responsibility to keep the school informed of any changes to your contact details, your child's medical needs or your decision to give general consent for trips and other activities.

Please return this completed form to reception

Name of Pupil: _____

Parents Signature: _____

Date: _____

Code of Conduct

Our Core Values

RIDES

Respect – We always give due regard to the rights and feelings of individuals, treating others as we wish to be treated.

Integrity – We are honest, with strong moral principles. We do the right thing, even when nobody is looking, or when the right thing is hard to do.

Determination – We don't give up on difficult tasks, as we believe that effort, rather than talent is the key to success.

Equality – We believe in more than just equal access. To us equality means helping those who need it most to overcome barriers preventing their success.

Self-Management – We develop individuals who take responsibility for the effective use of their time, resources and behaviours, to help them reach their full potential.

We strive to provide a harmonious community where the diversity of backgrounds is celebrated and everyone can achieve their potential.

As such, students are expected to:

- Be **respectful** at all times, showing **self-management** that is courteous, trustworthy and **determined**;
- **Respect** both students and the schools' property and take care of the surrounding environment;
- Demonstrate **integrity** by always taking responsibility for their actions and any consequences that may arise as a result of them;
- Report all forms of bullying immediately (including cyber bullying) to ensure that **equality** is honoured for all members of our community

In the classroom:

The points below are to help students succeed in lessons. Read them carefully so that learning in your classes can be excellent.

Start of lessons

- Enter rooms sensibly and go straight to your workplace
- Place books and your clear pencil case on the desk
- Place your planner on the desk in front of you
- Put any bags under your chair
- Complete the 'Do Now' task in silence and answer "Yes, Sir/Miss" to the register



During lessons

- When your teacher or a student talks to the whole class, remain silent and track the speaker
- If you arrive late without good reasons, expect to receive a detention for your poor punctuality
- You must write down all information required for your homework
- Eating and chewing in class is not allowed. Drinking from a water bottle is permitted
- You should not leave the lessons without permission from a teacher

End of lessons

- Only pack away once your teacher has requested you to do so; keep your clear pencil case out
- When told, stand and push in or put up your chair; any litter should be picked up and thrown away
- Leave the room in a calm and orderly manner once your teacher dismisses you

Outside of lessons

- Walk directly to your lesson calmly and quietly along the corridors keeping to the left-hand side
- Queue properly (in particular for food at break and lunchtime)

Outside of school

- Arrive on time to school (at Stone Lodge this means arriving five minutes before the start of Period 1 – 8.40am for 8.45 start)
- Represent the school positively at all times when travelling to and from school and wearing school uniform

Parents and Carers – Code of Conduct

Parents, carers and families will:

- Support the school and its behavior policy so that their child's behavior expectations are met
- Promote positive behaviour at home in order to provide continuity between home and school
- Contact the form tutor in the first instance if concerned about their child's behaviour
- Contact the form tutor of school leader for support where appropriate

School Rules

In conjunction with our Code of Conduct and the Highest Expectations for Behaviour, the School Rules are:

Banned Items:

Students are not permitted to have any items injurious to health and welfare, learning or to the good order of the school. Prohibited items include:

- Bladed objects
- Weapons
- Drugs (exceptions are made for medical purposes)
- Alcohol
- Tobacco products
- Chewing gum
- Any other items at the discretion of the Headteacher
- Other items which may legitimately be brought to the school may be confiscated if they are used in a way which is hazardous, disruptive or contravenes school policies
- Confiscated items will normally be returned but, when appropriate, will be given to the police, destroyed or retained until collected by a responsible adult

Students may only attend lessons in full correct uniform.

Disciplinary action will be taken when appropriate.

Mobile Phones and other Electronic Devices

Mobile phones and other electronic devices may be brought on site by students at Stone Lodge School as we appreciate that parents may want to contact their child between home and school however, we operate a strict “not seen or heard” policy for students once they enter the site. This means that mobile phones or other electronic devices should be switched off and kept in the student’s bag. Any phones or electronic devices seen or heard anywhere on the school site will be confiscated immediately, parents will be informed and the device will only be returned to a parent at reception during open hours - this includes devices seen or heard at break, lunch or before or after school on the school site. The school will not take responsibility for the loss, theft or damage of devices that are brought in by students.

Full details of the Behaviour for Learning Policy can be found on the Stone Lodge School website (www.stonelodgeschool.co.uk) in the Policies section.

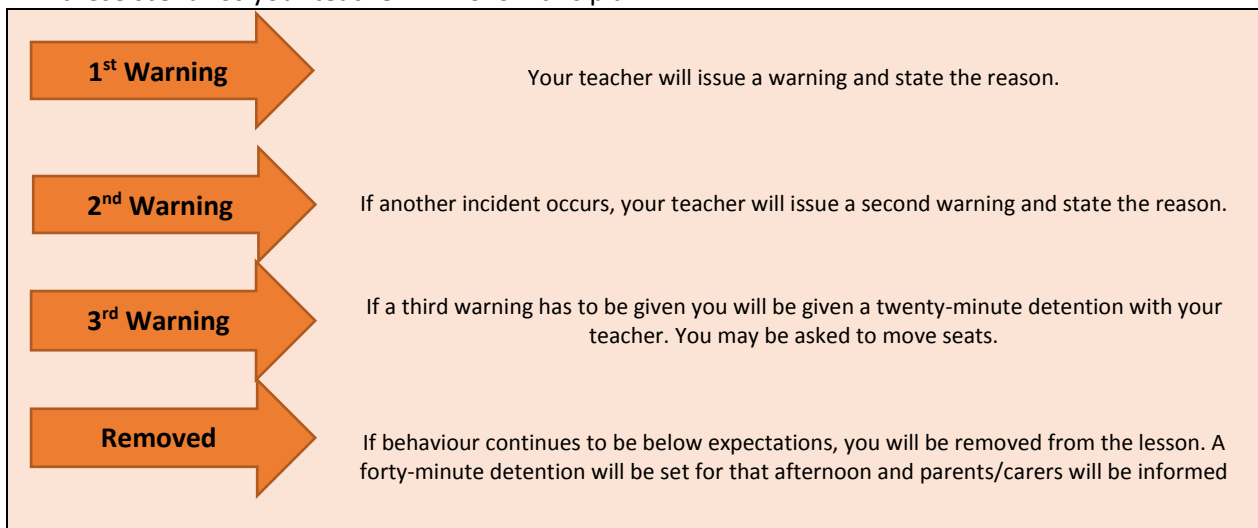
The Highest Expectations for Behaviour

Disruptive behaviour in lessons

If your behavior is disruptive and does not meet the standards of the school, you will be warned and sanctioned according to this four-point plan. This will apply if you, for example:

- Respond to instructions too slowly;
- Do not engage with the learning;
- Speak about something unrelated to the work.
- Speak over others;
- Do not track the speaker;

In these scenarios your teacher will follow this plan:



Being disrespectful or rude towards others

If you are disrespectful or rude in any way towards your teacher or your peers, you will be removed from the lesson immediately. You will remain out of the rest of that lesson and a forty-minute detention or internal exclusion will be set. This will apply if you, for example:

- Swear in a lesson
- Refuse to follow an instruction
- Persistently argue back to a teacher
- Make homophobic, racist or other discriminatory comments
- Kiss your teeth
- Are physically or verbally aggressive in class
- In these scenarios, you will be removed immediately.

Swearing in the school

If you are caught swearing anywhere around the school. Including outside and in the corridors, you will lose your next lunch (that day or the following). If you swear in a lesson you will be removed immediately.

Lateness to school and forgetting your basic equipment or planner

If you arrive at the school gates after 8.45am, you will be issued a same day forty-minute detention. If you are unable to show your pen/pencil/ruler/eraser and planner at tutor time, you will be set a forty-minute detention at the end of that day.

Home School Agreement

Our core values: RIDES

- **Respect** - We always give due regard to the rights and feelings of individuals, treating others as we wish to be treated
- **Integrity** - We are honest, with strong moral principles. We do the right thing, even when nobody is looking, or when the right thing is hard to do.
- **Determination** - We don't give up on difficult tasks, as we believe that effort, rather than talent is the key to success.
- **Equality** - We believe in more than just equal access. To us equality means helping those who need it most to overcome barriers preventing their success.
- **Self-Management** - We develop individuals who take responsibility for the effective use of their time, resources and behaviours, to help them reach their full potential.

We strive to work together to provide a harmonious community where the diversity of backgrounds is celebrated, and everyone can achieve their potential.

The school will provide:

- A broad and balanced curriculum, in line with the requirements of the National Curriculum.
- A high standard of teaching and the expectation that all students should achieve or exceed their target grades.
- Access to sufficient resources for students to undertake research or to continue homework assignments.
- An induction programme when a student joins the school.
- Continuing Form Tutor support and advice throughout a student's education at the school.
- Opportunities for parents to discuss their child's progress with their form tutor, subject teachers and senior members of staff.
- A minimum of two Progress Reports each academic year.
- Opportunities to learn about and discuss other aspects of life within the PSHE/Citizenship curriculum (Successful Lives Programme).
- Opportunities for students to participate in extra-curricular activities and educational visits.
- The setting and checking of homework activities in the form of 'Knowledge Organiser' independent study set out at the start of each ten-week teaching and learning cycle. This sets out to embed learning and enhance assessment success. On average students should expect to receive approximately one hour per night (two subjects).
- Assistance from the school's Special Educational Needs Co-ordinator where a student is deemed to require additional support.



Students will:

- Be **respectful** at all times, showing **self-management** that is courteous, trustworthy and **determined**.
- **Respect** both students' and the school's property and take care of the surrounding environment.
- Demonstrate **integrity** by always taking responsibility for their actions and any consequences that may arise as a result of them.
- Report all forms of bullying or misconduct immediately (including cyber bullying) to ensure that **equality** is honoured for all members of our community.
- Demonstrate the highest standards of work and behaviour from him/her within the school and when representing the school in the community.
- Attend school at all required times, with no absence for reasons other than ill health or for extenuating circumstances agreed with the school.
- Always arrive at school punctually.
- Wear full school uniform smartly and with pride, including the journey to and from home.
- Arrive at school with the correct equipment for all subjects.
- Understand that loss or damage to school equipment and property used by him/her is their responsibility.
- Complete all 'Knowledge Organiser' homework tasks set, on time and to the best of his/her ability.

Parents, carers and families will:

- Support the school and its Behaviour Policy so that their child's behaviour expectations are met.
- Promote positive behaviour at home in order to provide continuity between home and school.
- Contact the Form Tutor in the first instance if concerned about their child's behaviour.
- Contact the Form Tutor or Pastoral Leader for support where appropriate.
- Telephone or email the school on every day of any unexpected absence their child may have, explaining the nature of the absence and follow this up with a note on the first day he/she returns.
- Support the school's dress and appearance code.
- Ensure that all school documents are returned promptly. This includes data checking sheets and letters concerning school events that require a parental response and appointment times for Consultation Evenings.
- Ensure that school books are kept in good condition and free from graffiti and that text books are handed back in a condition similar to that at the time of issue at the end of the academic year or when requested.
- Not take holidays during term time. All absence from school has a detrimental effect on a student's learning.

Signed:



Head Teacher

Signed:

.....

Parent/Carer

Signed:

.....

Student

Document to be signed by Parent/Carer, student and Head Teacher on year of entry to the school.

ICT Acceptable Use Policy

ICT AUP

To qualify for Network, Internet and e-mail access, students and parents/carers must read, sign and return an agreement.

Endeavour MAT strongly believes in the educational value of such electronic services and recognises their potential to support the curriculum. Every effort will be made to provide quality experiences for students and teachers using this information service. Inappropriate and/or illegal interaction with any information service is strictly prohibited.

If British decency laws are breached or the Computer Misuse Act 1990 is breached then a student is likely to have the matter referred to other authorities including the police. The Computer Misuse Act 1990 identifies three specific offences:

1. Unauthorised access to computer material (that is, a program or data).
2. Unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime.
3. Unauthorised modification of computer material.

Please read this document carefully, only once the ICT Acceptable Use Policy form has been signed and returned will access to the computer system be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to the Network, Internet and e-mail will be denied and the student will be subject to disciplinary action.

Terms and Conditions of This Agreement

1. Personal Responsibility

As a representative of Endeavour MAT, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and attempts to disrupt or hack into the computer network.

2. Acceptable Use

The use of ICT must be in support of education and research in accordance with the educational goals and objectives of Endeavour MAT. Students are personally responsible for this provision at all times when using any ICT resource. Use of other networks or computing resources must comply with the rules appropriate to that network. (e.g. within WG6 schools or when on work placement).

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. Use for commercial activities by for-profit organisations or personal enterprise is generally not acceptable.

3. Privileges

The use of the ICT is a privilege and inappropriate use can result in that privilege being withdrawn. Students will participate in a discussion with a member of staff as to proper behaviour and use of the facilities. Staff will rule upon inappropriate use and may deny, revoke or suspend usage.

4. Network Etiquette and Privacy

Students are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- **BE POLITE** - Never send or encourage others to send abusive messages. Respect the rights and beliefs of others;
- **USE APPROPRIATE LANGUAGE** - Remember that you are a representative of Endeavour MAT on a global public system. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden;
- **PRIVACY** - Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students;
- **PASSWORD** - Do not reveal your password to anyone. If you think someone has obtained your password, contact a member of ICT Support immediately;
- **ELECTRONIC MAIL** - Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to appropriate authorities;
- **REFERENCE WORK** - Cite references for any facts that you present. Do not copy other people's work and imply that it is your own (i.e. plagiarism). Plagiarism leads to formal action, up to and including, withdrawal from examination and qualifications;
- **DISRUPTIONS** - Do not use the network in any way that would disrupt use of the services by others;
- **WORK SPACE** - Leave your work space tidy, with keyboard, mouse etc. appropriately stored.

5. Services

Endeavour MAT makes no warranties of any kind whether expressed or implied, for the network service it is providing. Endeavour MAT will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, errors or omissions. Use of any information obtained via the network or other information systems is at the student's own risk. Endeavour MAT specifically denies any responsibility for the accuracy of information obtained via its Internet services.

6. Security

If you identify a security problem, notify a member of staff at once. Never demonstrate the problem to another student. All use of the system must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the system and be subject to disciplinary action.

7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, the wilful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage.

8. Online Ordering systems

It is strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature. In addition, it is also forbidden for students to subscribe to any newsletter, catalogue or other form of correspondence via the Internet, regardless of its nature.

9. Electronic Mail

Electronic mail (email) is provided by Endeavour MAT, the use of Internet based email systems is forbidden. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume emails (spamming).

10. Non Educational Online Activity

Students are not permitted to access non educational games, media (e.g. YouTube) or chat services available online.

11. Internet Search Engines

Students are required to use Internet search engines responsibly. If students are found to be searching for material unsuitable and in breach of this policy, they will face disciplinary action. Students are strictly forbidden from removing safety filters from Internet Search engines in order to access unsuitable material. This includes but is not limited to the removal of the SafeSearch feature.

12. Executable, Music and Video Files

Students are strictly forbidden from introducing executable files (e.g. '.exe, .cmd, .bat, .bin') to the network as these can in some cases contain harmful viruses. This includes but is not limited to copying such files onto shared network drives, saving them on your user area and running them from your USB memory stick. Students are strictly forbidden from introducing music and video files (e.g. '.mp3, .mp4, .mpeg, .wav, .avi'). These files in many cases are copyrighted and the copying onto shared network drives or storing on your user area may breach their copyright. Students are strictly forbidden from downloading executable, music and video files when using Endeavour MAT's Internet provision.

13. Accessing Remote Systems

Students are only permitted to access remote systems authorised by Endeavour MAT. These systems include, but are not limited to, those deployed by member schools of WG6 Joint Sixth Form.

14. Saving Your Work

Students must not use external media (e.g. USB memory and external hard disks) as their primary storage repository as it is not possible to recover lost or corrupted files. Students are advised to save all files to their user area where it is routinely backed up and easily accessed both onsite and remotely. Students are advised to regularly save amendments to their files to minimise data loss if their service is interrupted.

Endeavour MAT Liability Statement

Students bring their personal ICT devices to school at their own risk. Students are expected to act responsibly with regards to their own devices and abide by the school rules with regard to such devices. It is their duty to be responsible for the upkeep and protection of their devices.

Endeavour MAT is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities.
- Personal devices that are lost or stolen at school or during school-sponsored activities.
- Maintenance or upkeep of any device
- Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal ICT device in the event of loss/damage to the device.

Disclaimer

Endeavour MAT accepts no liability in respect of any loss/damage to personal ICT devices while at a school or during school-sponsored activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage that may result from the use of a personal ICT device at school.

By bringing a personal ICT device into school students and their parent(s)/guardian(s) accept this disclaimer and agree to abide by this policy.

ICT Acceptable Use Policy (AUP) Form

For Office Use Only

Name

Added to Database

STUDENT

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action and the removal of my privileges. I also agree to report any misuse of the system to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language, any act likely to cause offence or other issues described above.

Student Name: _____

Form: _____

Signature: _____

PARENT or CARER

Endeavour MAT students must also have the signature of a parent or carer who has read this agreement.

As the parent or carer, I have read this agreement and understand that access to electronic information services is designed for educational purposes. I understand that, whilst the Internet Service Provider operates a filtered service, it is impossible for Endeavour MAT to restrict access to all controversial materials and will not hold the Trust responsible for materials acquired on the network. I also agree to report any misuse of the system to the Trust.

Parent or Carer Name: _____

Signature: _____

Date: _____

Please complete and return this form to the School.



Pupil Premium and Free School Meals

The Pupil Premium is designed to help schools boost the performance of students whose families are eligible for Free School Meals or have been eligible in the last six years, to ensure all students get the best support.

This brings the school an additional sum of £935 per student from September 2019.

It is essential that parents who are eligible for Free School Meals make the appropriate application to the Education Authority (Kent County Council). This does not mean that your child HAS to receive a free meal each day but it is managed confidentially through the cashless catering arrangements operated by AiP and so no other student will know how the meal is funded.

Are you eligible?

To be eligible for free school meals your child must attend a maintained school (most schools in Kent are maintained schools) or receive alternative education approved by Kent County Council.

You must receive one of these benefits to qualify:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more the £16,190)
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1st April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The quickest and easiest way to apply for school meals is to apply online at www.cloudforedu.org.uk/ofsm/kent. If you need assistance in applying online, please contact the school.



The Enriching Learning Fund (ELF)

Parents are invited to make an annual voluntary contribution to The Enriching Learning Fund.

All money collected will go towards enriching the lives of all our students through the provision of additional activities and resources which would not be available through current Government funding.

The money collected does not subsidise the core curriculum but will be used to enhance the learning environment. Subscription fees to useful clubs and societies can come from The ELF and access to developmental workshops and the subsidising of enrichment activities.

We believe that the success of these projects has a positive impact on each student, and I do hope you are able to support the school in this way.

The suggested donation is £25 per student and can be paid via ParentPay any time after the induction day and for each new school year from the 1st September.

The donation is eligible for Gift Aid. If you are a UK taxpayer, you can boost your donation to us by 25p of Gift Aid for every £1 you donate by completing a declaration form. If you would like to help us claim Gift Aid please complete and return the Gift Aid form to the School Reception.

Thank you for helping to make the learning environment a vibrant and stimulating place for all our students.



Gavin Barnett
Headteacher – Stone Lodge School

Notes Page



STONE LODGE
SCHOOL