



ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME

Family handbook

2023 - 2024





WHITE ROSE
ACADEMIES

"Our ambition is excellence.
Every child, every teacher,
everyone; outstanding."



ALDER TREE PRIMARY
BELIEVE - BELONG - BECOME



Leeds City Academy



Leeds East Academy



Leeds West Academy



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Term Dates

Holiday	School closes	School opens
Summer		Monday 4th September 2023
Autumn mid-term	Friday 27th October 2023	Monday 6th November 2023
Christmas	Friday 22nd December 2023	Monday 8th January 2024
Spring mid-term	Friday 9th February 2024	Monday 19th February 2024
Easter	Thursday 28th March 2024	Monday 15th April 2024
Summer mid-term	Friday 24th May 2024	Monday 3rd June 2024
Summer	Friday 19th July 2024	

Bank Holidays

Holiday	Dates
Christmas Day	Monday 25th Dec 2023
Boxing Day	Tuesday 26th Dec 2023
New Year's Day	Monday 1st January 2024
Good Friday	Friday 29th March 2024
Easter Monday	Monday 1st April 2024
May Day	Monday 6th May 2024
Spring Bank Holiday	Thursday 27th May 2024

Training Days

Dates
Monday 4th September 2023
Tuesday 5th September 2023
Monday 15th April 2024
Monday 22nd July 2024
Tuesday 23rd July 2024



Foundation Stage

(Nursery)

Time	Session
08:40 - 09:00	Doors Open
09:00 – 12:00	Morning Session
12:30 – 15:30	Afternoon Session

Foundation Stage

(Reception)

Time	Session
08:40 – 12:00	Morning Session
12:00 – 13:00	Lunch
13:00 – 15:10	Afternoon Session

Key Stage 1

(Year 1 and 2)

Time	Session
08.30 – 08.40	Daily Mile with Family
08:40	Doors Open
08.50 – 12.00	Morning Session
12.00 – 13.00	Lunch
13.00 – 15.10	Afternoon Session

Key Stage 2

(Year 3, 4, 5 and 6)

Time	Session
08:30 - 08:40	Daily Mile with Family
08:40	Doors Open
08:50 – 10:45	Morning Session
10:45 – 11:00	Morning Break
11:00 – 12:15	Morning Session
12:15 – 13:00	Lunch
13:00 – 15:10	Afternoon Session



Attendance: Every Day Counts

Regular attendance at school is vital to help your child achieve and get the best possible start in life.

There are 30 days in a 6 week half term. If your child has one and a half days off school, their attendance will be **95%**.

Good attendance is central to pupils' academic achievement and personal development.

GREEN

96% - 100%

AMBER

91% - 95.9%

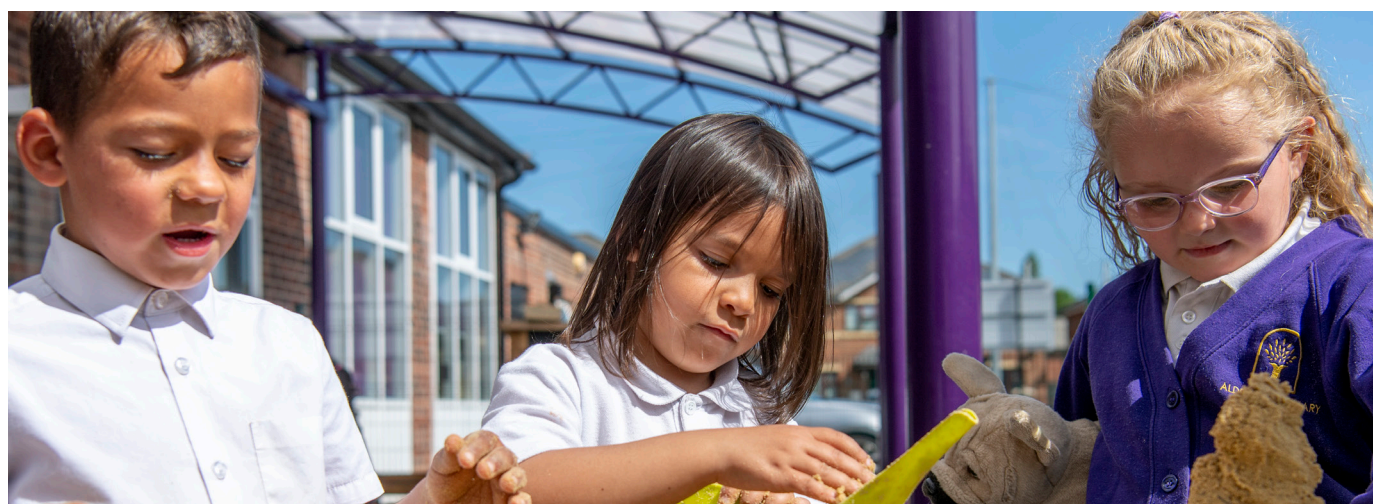
RED

90.9% and below

***NB The minimum attendance expected from any pupil is 96%**

Pupils' attendance will place them into one of the above traffic light bands. Each band is subdivided into subgroups. The position of each pupil's attendance will determine the rewards, incentives, support and guidance that the Attendance Support Officer will facilitate.

Attendance during one school year	Equals days absent	Which is approximately weeks absent	Which means the number of lessons missed	Absence over five years
95%	9 days	2 weeks	50 lessons	¼ year
90%	19 days	4 weeks	100 lessons	½ year
80%	38 days	8 weeks	200 lessons	1 year
70%	57 days	11½ weeks	288 lessons	1¼ years
60%	80 days	16 weeks	400 lessons	2 years
50%	100 days	20 weeks	500 lessons	2½ years



Absence

If your child is absent it is your responsibility as the parent to notify the academy before 9am on **0113 262 0021**.

Where no information has been received of an absence, the academy will attempt to contact parents. Parents may text a reply to explain the reason for absence. Home visits will take place if no contact is received.

You can check your child's up to date attendance on the Arbor app at any time.

Alder Tree Primary's (ATP) Attendance Team will provide support and guidance for all pupils and their families to maintain excellent attendance. Should pupils' attendance drop below 96%, the Attendance Support Officer will keep regular contact with pupils and their families to offer support and guidance around the consequence of poor attendance. Alder Tree Primary works in line with Government and Leeds City Council guidelines around processing penalty fines and referrals should unauthorised attendance become a problem.

Leave of absence

Due to the impact missed learning has on pupil progress, the academy will not give leave of absence for family holidays. If you are considering a holiday during term time you must notify the academy and request a form from the Attendance Support Officer. Please note that holidays in term time will be classed as unauthorised absence and will impact on your child's attendance percentage.

Medical appointments

All medical appointments should take place outside of academy hours so your child does not miss any learning. If appointment times are not negotiable, the expectation is for your child to attend school on the day of the appointment, and leave site only for the required amount of time. Pupils will not be allowed to leave site without being collected by their parent or carer.

Parents' Evenings

Pupil progress is extremely important to us. Alder Tree Primary invites you to attend events throughout the academic year to review the progress of your child. Parents and carers are expected to attend to discuss with teachers how each pupil is progressing, and share information about how both the academy and family can further support each pupil to meet their potential. During these events you will be given information about their progress data, attendance and updates about their attitude to learning.

Attendance Rewards

Your child will be rewarded throughout the year if their attendance meets the academy expectation of 96%. There will be incentives each half term for your child to work towards. Look out for these on the academy website!



Emergency Closures

Emergency closure is always a last resort and decisions to close are based on many factors. Our primary concern is always safeguarding our pupils. Alongside this, our view is that we must always try our best to function normally as a school, staying open for business as far as is safely possible. We will only consider closing during the day if transport authorities advise us of specific difficulties or if we have a specific serious problem on site. We try to avoid the knee-jerk reaction that the first snow flurry means an early finish. Given that we may experience extremes of weather more frequently in the future, all of us have to adjust to snow being an expectation in the winter, not an exception, and we should therefore be prepared for it.

What can you do to help?

- Insist that your child attends ATP even if other schools are closed. School attendance is a legal requirement and serious cases of unauthorised absence will result in fines for parents.
- Make sure that your child has appropriate footwear, and that they have a suitable coat.
- Ensure your child understands that the basic assumption is that we will stay open unless really exceptional circumstances occur.
- Check your text messages or the academy website for accurate information regarding opening hours.
- Make sure the school and your child knows where they are allowed to go if an emergency closure happens during the school day, i.e. relatives or friends who will definitely be available if you are not at home. If it is another adult who will collect your child from school, we must be made aware of who this is in advance.
- Finally, reinforce normal behaviour expectations with your child. Snow provides opportunities for fun but dangerous behaviour with regards to snowballing unwilling participants, cars or passers-by will be dealt with appropriately.



Child Protection

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its pupils and expects all Staff and volunteers to share the commitment. All academies have a duty under the Children Act 1989 to assist Social Service Departments acting on behalf of children in need or enquiring into allegations of child abuse. Section 175 of The Education Act 2002 makes child protection and the welfare of pupils the statutory duty of everyone employed in educational establishments. As well as the statutory duty we all have pastoral responsibility towards our pupils and should recognise that they have a fundamental right to be protected from harm. Children cannot learn effectively unless they feel secure. If you have any concerns with regards to child protection please contact the academy's Child Protection Officers.

Safeguarding Who Can Help Me?

If something is troubling you at school, there are lots of people that can help:



Sadie Cordingley
Designated
Safeguarding Lead



Kate Burton
Deputy DSL
Principal



Cheryl Linley
Deputy DSL
Attendance Officer



Mrs Martha Bishop
Safeguarding
Learning Mentor



Kate Jack
Deputy DSL
PA to Principal

Behaviour Policy

Introduction

At Alder Tree Primary Academy we work to the vision that all children:

Believe : **Belong** : Become

The Positive Behaviour Policy is designed to support all professionals in establishing and maintaining good behaviour with all children through the consistent and fair application of it. Positive Behaviour is one of many tools in a professional's toolkit. Whilst the Positive Behaviour structure must be followed by all colleagues at all times, a positive relationship is the single most important thing that educators should seek to establish. The better the relationship, the better the behaviour.

The Positive Behaviour Policy is embedded through three simple rules which pupils are expected to follow:

Be Ready : **Be Respectful** : Be Safe

Alder Tree Primary Academy will always seek to use reflective and restorative practice as part of the Positive Behaviour Policy. Pupils who make poor behaviour choices will be supported to reflect on their decision making and actions which may involve a restorative discussion with a member of staff or pupil.

We are committed to providing the best possible experience of learning and personal development at Alder Tree Primary for all pupils and believe that high standards of behaviour are fundamental to achieve this. Parent/carers are important partners in upholding our core values and encouraging positive attitudes to learning.



Rewards

The White Rose Academies Trust prides itself on a highly effective rewards system that acknowledges and celebrates the achievements and successes of all our pupils. Across the academy, inside and outside the classroom, staff consistently look for opportunities to reward pupils. The Positive Behaviour system provides our pupils with opportunities to be recognised and praised for their academic achievements, progress, behaviour and attendance, as well as contributions to the academy and the wider community.

We strongly believe that pupils should be regularly and fairly rewarded for their achievements, to celebrate successes and also to inspire and motivate.

The rewards used to achieve this are as follows:

Praise Stamps

These are used to give regular recognition of positive action from pupils. These can be used to purchase items from the academy Reward Shop.

Praise Stamps will be earned during lessons and around the academy for excellent attitude and effort. Examples include, but are not limited to the following:

- Excellent answers given during question and answer sessions
- Outstanding presentation of work
- Effective work as a group
- Outstanding performance on a test/piece of class work
- Outstanding contribution made during the lesson
- For being an active citizen around the academy, for helping others, etc.
- Exceptional effort in lessons or as part of extra-curricular activities
- Commitment to and progress in extra-curricular activities

Attendance Rewards

Pupils can access rewards for excellent attendance and improved attendance. These rewards are detailed specifically within the academy's Positive Behaviour Policy.

Star of the Week

These provide weekly recognition of outstanding progress made in lessons and around the academy/community. A Star of the Week is nominated by each class teacher in recognition of their commitment to our academy community/core values and the values, attitudes and attributes of High Performance Learning. Nominated pupils are issued with a certificate and Star of the Week lanyard.

Postcards / Praise Letters

Staff are encouraged to issue postcards to recognise pupils' effort and achievement in lessons, within their year group, academy or wider community. These are linked to Alder Tree Primary's core values. Pupils receiving a postcard are rewarded with 25 stamps, which are then added to their account.

Praise Calls

Relationships with pupils are strengthened through positive contact with parents/carers. All staff are expected to engage families by making regular phone calls to celebrate academic performance, effort, improvement or any other action worthy of praise.

5 Step Behaviour Process

Step	Responsibility	Learning Time	Break / Lunch Time
1	Teacher/Support Staff	Verbal reminder: 'NAME, I can see that you have broken our rule of X. This is your verbal reminder to be X	Consider why the behaviour is happening (SEND, EAL, Safeguarding) Give verbal and non-verbal reminder about expectations and choices (The Three Rules)
2	Teacher/Support Staff	Verbal warning: 'This is your warning as you have broken our rule of X again.'	Give verbal warning about expectations and choices. Ask the child to stand with you to reflect on their behaviour. When the child has reflected, remind about expectations and consequences.
RULE BREAK: Teacher should record a rule break on Arbor			
3	Teacher/SLT	Reset: After 2 rule breaks, the pupil will have a 'Reset Meeting' at the nearest Breaktime with a member of SLT. This is a restorative conversation that aims to reframe behaviour for the next learning session.	
4	SLT	If the child continues to make poor choices, over a sustained period of time, then SLT will contact home and, where appropriate, support staff with writing an individual behaviour plan for the child.	In the event of a serious incident (physical assault, dangerous behaviour, racist abuse or absconding), child is to be escorted to a member of SLT who will decide on appropriate next step/ consequence.
5	Principal	If the child continues to make the wrong choice or displays serious or unsafe behaviours, they are to be referred to the Principal. The Principal will then decide on the appropriate action: record on CPOMs, contacting parents, letter home, if appropriate internal exclusion in Principal's Office.	If the member of SLT at Step 4 feels the behaviour requires the Principal to be informed, then Principal will review and decide on the appropriate action: record on CPOMs, contacting parents, letter home, if appropriate, internal exclusion in Principal's Office.

Weekly Text Messages

Every week, senior leaders will nominate three pupils to receive a text message during the week. Nominations are based on excellent academic performance, effort, significant improvement or any other action worthy of praise.

Termly Golden Learner Assembly

Celebration Assemblies recognise pupils who have consistently pushed themselves to achieve well. This includes a Senior Leadership Award; a half-termly special recognition of active reading at home.

Extra-Curricular

At Alder Tree Primary Academy we believe that pupils' who participate in extra-curricular activities develop a sense of belonging, gain confidence and build up their social skills. Therefore, throughout the academic year we offer a broad range of activities and experiences; giving pupils the skills and knowledge that they need for their transition to secondary school and for their future life.

Extra-curricular activities may include sport, arts and crafts, dance or other activities designed to enrich pupils' learning and personal development.

Please check the academy website for information regarding planned extra-curricular activities in 2023-2024.



ANTI-BULLYING ZERO TOLERANCE ATTITUDE

OUR STATEMENT

Bullying is described as when a person or group of people deliberately seek to harm, intimidate or coerce others. Bullying can take many different forms. Teasing, saying unkind things, ignoring or causing physical hurt to others are all classed as bullying.

Bullying can happen to anyone, anytime, anywhere. We will treat bullying that takes place in person, online, on the phone, or in the community in the same way.

Alder Tree Primary takes a zero-tolerance approach to bullying in all forms.

Pupils at Alder Tree Primary are entitled to feel safe at school and enjoy each day. Where bullying occurs, the Assistant Principals/Phase Leaders will quickly intervene and support all pupils involved to find a resolution.

Bullying is often done by people who do not feel good about themselves or who have not yet considered the impact of their actions. Alder Tree Primary will seek to use reflective and restorative techniques to provide both the perpetrator and victim to move forward comfortably.



And always remember:

- Do not blame yourself for what has happened;
- Always continue to report bullying. Here at ATP we listen and we will do something about it;
- "We take bullying very seriously."

Uniform Expectations

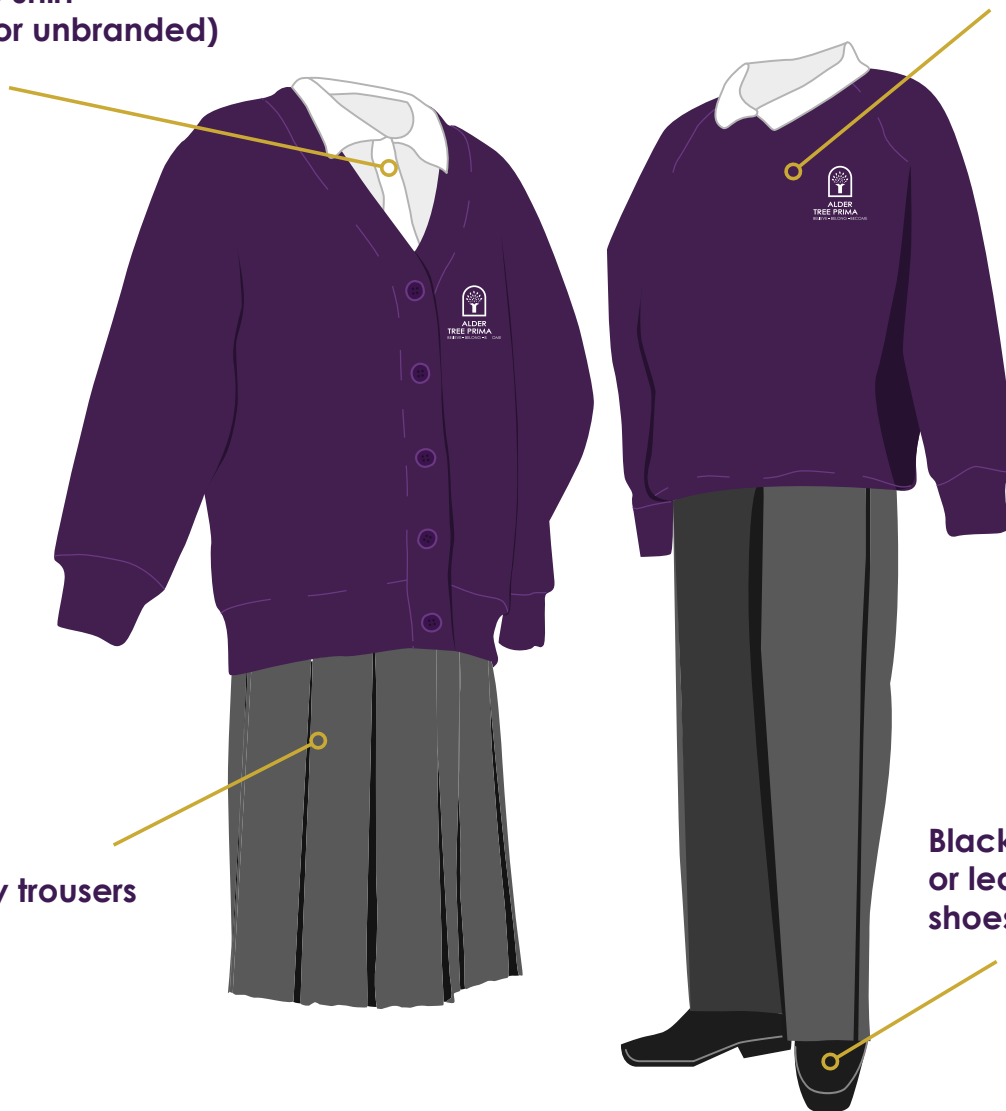
A high standard of personal appearance is expected of all pupils at Alder Tree Primary. The full support of parents/carers is requested with regards to uniform. The proper wearing of our uniform is expected at all times (in school, and to and from school) as it reflects on the individual as well as the school community. In cases of any dispute regarding the suitability of uniform or appearance, the Principal's decision is final.

**White polo shirt
(Branded or unbranded)**

**Purple jumper or cardigan
(Branded or unbranded)**

**Plain grey trousers
or skirt**

**Black, leather
or leather look
shoes**



The academy will not bypass uniform expectations as a result of receiving notes from parents explaining uniform discrepancies. Exceptions may be considered where notes are supported by a letter from a medical professional.

A high standard of personal appearance is expected of all pupils. Academy uniform must be worn at all times.

The academy uniform comprises of:

- Purple jumper or cardigan (branded or unbranded)
- White branded polo shirt (branded or unbranded)
- Plain grey trousers or skirt
- Black leather or leather look shoes

Physical Education

It is vital that pupils have all of their PE kit with them on their scheduled PE lesson days so they can benefit from PE lessons. Any pupil or family who require support with purchasing the correct PE equipment should speak with their Teacher who will be happy to discuss how the academy can help.

- Plain white t-shirt
- Black jogging pants / shorts
- Appropriate footwear for sport



Academy Uniform Suppliers

We order our uniform through Whittakers Schoolwear.

To make this process easy for our parents, you can order all branded items through the school office. Please contact the school office via phone to place your order.

Phone number: **0113 262 0021**

Uniform Recycling Scheme

Alder Tree Primary Academy operates a uniform recycling scheme. Pupils who have outgrown their uniform, or children leaving the school are encouraged to donate their uniform to help support families who may be struggling financially. Pupils can donate their uniform by placing it in the Uniform Recycling Drop Off at the Main Reception.



Reading and Phonics at Alder Tree Primary

At Alder Tree we develop reading skills with a systematic approach with three key strands; 'Learn to Read', 'Read to Learn' and 'Read for Pleasure'. This approach allows children to make links in their learning, develop connections and schema between subjects and become high performers across all curriculum areas. Our aim is for all children to be confident, fluent readers by the time they leave school and be ready for their next stage in education.

Learn to Read

Early Reading at Alder Tree is taught through Systematic Synthetic Phonics - the Read, Write Inc program teaches word reading as well as comprehension strategies and it has its own reading scheme to ensure all children read books that are matched to their phonic knowledge. All children in Years Reception, 1 and 2 have daily phonics lessons. Children in Key Stage 2 have phonics or spelling lessons a minimum of 3 times per week. When children are secure in their phonic knowledge and can successfully and fluently read books at Level 5 with speed, accuracy and automaticity, they use Accelerated Reader to continue their reading progression whilst having more freedom to choose texts and develop their love of reading.

Guided reading is taught daily from Years 1-6 and focuses on developing fluency and comprehension strategies. Year 1 uses a small group model. Years 2-6 use a whole class reading model with focus on explicitly teaching vocabulary, inference, prediction, explanation, retrieval and summarising/sequencing alongside fluency.

Read to Learn

Reading is at the heart of our curriculum. Children are encouraged to find out new things and deepen their understanding by reading and exploring texts. The quality texts used have been carefully mapped out to provide challenge and deepen understanding of the thematic curriculum; this allows cross-curricular exposure to reading for different purposes.



Timetabled enquiry sessions support our curriculum – children have a clear rationale for accessing the school library and class libraries during curriculum enquiry time including the use of Learning Labs and provision areas. These are enhanced with purposeful books that promote enquiry and inform teaching sequences. Students have time to explore topics that interest and inspire them, they use analysing skills to develop their critical thinking and use information in productive ways to produce a range of outcomes.

Reading for Pleasure

At Alder Tree we promote a love of reading, our class novels are based around 2 key authors per year group. This allows children to become fully immersed in the style of particular writers and gives an in-depth look at the works of important literary figures.

Our resident story-teller provides story sessions for all year groups for an immersive experience into stories. This develops pupil's creative thinking skills, supports development of oracy, confidence in reading and writing and provides a space for imagination.

Our 'Spotlight Authors' are aligned with our school community and represent the diverse experience of the children at Alder Tree. We focus on one author per half term, story sessions are built around the author's work.

The ATP library has been redeveloped to encompass our values 'Believe, Belong, Become' in a magical woodland scene. This helps children become immersed in stories and be transported away from a formal learning environment to one of imagination and relaxation.

The National Literacy Trust website hosts a wealth of activities and videos to support you and your child when learning from home.

Activities
for ages
3-4 years:



Activities
for ages
5-8 years:



Activities
for ages
9-12 years:





When it comes to times tables, speed AND accuracy are important – the more facts your child remembers, the easier it is for them to do harder calculations.

Times Table Rock Stars is a fun and challenging programme designed to help learners master the times tables. Times tables are essential for your child's future success in mathematics and Alder Tree Primary would welcome your support in helping your child to master their success further at home.

Times Tables Rock Stars is a fantastic tool to help support your child in learning their times tables. To be a Times Table Rock Star you need to answer any multiplication fact up to 12×12 in less than 3 seconds! At Alder Tree Primary we host a range of exciting Times Tables Rock Stars competitions and events throughout the year to further engage your child.

Logging in to Times Tables Rock Stars

- 1 Type **play.ttrockstars.com** into your browser's address bar.
- 2 Click Login! > School > Student
- 3 Enter the School Name.

Login
×

School, family or organisation *

School, family or organisation *
- 4 Enter your child's username and password.

Username *

Password *

👁️

Login



Game Mode: Single Player

GARAGE - the questions will only come from the times tables the teacher has set for the week. It will include multiplication and division questions.

As pupils start to answer questions, TT Rock Stars works out which facts they take longer on and will give them more of these questions to answer. The Garage is best for getting quicker at a few facts. Players get 10 coins per question.

STUDIO - the questions in the Studio can be anything from 1×1 up to 12×12 .

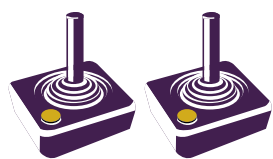
TT Rock Stars calculates the mean response time from their last 10 games in the Studio and translates that time into a Rock Status.

≤ 1 sec/qu = Rock Hero
 ≤ 2 secs/qu = Rock Legend
 ≤ 3 secs/qu = Rock Star
 ≤ 4 secs = Headliner
 ≤ 5 secs/qu = Support Act
 ≤ 6 secs/qu = Breakthrough Artist

≤ 7 secs/qu = Unsigned Act
 ≤ 8 secs/qu = Gigger
 ≤ 9 secs/qu = Busker
 ≤ 10 secs/qu = Garage Rocker
 > 10 secs/qu = Wannabe

Players earn 1 coin per question and the Studio is the place for them to set their best time across all the tables.

SOUNDCHECK – When you play Soundcheck, you get 20 questions each with a 5-second time limit. The questions are multiplication only and evenly weighted in terms of difficulty each time you play. Players earn 5 coins per correct answer.



Game Mode: Multiplayer

ROCK ARENA - The Arena allows players to compete against all other members of their Band (their Bandmates would need to join the same game in order to compete together).

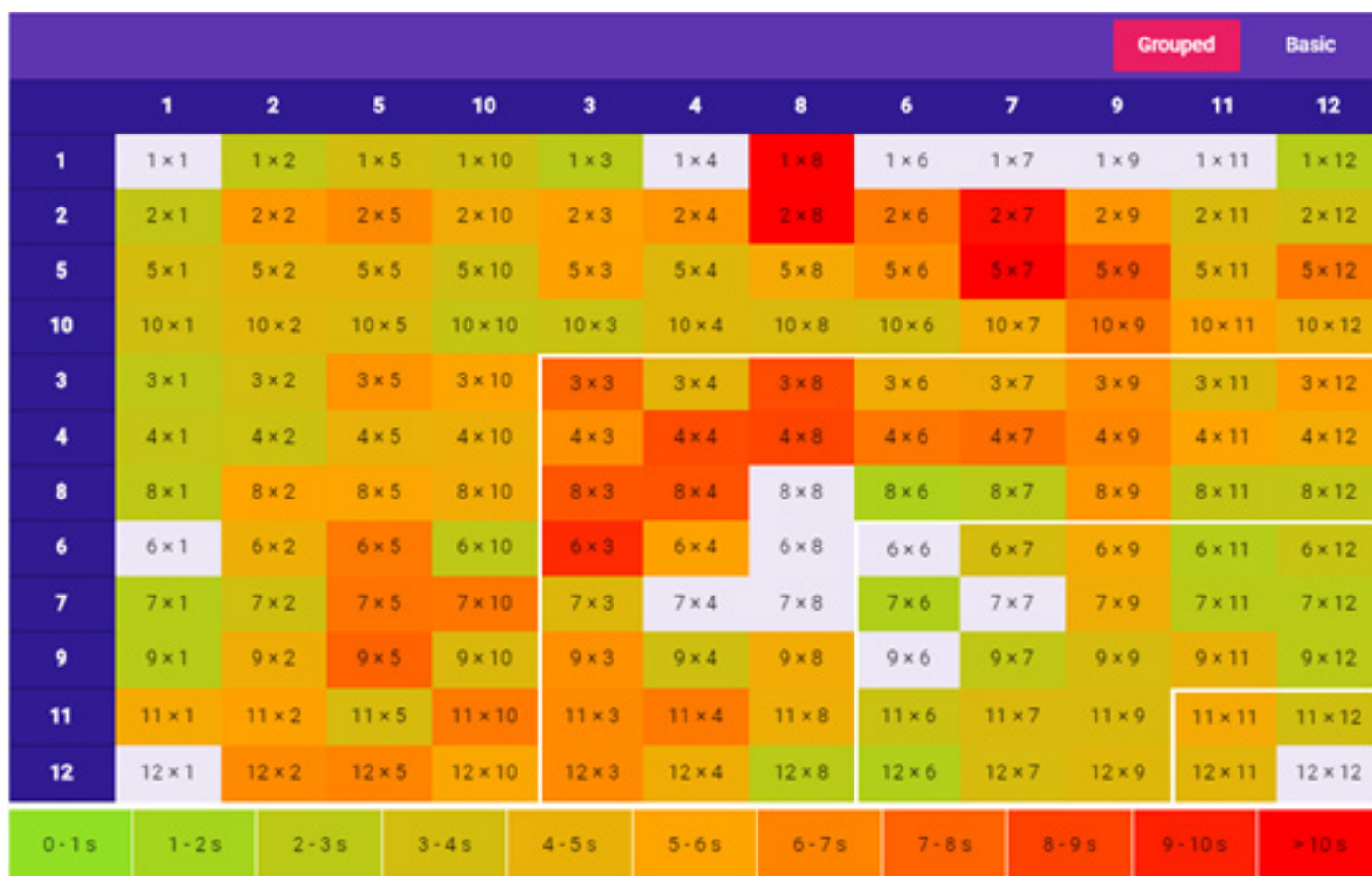
A new Arena game starts every 15 seconds and once the clock starts they race to answer more questions than the others. In the Arena, questions will only come from the times tables the teacher has set for the week, similar to the Garage. They earn 1 coin per correct answer.

ROCK FESTIVAL - The Rock Festival games are open to players from around the world. Like the Arena, there is no limit to the number of players who can join a game; however, unlike the Arena, questions are selected at random from 1×1 to 12×12 .

Pupils might choose the Rock Festival if they were playing at home (and therefore couldn't easily synchronise playing against a classmate) or wanted to compete against others not in their Band. They earn 1 coin per correct answer.

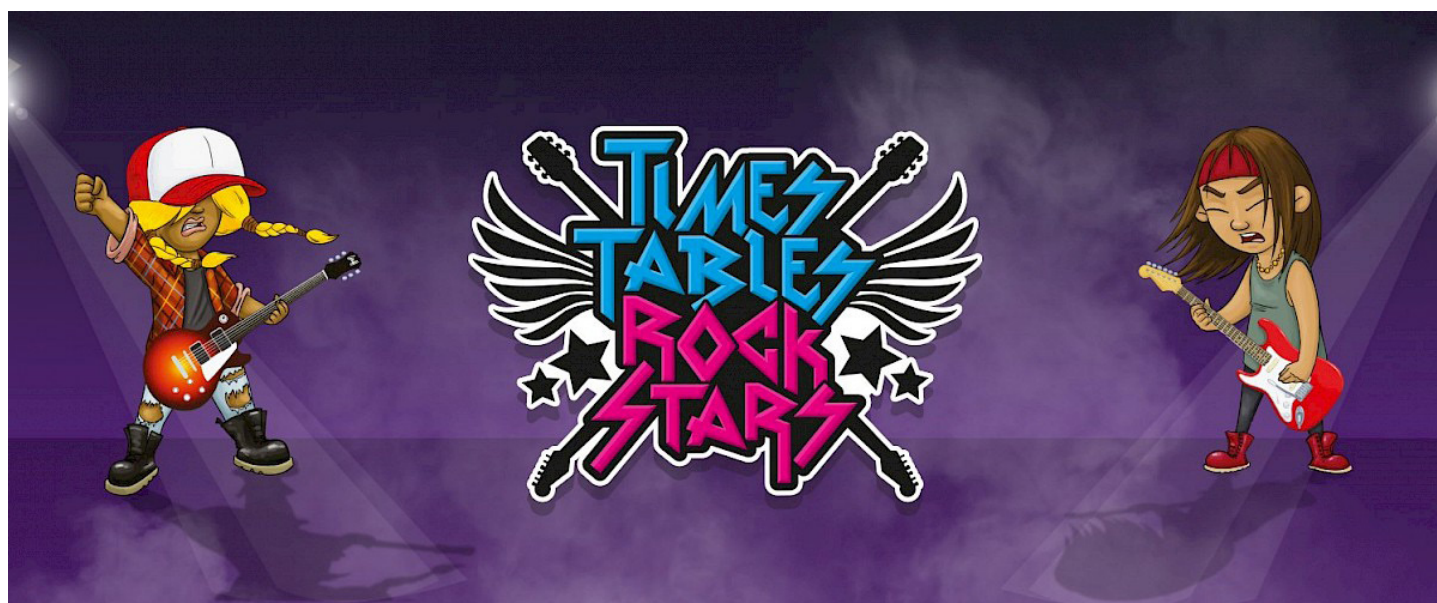
STATS

If you click on your avatar icon in the top right of the screen and then click My Stats, a heatmap like the one below will load. It shows how successful your child is at each of the facts.



Contact your child's teacher or Mrs Martin if...

- You have username or password issues
- Something isn't working or you're not sure how it works
- You have a complaint or a suggestion
- You have something nice to say about ttrackstars.com!





Relationships and Health Education at Alder Tree Primary

Today's children and young people are growing up in an increasingly complex world and living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. In this environment, children and young people need to know how to be safe and healthy, and how to manage their academic, personal and social lives in a positive way. We want all children at Alder Tree Primary to grow up healthy, happy and safe, being able to manage the challenges and opportunities of modern Britain. That is why all primary age children will be taught Relationships and Health Education.

These subjects are designed as the key building blocks of healthy, respectful relationships, focusing on family and friendships, in all contexts, including online. This will sit alongside the essential understanding of how to be healthy and aim to prepare children for a successful adult life.

Alder Tree Primary will have the flexibility to deliver the content in a way that is age and developmentally appropriate and sensitive to the needs and religious background of its pupils. Flexibility is important as it allows the school to respond to local public health and community issues, meet the needs of our community and to adapt materials and programmes to meet the needs of our children.

Relationships Education

Relationships Education will put in place the building blocks needed for positive and safe relationships, including with family, friends and online.

Your child will be taught what a relationship is, what friendship is, what family means and who can support them. In an age-appropriate way, Alder Tree Primary will cover how to treat each other with kindness, consideration and respect.

By the end of Key Stage 2, children will have been taught content on:

- Families and people who care for me
- Caring friendships
- Respectful relationships
- Online relationships
- Being safe



Health Education

Health Education aims to give your child the information they need to make good decisions about their own health and wellbeing, to recognise issues in themselves and others, and to seek support as early as possible when issues arise.

By the end of Key Stage 2, children will have been taught content on:

- Mental wellbeing
- Internet safety and harms
- Physical health and fitness
- Healthy eating
- Facts and risks associated with drugs, alcohol and tobacco
- Health and prevention of illness
- Basic first aid
- Changing adolescent body

Do I have the right to withdraw my child?

You cannot withdraw your child from Relationships Education because it is a statutory part of the curriculum and it is important that all children receive this content, covering topics such as friendships and how to stay safe.

At ATP, we do not teach non-statutory sex education, therefore there is no need to request for your child to be withdrawn.

The science curriculum also includes content on human development, including reproduction, which there is no right to withdraw from. If you want to know more about what will be taught as part of the new subjects, the best thing to do is speak to your child's teacher and read the RSE page of our website which hosts our RSE Policy, alongside additional helpful advice and guidance.





E-Safety: Keeping your Child Safe Online

At Alder Tree Primary, we take E-Safety very seriously. We know how difficult it can be to keep track of all the latest sites and apps that children are interested in. The QR codes below provide guidance and support for parents/carers to help keep your child safe online.

Age Related Safety Guides from Internet Matters

Children use the internet in different ways depending on their age and so Internet Matters have developed checklists for parents that give you top tips on how to help them stay safe.

Ages 0-5
Years



Ages 6-10
Years



Ages 11-13
Years



E Safety FAQs

- My child is accessing inappropriate material on the internet, what should I do?
 1. It is always advisable to set up parental controls to restrict the material your child can access on the internet.
 2. The Alder Tree Primary website provides details of how to apply filtering for all major internet providers. Remember that filtering is only part of the solution as no parental control system is 100% effective.
 3. Take time to discuss safer internet use with your child.
 4. If you are concerned about the material your child has accessed, please contact the academy immediately and ask to speak to a member of our Safeguarding Team.
- My child is being Cyberbullied, what should I do?
 1. Please report this immediately to the Safeguarding Team. If this is happening on social media, it is advisable to block the perpetrator from making further contact, advice on how to do this can be found on the academy's website.
- My child has been contacted by an unknown adult online, what should I do?
 1. Please report this immediately to the Safeguarding Team at the academy. If you think your child is being groomed by an adult, report this to the authorities immediately.
 2. You can seek further support from the National Crime Agency's CEOP command for support.





A Guide to GDPR

Alder Tree Primary General Data Protection Regulation Information

On 25th May 2018, a new regulation came into force called the General Data Protection Regulation (GDPR). The aim of the regulation is to make personal information even more confidential than it already is. The White Rose Academies Trust is the 'data controller' for the purposes of data protection law.

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that we hold about them.

At Alder Tree Primary, we need to hold personal information about your child on our computer system and in paper records to help us with their educational needs. The academy Principal is responsible for their accuracy and safe keeping. Please help to keep your child's records up to date by informing us of any change of circumstances. School staff have access to your child's records to enable them to do their jobs. From time-to-time information may be shared with others involved in your child's care if it is necessary. Anyone with access to your child's records is properly trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent accidental loss. All our staff at Alder Tree Primary have completed a Level 2 training course on Data Protection and GDPR.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is presented, or in the case of public educational issues. In other circumstances you may be required to give written consent before information is released – such as the educational reports for insurance, solicitors etc.

To ensure your child's privacy, we will not disclose information over the telephone unless we are sure that we are talking to you - the parent/carer. Information will not be disclosed to family and friends unless we have prior written consent and we do not leave messages with others.

You have a right to see your child's records if you wish. Please ask at Reception if you would like further details. An appointment will be required.

Alder Tree Primary includes aspects of GDPR in the IT and computing curriculum so that children learn how to protect their privacy and online reputation in our highly technological world.

For further information, please see the White Rose Academies Trust policies webpage or contact the Academy on **0113 262 0021**.



Pupil: ICT Acceptable Use Policy (KS1)

I understand that I must use the academy computer systems in a responsible way, to ensure that there is no risk to my safety, nor to the safety and security of the academy and other users.

Each time I log into the academy network I agree to the following rules:

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers / tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer / tablet for a while even it was something I did outside of school.
- All the messages that I send people will be polite and kind.
- I will not share my password with anyone else.

Please complete the sections below to show that you have read, understood, and agree to this Acceptable Use Agreement.

If you do not sign this agreement, access cannot be granted to academy computer systems.

I have read and understand the above and agree to follow these rules when I use:

- the academy computer systems and devices, both in and out of school.

PUPIL:

I have read, understood and agree to this Acceptable Use Agreement (further details can be found online in our Acceptable Use Policy).

Signed: Print name: Date:

PARENT*:

I have read, understood and agree to this Acceptable Use Agreement (further details can be found online in our Acceptable Use Policy). I have discussed it with my child, so they are aware of their responsibilities.

Signed: Print name: Date:

* The term parent includes any person or body with parental responsibility, such as a foster parent, carer, guardian, or local authority.

Pupil: ICT Acceptable Use Policy (KS2)

I understand that I must use the academy computer systems and any personal devices (including mobile phones) in a responsible way, to ensure that there is no risk to my safety, nor to the safety and security of the academy and other users.

Each time I log into the academy network I agree to the following rules:

I will keep myself safe by:

- keeping my username and password secure and not sharing it.
- not giving personal details about myself online (including address, phone number and date of birth).
- reporting to an adult any inappropriate messages or anything online that makes me feel uncomfortable.
- understanding the academy will monitor my use of the academy computers, email and internet.

I will treat others with respect, including:

- being polite when I communicate online, not using aggressive or inappropriate language.
- not taking or distributing images or videos of anyone without their permission.
- making sure that my mobile phone (or other personal device, e.g. smart watch) is switched to silent and is handed in.
- not touching another person's computer when they are logged in, especially not to log that user off.
- not accessing, removing or altering anybody's files without their permission.
- acknowledging the work of others to avoid plagiarism or copyright infringement.
- not posting anything bad about the White Rose Academies Trust or any of their academies or their staff via social media or any other means.
- not inviting teachers or staff to be a contact on social networking sites.

I will keep the academy computer systems safe and secure by:

- not clicking on any links or attachments in emails unless I know the person they have come from (to prevent phishing or malware attacks).
- not attempting to bypass the filtering or security systems in place.
- not uploading / downloading programmes nor anything illegal or inappropriate (e.g. defamatory, obscene or might cause distress to others).
- reporting to an adult any equipment faults and not attempting to fix faults myself.
- using OneDrive to store my files so I do not have to use portable media (e.g. USB memory sticks) within the academy.
- understanding that the academy computer systems are for educational use only.

I understand that I am responsible for my actions both and out of the academy:

- The academy has the right to act against me if I am involved in any inappropriate behaviour (covered in this agreement) when I am out of school if it involves pupils or staff from the academy.

- if I break this Acceptable Use Agreement, I will be disciplined, and I may not be allowed continued use of the academy computer system.
- if I am involved in any illegal online activity the academy will have to inform the police.

Please complete the sections below to show that you have read, understood, and agree to this Acceptable Use Agreement.

If you do not sign this agreement, access cannot be granted to academy computer systems.

I have read and understand the above and agree to follow these rules when I use:

- the academy computer systems and devices, both in and out of school.
- my own personal devices in the academy (if permitted).
- my own personal devices out of the academy (if it involves pupils or staff from the academy).

PUPIL:

I have read, understood and agree to this Acceptable Use Agreement (further details can be found online in our Acceptable Use Policy).

Signed: Print name: Date:

PARENT*:

I have read, understood and agree to this Acceptable Use Agreement (further details can be found online in our Acceptable Use Policy). I have discussed it with my child, so they are aware of their responsibilities.

Signed: Print name: Date:

* The term parent includes any person or body with parental responsibility, such as a foster parent, carer, guardian, or local authority.



Parental: ICT Acceptable Use Policy

Background

We ask all children, young people and adults involved in the life of the White Rose Academies Trust to sign an Acceptable Use Policy (AUP) to outline how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

We tell your children that they should not behave any differently when **they are out of school or using their own device or home network**. What we tell pupils about behaviour and respect applies to all members of the school community, whether they are at home or school:

“Treat yourself and others with respect at all times; treat people in the same way when you are online or on a device as you would face to face.”

Where can I find out more?

You can read the White Rose Academies Trust's full E-Safety Policy [here](#) for more details on our approach to online safety and links to other relevant policies, for example: Safeguarding Policy, Behaviour Policy and the Remote Learning Policy. If you have any questions about this AUP or our approach to online safety, please speak to the Designated Safeguarding Lead at your child's academy.

What am I agreeing to?

1. I understand that the White Rose Academies Trust uses technology as part of the daily life of the school, when it is appropriate, to support teaching & learning and the smooth running of the school, and to help prepare the children and young people in our care for their future lives.
2. I understand that the school takes every reasonable precaution to keep pupils safe and to prevent pupils from accessing inappropriate materials, including behaviour policies and agreements, physical and technical monitoring, education and support and web filtering. However, the school cannot be held responsible for the nature and content of materials accessed through the internet and mobile technologies, which can sometimes be upsetting.
3. I understand that internet and devices used in school, and use of school-owned devices, networks and cloud platforms out of school may be subject to filtering and monitoring. These should be used in the same manner as when in school, **including during any remote learning periods**.
4. I will promote positive online safety and model safe, responsible and positive behaviours in my own use of technology, including on social media: not sharing others' images or details without permission and refraining from posting negative, threatening or violent comments about others, including the school staff, volunteers, governors, contractors, pupils or other parents/carers.
5. The impact of social media use is often felt strongly in schools, which is why we expect certain behaviours from pupils when using social media. I will support the school's E-Safety policy and not encourage my child to join any platform where they are below the minimum age.



6. I will follow the academy's digital images and video section of the E-Safety policy, which outlines when I can capture and/or share images/videos. I will not share images of other people's children on social media and understand that there may be cultural or legal reasons why this would be inappropriate or even dangerous. The academy sometimes uses images/video of my child for internal purposes such as recording attainment, but it will only do so publicly if I have given my consent on the relevant form.
7. I understand that for my child to grow up safe online, s/he will need positive input from school and home, so I will talk to my child about online safety.
8. I understand that my child needs a safe and appropriate place to do remote learning if the academy or bubbles are closed (similar to regular online homework). When on any video calls with the academy, it would be better not to be in a bedroom but where this is unavoidable, my child will be fully dressed and not in bed, and the camera angle will point away from beds/bedding/personal information etc. Where it is possible to blur or change the background, I will help my child to do so.
9. If my child has online tuition, I will undertake necessary checks where I have arranged this privately to ensure they are registered/safe and reliable, and for any tuition remain in the room where possible, and ensure my child knows that tutors should not arrange new sessions or online chats directly with them.
10. I understand that whilst home networks are much less secure than school ones, I can apply child safety settings to my home internet. Internet Matters provides guides to help parents do this easily for all the main internet service providers in the UK. There are also child-safe search engines e.g. [swiggle.org.uk](https://www.swiggle.org.uk) and YouTube Kids is an alternative to YouTube with age appropriate content.
11. I understand that it can be hard to stop using technology sometimes, and I will talk about this to my children, and refer to the principles of the Digital 5 A Day: childrenscommissioner.gov.uk/our-work/digital/5-a-day/
12. I understand and support the commitments made by my child in the Acceptable Use Policy (AUP) which s/he has signed, and which can be seen here, and I understand that s/he will be subject to the Academy Behaviour Policy if s/he does not follow these rules.
13. I can find out more about online safety at the White Rose Academies Trust by reading the full E- Safety Policy here and can talk to the academy's Designated Safeguarding Lead, my child's form tutor/class teacher if I have any concerns about my child/ren's use of technology, or about that of others in the community, or if I have questions about online safety or technology use in the academy.

Complaints

An individual wishing to make a complaint about anything within the remit of the Complaints Policy should discuss this with the school in the first instance. If the issue is not resolved, then a formal complaint may be made, following the complaints procedure as set out in the ATP Complaints Policy. This policy can be found on the Alder Tree Primary website. www.aldertreeprimary.org.uk/policies

Equality Impact Statement

The White Rose Academies Trust do all they can to ensure that this policy does not discriminate, directly or indirectly. They do this through regular monitoring and evaluation of our policies. On review we shall assess and consult relevant stakeholders on the likely impact of our policies on the promotion of all aspects of equality, as laid down in the Equality Act (2010). This will include, but not necessarily be limited to: race; gender; sexual orientation; disability; ethnicity; religion; cultural beliefs and pregnancy/maternity.

Key Contact information



email: info@aldertreeprimary.org.uk



phone: 0113 262 0021



web: www.aldertreeprimary.org.uk





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