



Harwich and Dovercourt  
High School

# Consent Forms

September 2017-2024

*Student Name:*

*Community:*

“working and  
learning together”





# Home School Agreement

## The School

### As a school, HDHS aims to:

- provide a pleasant, safe and well-ordered environment in which students can work and achieve;
- provide a broad and balanced curriculum which meets the needs of our students
- provide quality learning experiences for all students and maximise opportunities for success of all kinds;
- provide regular accurate information concerning students' attendance and academic progress;
- provide regular opportunities for progress to be discussed and learning targets to be set;
- respond constructively to parents' and carers' communications and concerns;
- encourage all members of the school community to value the qualities of others and, in turn, to feel valued themselves;
- set a regular pattern of home learning suited to the abilities of each student;
- ensure systems are in place for safe ICT usage as described in the Acceptable Usage Policy for ICT;
- work towards eliminating any unlawful discrimination, harassment or victimisation.

Rob Garrett  
Headteacher

September 2017



## Governors

### As Governors of HDHS we aim to:

- Seek financial efficiency and value for money;
- Draw up and publish a full set of school policies;
- Consult with and report to parents/carers;
- Ensure compliance with statutory obligations, including Health & Safety regulations;
- Monitor and review all aspects of the school's work;

Adrian Leggett  
Chair of Governors

September 2017



# Students

## As a HDHS student I aim to:

- take responsibility for my own learning and to ensure that all targets set are met to the best of my abilities;
- attend school regularly and on time;
- follow staff expectations and abide by the school's behaviour policy and code of conduct;
- take pride in my appearance and wear uniform correctly;
- work to the best of my ability, with respect for others;
- develop study skills by recording and completing home learning and handing it in on time;
- maintain a pleasant environment in which to work by keeping it clean, tidy and free from litter;
- treat everyone fairly and with respect, acknowledging that aggressive actions and discriminatory behaviour are not accepted;
- let a member of staff or someone at home know if I have any worries;
- ask my parents/carers to check and sign my planner each week;
- bring basic equipment and the correct books to school every day;
- bring a bag every day, which is large enough to carry all my school equipment and books;
- Ensure proper and safe use of the school ICT systems as described in the Acceptable Usage Policy for ICT;
- NOT bring banned items to school.

# Parents/Carers

## As a parent/carer of a students at HDHS I aim to:

- ensure my child arrives on time (by 8.30am), appropriately dressed and properly equipped for the day's activities;
- ensure my child attends regularly, make a telephone call of explanation (by 9:30 am) if my child is absent, or provide a note on their return;
- attend Parents' Consultation Evenings and respond to any reasonable request to discuss my child's education and/or attendance;
- inform HDHS of any change of emergency contact numbers, or circumstance that may affect my child's education;
- arrange appointments with teachers in advance should I wish to discuss any matter related to my child's experience at school or my own concerns;
- check home learning and sign my child's planner each week and, wherever possible, support and encourage learning at home;
- support HDHS staff on all policies (available from the school) agreed by the governing body and respect the professional judgement of teaching staff for my child in meeting the schools expectations.
- wherever possible, arrange dental and medical appointments out of school hours and avoid family holidays in term times;
- ensure proper and safe use of the school ICT systems as described in the Acceptable Usage Policy for ICT;
- Ensure my child does NOT bring banned items to school.
- I/we accept the authority and judgement of the school in disciplinary matters.

# ICT Usage Agreement

## Acceptable and Unacceptable Uses

The computer resources owned and operated by Harwich and Dovercourt High School are intended for the use of its students, employees, and other authorised individuals for purposes related to learning, research, and administrative operations. Users are expected to exercise responsible behaviour when using all school computer resources.

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating, or transmitting computer viruses.
2. Destroying or modifying directory structures or registries; or interfering or tampering with another's data or files.
3. Deliberately downloading, uploading, creating, or transmitting illegally obtained media such as music, video and software.
4. Attempting to obtain unauthorized computer access or privileges, or attempting to intrude in the work of another individual.
5. Using hardware or software sniffers to examine network traffic, except by appropriate school personnel to diagnose the network for bottlenecks or other problems.
6. Using another person's password or sharing of one's own password; users who choose to share their passwords are responsible for the outcomes resulting from the use of their password.
7. Committing any form of vandalism on equipment, communications lines, manuals, or software.
8. Consuming food and/or drinks in computer labs, computer classrooms, or in any other areas containing computer equipment.
9. Wastefully using finite resources, such as large amounts of bandwidth for extended periods of time.
10. Connecting of non-school products (software or hardware) to the school network, or installing products for personal use. Special provisions may be made for visitors at the discretion of the Senior Leadership Team. ICT support staff can offer assistance in gaining network access under these special circumstances, but the school cannot guarantee functionality, and assumes no responsibility for configuration of, or damage to non-school equipment.
11. Using chat rooms or instant messaging, other than in support of the research, educational and administrative purposes of the school.

12. Sending hate mail, chain letters and anonymous messages.
13. Using, distributing or making accessible profane, obscene, pornographic, or prejudiced images or remarks, or other content which reasonably may be considered to be offensive to another user; or participating in other antisocial behaviours.
14. Using computer resources for political campaigns or distribution of political material.
15. Using computer resources for fraud, financial gain, or for any commercial or illegal activity.
16. Violating copyright laws and/or fair use provisions through:
  - 1) illegal peer-to-peer file trafficking, i.e. by downloading or uploading pirated or illegal material, including but not limited to software and music files
  - 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright

### **Reservation of Rights and Limits of Liability**

1. Harwich and Dovercourt High School reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerised files or to terminate service at any time and for any reason without notice.
2. Harwich and Dovercourt High School makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to E-mail or Internet sessions.
3. Harwich and Dovercourt High School is not responsible for the accuracy, content, or quality of information obtained through or stored on the school network.
4. Harwich and Dovercourt High School and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. Harwich and Dovercourt High School reserves the right to limit the allocation of computer resources.
6. Harwich and Dovercourt High School makes efforts to maintain computer resources in good working condition but is not liable for damages caused by the user.
7. Harwich and Dovercourt High School is not liable, legally, financially, or otherwise, for the actions of anyone connecting to the Internet through school systems.

## **Purpose**

Harwich and Dovercourt High School strives to provide computer resources, Internet, and Network access in an environment in which access is shared equitably among users. This access is intended to be used in support of the research, educational and administrative purposes of the school. School owned or operated computer resources are for the use of school employees, students and other authorised individuals. The purpose of this policy is to protect the school's technology users and computer resources and to ensure equitable access and proper management of these resources.

## **Electronic Mail**

The school provides free e-mail accounts to school staff and to all students who are enrolled at the school. The use of school provided e-mail accounts must be related to school business, including academic pursuits. Occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the school.

The school will make reasonable efforts to maintain the reliability and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the school can assure neither the privacy of an individual's use of the school's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received or stored.

The school does not monitor electronic mail routinely, but may do so to the extent permitted by law as the school deems necessary. Any user of the school's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate school authority. The school reserves the right to access and disclose the contents of employees', students', and other users' electronic mail without the consent of the user. The school will do so when it believes it has a legitimate business need including, but not limited to, those listed below.

1. In the course of an investigation triggered by indications of misconduct or misuse.
2. As needed to protect health and safety and safeguarding.
3. As needed to respond to legal actions.
4. As needed to fulfill the school's obligation to third parties.

## **Failure to Meet Harwich and Dovercourt High School Computer Policies and Guidelines**

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behaviour will result in disciplinary action as appropriate. Disciplinary action may include partial or full denial of access.

## **Agreement**

All users of Harwich and Dovercourt High School's computer resources must abide by the computer policies. In using any of Harwich and Dovercourt High School's computer resources, users agree to abide by the policies here-in and with other policies that may apply.

# Publishing Students' Images and Work

Video/photographic material is frequently created in the course of teaching and learning, and forms an important and sometimes essential part of the Assessment for Learning process. Such material, like other student work, will only be used within the school for assessment and moderation purposes and may, if necessary, be shown to the relevant examination authority. Images and student work will only be used for purposes other than those mentioned below where the school has the written consent of parents.

I give permission for Harwich and Dovercourt High School to use my child's work/photos in the following ways:

- on the school web site, including social media pages
- on the school's Learning Platform (SharePoint)
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. local/national media/press releases sent to the press highlighting an activity (using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc.

Parents/carers may withdraw permission, in writing, at any time. If two parents disagree over consent for their child to appear as outlined above then the school will treat this as though consent has not been given.

Students' names will not be published alongside their image and vice versa. E-mail and postal addresses of students will not be published. Students' full names will not be published.

# School Visits and Sporting Fixtures

## Year 7 Students only:

### Local Visits:

As part of your child's Year 7 Learning to Learn Programme, students may need to undertake tasks outside the school grounds, e.g. to undertake research, surveys, and work in the community. These will be within walking distance of the school and only with the permission of the teacher. They will also be supervised by an adult on all these occasions.

This permission will also cover all local visits arranged by the school even if not connected to the Learning to Learn programme, i.e. Focus Day activities.

There will also be occasions where pupils will be on trips or activities further afield. Students will be expected to complete an additional form for these outings.

### Sporting Events:

If your child is chosen to represent the school at a sporting event they will leave school at 3pm and travel by minibus or coach, arriving back at school at approximately 5.30-6pm. Alternatively your child can be dropped off at either Ramsey Church or the One Stop shop at Tollgate on the return journey. It is your responsibility to decide, with your child, where they will leave the coach. You will be informed by letter where and when the event will be and approximate timings of the event.

### Swimming Lessons:

Students will be asked to attend swimming lessons periodically as part of their PE programme at the local Dovercourt pool. If these lessons are during tutorial and Period 1 students will be asked to go directly to the pool for 8.30am, where they will be met by their teacher. Prior to 8.30am students will be the responsibility of parents. At the end of their lesson they will walk back to school accompanied by their teacher.

**If you are happy for your child to take part in the activities above please indicate accordingly at the end of this booklet and return it to school.**

**This permission will cover all local visits, sporting events and local swimming lessons until the end of 2023.**

# Loans from School Library

## DVDs

The School Library has a collection of DVDs to enhance reading and the curriculum. If you would like your child to borrow from this collection, please fill out the permission on page 11 of this booklet.

**Please indicate the rating of the film/programme you are happy for your child to be allowed to borrow; please note we can ONLY lend according to age, i.e. an 11 year old CANNOT borrow media rated 12 or above.**

The British Board of Film Classification has the responsibility of providing film and video ratings. The following ratings are recommended by the BBFC:

- U: Universal, suitable for audiences aged four years and above.
- PG: General viewing but some scenes may be unsuitable for some children. A 'PG' film should not disturb a child of around 8 years or older, however parents are advised to consider whether the content may upset young or more sensitive children.
- 12/12A: No one younger than 12 may see a '12A' film in a cinema unless accompanied by an adult. No one younger than 12 may rent or buy a '12' rated video.
- 15: No one younger than 15 may see a '15' film in a cinema....or rent or buy a '15' video.

Source: [www.bbfc.co.uk](http://www.bbfc.co.uk)

*Please understand that all such media is borrowed on a 7 day loan and must be returned on time, and that if the item is lost or damaged you will be expected to pay towards replacement.*

When students join the school in Year 7 they automatically become members of the school library. They are restricted to borrowing Junior Fiction until Year 8 when they can also borrow Young Adult (YA) books. YA books may contain adult themes and language.

## Young Adult Books

Many Year 7 students are mature readers and like to extend their reading with YA books. If you would like your child to borrow this category of book please fill out the permission on page 11 of this booklet.

# Agreement/Permission Slip

Please complete these details online at [www.hdhs.org.uk/consent](http://www.hdhs.org.uk/consent) by Friday 01 September 2017. Failure to do so could affect the internet access available to the student within school.

Alternatively you can complete both sides of this form manually and return to your tutor, Student Services or Reception.

Student Name:

Community:

## Student

I have read, understand and agree to abide by the guidelines set out on pages 3 & 4 regarding the Home School Agreement, pages 5-7 regarding ICT Usage, page 10 regarding DVD loan and Young Adult Book loans.

(Please tick)

Date:

## Parent/Carer

I have read, understand and agree to abide by the guidelines set out on pages 3 & 4 regarding the Home School agreement and pages 5-7 regarding ICT usage.

I give permission for my son/daughter's image and work to be published as outlined on page 8.

YES

NO

I give permission for  my son/daughter to take  part in local visits, sporting events and  swimming lessons as  outlined on page 9 (this applies to Year 7 students only).

Emergency contact number for this is: \_\_\_\_\_

YES

NO

I give permission for  my son/daughter to borrow  DVDs from the school library as outlined on page 10. If yes please  tick the rating you are happy for your child to borrow.

YES

U

PG

NO

I give permission for my son/daughter to borrow Young Adult Books from  the school library as  outlined on  page 10.

YES

NO

I give permission for  my son/  daughter to  borrow DVDs from

# RS Connect Ed

Of paramount importance to our school is the communication with parents/carers. In order to improve efficiency in this area and to keep postage costs to a minimum, the school has introduced the RS Connect Ed system. This system allow emails to be sent securely, direct to parents and carers.

Parents/carers are notified of events such as training days, early closures, progress evenings and school trips by e-mail rather than letter.

Please give the main e-mail address below of the parent/carer you wish to receive correspondence in this way:

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Please complete these details online at [www.hdhs.org.uk/consent](http://www.hdhs.org.uk/consent)  
by Friday 01 September 2017.

Alternatively you can complete both sides of this form  
manually and return to your child's tutor, Student Services or Reception  
at Harwich and Dovercourt High School.