



HEADLANDS PRIMARY SCHOOL



School Prospectus 2025-2026



Care has been taken to ensure that these particulars are correct at the time of publication, however, circumstances may change and it is possible that some details may alter. Please check with the school for the latest information relating to any item of special importance.



Headlands Community Primary School

Oak Tree Lane, Haxby, York. YO32 2YH

Telephone/Fax: 01904762356

Email: headlands.primary@york.gov.uk

Website: <http://www.headlandsprimary.org.uk/>

Dear Parents/Carers,

It is my privilege to welcome you to Headlands Primary School. This prospectus provides you with an overview of the school and some of the exciting activities which we provide.

Headlands prides itself in having high standards of teaching, learning and behaviour. This is all underpinned with strong values and principles. As well as having high academic attainment, we encourage your child to develop a wide range of interests such as the arts, music and sports. We contribute to your child's development in providing secure building blocks for the future and strive to produce a 'well rounded' child.

We are a highly motivated, enthusiastic and committed team. We strongly believe in placing learning and the well-being of children at the centre of education. Happy and challenged children make good learners, not only in school, but as life-long learners. Education aims to be challenging, exciting and fun, full of enriching experiences. We strive to make learning irresistible.

Working together as a partnership is key in developing a successful and happy school. We hope that you will work with and support the school to ensure the best possible education for your child.

We look forward to meeting you and please do not hesitate to contact me if you have any queries or need clarification on any matter.

Yours sincerely,

Mrs Ruth Ellis
Headteacher



Registered Charity No: 1050159

MISSION STATEMENT

At Headlands Primary School we work together to ensure that all children will reach their full potential in a happy, caring and respectful environment.

Headlands Primary School Core Values



With effort and determination, we will strive to be:

respectful

resilient

kind and empathetic

creative

aspirational

independent



Aims

We strive for educational excellence, with a strong focus on teaching and learning within a creative and rich learning environment. We promote a vibrant learning culture for children and staff, where we all work hard together as a strong team to make a difference.

Ethos and values

We have a strong school ethos and values where all members are valued, honest, tolerant, have social responsibility, and promote high expectations of pupils in terms of learning and behaviour.

Below are our **core values**; attributes and behaviours that we want to help everybody at Headlands develop during their time at school. We believe that these behaviours will help children to become better lifelong learners and make Headlands a happy and supportive environment for learning.

RESPECT

Children and adults at Headlands show respect for one another, for themselves and for their environment.

RESILIENCE

Children and adults at Headlands persevere in the face of challenges and stay calm in stressful situations. They take risks and understand the value of making mistakes.

KINDNESS AND EMPATHY

Children and adults at Headlands are able to put themselves in other people's shoes and show concern and care for others, both within and outside of the school. They look after one another and can put others before themselves.

CREATIVITY

Children and adults at Headlands can think for themselves and find creative solutions to problems.

ASPIRATION

Children and adults at Headlands challenge themselves to be the best they can.

INDEPENDENCE

Children and adults at Headlands can resist distraction and make good decisions. They

have the skills needed to work alone or as part of a group. They take ownership of their learning and know what they need to do to make progress.

THE SCHOOL AND ITS FACILITIES



Headlands School opened in 1978 and was built on the ancient Headlands fields. Over the years it has expanded to meet the needs of Haxby community. The school currently has approximately 280 children on roll between the ages of 4 and 11 years old, with an admission limit of 45 per year group.

The building is split into four areas; Early Years Foundation Stage, Key Stage One, Lower Key Stage Two and Upper Key Stage Two. There is a central hall, library, 2 playgrounds, and extensive outdoor facilities and grounds. Each classroom has an interactive whiteboard and we have a range of IT devices to support teaching and learning.

To the rear of the school we have a large playing field and an environmental area, which includes a pond, a wildlife area, chicken coup and Forest School. There is also a breakfast and after school club.

As a Healthy School we encourage our children to walk or cycle to school. There are cycle stores to the front of school as well as scooter racks for the children to use.

SCHOOL STAFF: Autumn 2025

Senior Leadership Team

Mrs Ruth Ellis

Headteacher, Year 6 Phase Leader

Mrs Louise Pearce

Deputy Headteacher, Year 2/3 Phase Leader

Mrs Elizabeth Neville

EYFS/Year 1 Phase Leader,

Mrs Diane Long

Year 4/5 Phase Leader

Mrs Felicity Allington

SENCo

Mrs Veneta Borisova

School Business Manager

Administration and Office Staff

Mrs. Sarah Mordue

Administration Assistant

Miss Emily Taylor

Administration Assistant

Mr Will Baguley

Site Manager

EYFS

Mrs Elizabeth Neville

Reception Teacher, EYFS/Year 1 Phase leader,

Key Stage One

Mrs Vicky Benson

Year 1/2 Teacher (Job Share)

Mrs Emma Johnson

Year 1/2 Teacher (Job Share),

Mr Matt Park

Year 1/2 Teacher

Mrs Louise Pearce

Year 1/2 Teacher

Mrs Felicity Allington

Year 1/2 Teacher

Key Stage Two

Mrs Marie Bonsey

Year 3/4 Teacher (Job Share)

Mrs Olivia Fowler

Year 3/4 Teacher (Job Share)

Miss Samantha Welch

Year 3/4 Teacher

Miss Julia King

Year 3/4 Teacher

Miss Philippa Cattley

Year 5/6 Teacher

Mrs Diane Long

Year 5/6 Teacher (Job Share)

Mrs Marie Bonsey

Year 5/6 Teacher (Job Share)

Mr Neil Bromley

Year 5/6 Teacher

Teaching Assistants

Mr Andy Mulholland

HLTA/ Teaching Assistant/Forest School Lead

Mrs Nina Read

HLTA/ Teaching Assistant

Mrs Kirsty Feltham

Teaching Assistant/ ELSA

Mrs Rachel Burns

Teaching Assistant/ ELSA

Mrs Vicky Hughes

Teaching Assistant

Mrs Marie Bonsey

HLTA/MSA

Miss Jill Sergeant

SEN Teaching Assistant/MSA

Mrs Laura Hutchinson

SEN Teaching Assistant/MSA

Mrs Michelle Thackeray

SEN Teaching Assistant

Mrs Claire Young

SEN Teaching Assistant/MSA

Mrs Angie Gallagher

SEN Teaching Assistant/MSA

Mrs Stephanie Dosser

SEN Teaching Assistant/MSA

Mrs Kelly Parker

SEN Teaching Assistant

Mrs Claire Thomas

SEN Teaching Assistant

Senior Midday Supervisors

Mrs Hampshire

Senior MSA

Mrs Shasta Bi

Senior MSA

SCHOOL GOVERNORS

Chair of Governors: Rev Ron Smith

Vice Chair (Parent): Mrs Sarah Hare

Headteacher: Mrs Ruth Ellis

Teacher: Mrs Louise Pearce

Local Authority: Cllr Ian Cuthbertson

Parent: Mrs Danielle Pearson

Parent: Mrs Tracey Harrison

Co-opted: Mrs Elizabeth Neville

Co-opted: Mr Stewart Pearson
Co-opted: Mrs Clare Ahmad
Co-opted: Mrs Suzanne Coombes

ADMISSIONS POLICY

Governors welcome applications for places from within the Local Authority catchment area and from those supporting our school ethos and values. The maximum admission number agreed with the Local Authority is currently 45, however this is under consultation to reduce to 30 in September 2027.

For information about applying for a place, please refer to the Local Authority website:
<https://www.york.gov.uk/PrimaryAdmissions>

For new Reception children, Headlands Primary School offers either full time provision from September, or, part time (5 mornings a week) for the Autumn Term leading to full time from January.

An induction meeting is arranged for new parents and an 'Admissions pack' provided prior to your child commencing school.

Parents of older children desiring to join the school are encouraged to make an appointment with the Headteacher to look around and meet both the class teacher and class. An admission pack is provided from the school office.

All applications for admittance to the school are made through the City of York Council. Details of the Admissions Policy and catchment areas may be obtained either from the Council website or by contacting York Admissions on 01904 551554.

ADDITIONAL INFORMATION

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1. ABSENCES

If your child is ill, please telephone school before 8.30am leaving a message on the answer phone stating your child's name and reason for absence. School will follow up any unexplained absences by 9.20am via a text message asking you to ring school to confirm that they are safe.

2. BEHAVIOUR

Good behaviour, manners and thoughtfulness towards others are necessary to support the aims of the School, therefore all children are expected to behave in a responsible manner, both to themselves and by showing consideration and respect for other people.

3. CHILDREN WITH SPECIAL NEEDS

All our children are treated as individuals and are given support and encouragement according to their abilities. If a teacher, or parent, has cause for concern about a child's progress or behaviour then a meeting would be arranged so that the child's needs could be jointly discussed.

Some children may be identified as requiring Special Educational Needs (SEN) support. There is a clear and agreed procedure by which a child's needs, provision and progress are monitored. The provision for the child's needs is the class teacher's responsibility; however, additional support from the Local Authority Pupil Support Service may also be needed. Any health issues are referred to the School Nurse in the Health Authority. In accordance with the Government's Code of Practice, these children are placed on a register.

Headlands aims to be an inclusive school and will make reasonable adjustments to ensure that the school environment is as accessible as possible.

4. CLOTHING AND EQUIPMENT

Headlands promotes the smart appearance of our children. Although the wearing of uniform is not compulsory, the school governors support the wearing of school uniform and to this end we have a 'dress code'. This contributes to the sense of belonging, gives a common purpose and fosters a feeling of pride.

This consists of a white shirt/blouse or polo shirt, a red sweatshirt/ jumper/cardigan and dark grey or black trousers/shorts/skirt with white or grey socks/tights. Uniform items are available with the school logo from <https://www.getbrandedworkwear.co.uk/>

Sensible heeled school shoes should be black, dark brown or dark blue (not trainers).

In the summer girls are able to wear a red checked dress. Suitable sandals may also be worn.

Children need a change of clothes for Physical Education. We are an active school and enjoy a wide range of sports throughout the year.

PE KIT: INDOORS

Red or white t-shirt, round, v-neck or polo shirt
Black or grey shorts.

Plimsolls/ non marking trainers

PE KIT: OUTDOORS

Red or white t-shirt, round, v-neck or polo shirt

Black or grey shorts

Trainers for use on the playground or field

Appropriate jogging bottoms and sweatshirt/fleece in black or grey.

PE kit is left in the cloakroom so a PE bag is needed.

FOREST SCHOOLS (When requested)

Wellingtons

Waterproof over trousers and jacket

Please ensure that every item of clothing is named.

5. COLLECTIVE WORSHIP

The school meets the requirements in accordance with the Education Reform Act of 1988 with Collective Worship taking place on a daily basis. Parents do have the right to withdraw their child from all or part of the collective act of worship. Alternative provision will be made for those children. Please contact the Headteacher if you have any concerns.

The school has close links with the local parishes and visits St. Mary's Church in Haxby for services and related curriculum activities. Our collective worship is led by members of staff and visitors from the wider community.

6. COMMUNITY PARTNERSHIPS

We actively promote positive partnerships within our school community. We are part of the Haxby and Wigginton Schools Partnership and work collaboratively to enhance educational provision and outcomes within our schools. We are also a member of the 'Early Years Partnership' which is for the early years practitioners from within our local area, and we have links to the Pathfinder Teaching School for teacher training and professional development.

7. COMPLAINTS

Should you have a complaint that cannot be resolved by the class teacher, please make an appointment to see the Headteacher. Our complaints policy is available from the school office and website.

8. EDUCATIONAL VISITS

We strongly believe in making education real and providing the children with 'direct experiences'. Consequently, during the school year class teachers organise various educational visits both in the local area and wider locality. Children in Key Stage Two are also invited to take part in an optional residential visit.

Regulations made under the Government 1988 Education Reform Act stipulates that we can ask for voluntary financial contributions. No child is excluded from a visit by parental non-payment, however, if insufficient donations are received, the visit may be cancelled.

Letters incorporating a consent form are sent to parents prior to the visit with detailed information.

9. EMERGENCY CONTACT

All parents are asked to complete a form providing emergency telephone numbers, email, contact names and addresses. If any of these details change, please notify the school office immediately.

10. EXTENDED PROVISION

Within the school grounds is located Headlands Out of School Club which offers a Breakfast and After School Club. Further information on their provision and costings are available from Total Sports <https://www.totalsportslimited.co.uk/>

11. EXTRA CURRICULAR ACTIVITIES

Throughout the year we have a wide variety of clubs on offer both during lunchtimes and after school. These have included: football, cricket, netball, dance, choir, and gardening.

Peripatetic music lessons currently include: drumming, string, and guitar. These are available for a termly fee from York Music Service who can be contacted via email at enquiry@yorkmusicservice.co.uk

12. FAMILY HOLIDAYS

Please arrange all family holidays out of term time. The DFE have outlined that holidays during term time are not authorised. Discretion is given to the Headteacher where there are exceptional circumstances eg. a family crisis such as a bereavement or terminal illness, and service families returning from posting. In these exceptional cases, applications must be made in writing to the Headteacher using the appropriate Local Authority form available from the school office.

Should you choose to take the leave of absence in term time it will be regarded as an unauthorised absence. The Local Authority will consider what action they take, and may issue you with a fixed penalty notice under Section 23 of the Anti-Social Behaviour Act. Any parents issued with such a notice will be subject to a prompt fine of either £60 per parent per child (if paid within 21 days) or £120 (if paid after the 21st day but within 28 days). Failure to pay the Fixed Penalty Notice is likely to lead to prosecution.

13. FOREST SCHOOLS

We have an excellent 'Forest School' provision within the school site. This is an extensive area where the children can explore and enjoy the wonder of the environment. Teaching sessions are held for Reception children, and they will need a pair of wellingtons and waterproof over trousers. Key Stage One and Key Stage Two also make use of this area and planned times throughout the year are linked to the curriculum.

14. HOME/SCHOOL AGREEMENT

The home/school agreement help parents, children and school understand what is expected of them. It is reviewed annually with staff, children and governors and is in line with recommendations and guidance from the City of York Council. (Appendix 1)

15. HOMEWORK

Reading is an important activity, which gives great pleasure and is vital to a child's literary development. It is encouraged as a daily activity at home with family members. Class teachers also ask the children to learn their spellings, multiplication tables and number bonds on a regular basis. From time to time your child may also be asked to undertake a small research project or mini-task.

16. INTERNET ACCESS AND INTERNET AGREEMENT

The internet is recognised as a valuable teaching and learning resource. Internet safety is paramount in school. Please refer to 'Acceptable Internet Use Agreement for pupils' for further safeguarding details. (Appendix 2)

17. LEAVING SCHOOL PREMISES

During the school day no child is allowed to leave school unless accompanied by a Parent or Carer. Adults are asked to sign their child out and give a reason for their absence eg dentist appointment.

At the end of the school day, all children are to be collected from the playground by a Parent or Carer. If there is a change in arrangements, the class teacher should be informed in writing. In Upper Key Stage Two parents may wish for their child to walk/cycle home unaccompanied and school must be informed in writing.

18. PARENTAL CONTACT

Parents are welcome in school and are asked to assist on educational visits and with some school activities. Regular help in the classrooms is also very much welcomed. During the school year parents are invited to attend special events including: concerts, sports and seasonal events.

Formal parent interviews are arranged with the class teacher each term to review your child's progress and attainment. A written report will also be produced at the end of the Summer Term.

If you have any concerns or issues about your child's progress or any problems, please do not hesitate to contact the school to arrange an appointment with the class teacher.

19. POLICIES

All statutory policies including: Special Educational Needs, Accessibility Plan and Disability Equality Scheme are available to be seen upon request.

20. PARENT AND TEACHERS ASSOCIATION (PTA)

All Parents and Carers are welcome to join our PTA. We are an active group who arrange fun events for children and parents, as well as arranging fund-raising events throughout the year. Information may be found on the school website.

Parents give invaluable support to school in many ways and the school is grateful for all their hard work. If you are able to help in any way, please contact the class teacher.

21. RELIGIOUS EDUCATION

The school follows the City of York guidelines for Religious Education. Religious Education is of a broadly Christian character, although we also explore other world faiths and beliefs. We provide an integrated approach in which opportunities for reflection and response are given alongside the development of knowledge and understanding. Under the 1988 Education Act parents have a right to withdraw their child from religious education: please write to the Headteacher.

22. SAFEGUARDING

The school is committed to Safeguarding and Promoting the Welfare of all pupils by; providing a safe environment for children to learn, identifying children who are likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and at school. School records information using an online tool called CPOMS and is part of the Police 'Encompass' information sharing programme.

23. SCHOOL COUNCIL

We have a very active School Council who is involved in both School Improvement as well as organising fund raising events in school. Annually, each Year Group elects a representative and meetings are held every month. The Year 6 Council Secretaries are responsible for organising the agenda and minutes.

24. SCHOOL CURRICULUM

The Education Act of 2002 requires that every state-funded school must offer a curriculum which is balanced and broadly based and which:

- promotes the spiritual, moral, cultural, mental and physical development of pupils at the school and of society, and
- prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

The school curriculum comprises of all learning and other experiences that each school plans for its pupils. The National Curriculum forms one part of the school curriculum.

The National Curriculum (revised 2014) consists of three core subjects: English, Mathematics and Science. There are eight foundation subjects: Art and Design, Computing, Design and Technology, Languages (KS2 Foreign Language), Geography, History, Music and Physical Education. These subjects are taught throughout the school to children aged five to eleven as discrete subjects or in cross-curricular topics.

The children in the Early Years Foundation Stage follow the 2012 Early Years Foundation Stage guidelines. Play, indoors and outdoors, is the key to this learning. The curriculum is organised into seven areas of learning and development, of which there are three prime areas: Communication and Language, Physical Development and Personal, Social and Emotional Development, and four specific areas: Literacy, Mathematics, Understanding the World, and Expressive Arts and Design.

We use 'Little Wandle' Letter and Sounds revised for our phonic scheme.

All state schools are required to make provision for a daily act of worship and must teach religious education to pupils at every key stage. All schools also make provision for

personal, social, health and economic education (PHSE), drawing on good practice.

Details of our curriculum are published on the school website. Copies of the National Curriculum are available to read on the premises.

25. SCHOOL DAY

The school day starts at 8.55am with the gate open from 8.45am. EYFS/KS1 finish at 3.25pm and KS2 at 3.30pm.

All children have a break in the morning and afternoon, with a longer 50 minute break for lunch.

26. SCHOOL MEALS AND SNACKS

Excellent lunches are provided on site and we encourage children to take this option. Children in EYFS and Key Stage 1 are offered a free school lunch, and the cost of a Key Stage 2 lunch is currently £2.70 per day. Facilities are available for children to bring a packed lunch.

School lunch orders and payments are made through 'School Money'. This is an online ordering and payment system that may be used to pay for school dinners, swimming and educational visits. New parents to school are issued with a password from school prior to logging on: <https://eduspot.co.uk> and then click on the tab labelled 'School money parent login'. Password reminders can be re-issued. Please see the School Office for any advice or a 1:1 tutorial.

Milk is provided free to all children under 5 years old, and at a cost for over 5's. Children registered as Free School Meals may continue accessing free milk into KS2 if parents register directly with 'coolmilk': www.coolmilk.com

Children within Foundation and Key Stage 1 receive a piece of free fruit or vegetable daily under a Government scheme. All snacks for playtime must be healthy and preferably either fresh/dried fruit or vegetables.

27. SECURITY

We wish to make our school as safe and as secure as possible. All visitors arriving at school should report immediately to the School Office at the main entrance. Visitors are required to 'sign in' and wear a visitors badge during their visit and sign out when leaving. All visitors are required to read the 'Visitor safeguarding leaflet' to ensure their and others safety.

28. SEX EDUCATION

At Headlands Primary School, puberty is taught as a statutory requirement of Health Education and covered by our Jigsaw PSHE Programme in the 'Changing Me' Puzzle (unit), and we conclude from the DFE Guidance that sex education refers to Human Reproduction. In order to teach this in a scientific context, and knowing that National Curriculum Science requires children to know how mammals reproduce, we have opted to teach this within our Science curriculum, not within PSHE or Relationships and Sex Education as we believe this is most appropriate for our children.

“Parents have the right to request that their child be withdrawn from some or all of sex education delivered as part of statutory Relationships and Sex Education” DfE Guidance p. 17. Therefore the parent right to withdraw their child is not applicable. We are of course happy to discuss the content of the curriculum and invite you to contact Vicky Benson (PSHE lead)

29. SWIMMING

Swimming is part of the Physical Education Curriculum and is considered an invaluable life skill. The children in Year 4 receive swimming lessons every year. Regulations made under the Government 1988 Education Reform Act stipulates that we can ask for voluntary financial contributions, however, no child is excluded from swimming by parental non-payment.

30. TRANSFER TO SECONDARY EDUCATION

Children leave Headlands School at the end of the Summer Term of the academic year in which they will be eleven years old. Most of our children transfer to Joseph Rowntree Secondary School. Some children transfer to Huntington in York. A close liaison is maintained with both schools to ensure the transition is as smooth as possible. Parents meetings and children’s transition days are arranged by the Secondary Schools during the Summer Term.

31. VALUABLES and JEWELLERY

The wearing of jewellery such as necklaces, bangles, and rings is discouraged as they constitute a safety risk. If your child has pierced ears, please ensure that small studs are worn. The children must remove all jewellery for PE and swimming i.e. watches, earrings. School cannot be held responsible for the loss of or damage to any articles of value.

32. WATER BOTTLES

We actively encourage the drinking of water to aid concentration and general well-being. Each child requires their own water bottle and is encouraged to bring it to school full at the beginning of each day.

33. MOBILE PHONES

Mobile phones or any device that has internet connection or the ability to take a photograph is not allowed in school and should be left at home. This is in line with the DfE ‘Mobile Phones in School’ February 2024 guidance. Only in exceptional circumstances a child may hand in their phone on arrival to the front office and collect it at the end of the school day. Any mobile phones of similar devices found in school will be confiscated and handed back at the end of the school day. School accepts no liability for all mobile devices.

APPENDIX 1



Headlands Primary School Home- School Agreement 2025-2026

School

We will endeavour to:

- Care for your child's safety and happiness.
- Encourage your child to do their best at all times.
- Provide a balanced curriculum that meets the individual needs of the child.
- Keep you informed about general school matters and your child's progress in particular.
- Welcome parents to our school, and offer them opportunities to become involved.
- Have regular parents' evenings and send home an annual report.

Family

I/We will endeavour to:

- See that my child goes to school regularly, on time and properly equipped.
- Inform the school of any absences as soon as possible.
- Encourage my child to support and respect the school, staff and other pupils.
- Let the staff know of any concerns that might affect my child.
- Support my child in homework and other opportunities for home learning.
- Not arrange our holiday during term time.
- Attend parents' evenings and respond, when appropriate to school letters.

Pupil

I will try to:

- Let my teacher, partner, friend or another adult in school know if I am worried about anything.
- Be kind and understanding to other people in school.
- Always do my best.
- Make a positive contribution to life at school.
- Follow the school rules.
- Be responsible for bringing P.E. kit and other appropriate equipment for the school day.

Together We Will:

- Tackle any individual needs.
- Try to resolve problems.
- Support each child.

Signed: *Mrs Ruth Ellis* on behalf of the School

Date: April 2025

Signed: Parent

Date:

Signed:Pupil

Date:



<p style="text-align: center;">Headlands Primary School Acceptable Internet Use Agreement for Pupils</p>
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The value of the Internet is recognised as a teaching and learning resource. The opportunities it can provide for children are many. The Internet can raise educational standards by offering pupils and teachers opportunities to search for information from a wide range of sources and to enhance the child’s knowledge of the outside world.

As well as providing many benefits and new opportunities, the use of IT, and the Internet in particular, can offer chances for misuse and abuse. At Headlands Primary School we accept that this possibility must be managed if the child is to be protected.

It must also be remembered that children have access to computers and the Internet, both inside and outside school. It is therefore necessary for us to ensure and maintain appropriate use while they are within school, but also to encourage a responsible and mature attitude to Internet use outside school.

Please read and talk through these rules for responsible internet use with your child. These will be enforced as your child progresses through the school.

- I will only use the system with my own login and password.
- I will not access other people’s files.
- I will only use the computers for schoolwork and homework.
- I will not bring in memory sticks or CDs from outside school unless I have been given permission.
- I will ask permission from a member of staff before using the Internet.
- I will not use the Internet during wet playtimes.
- I will not give my home address or telephone number, or arrange to meet someone.
- The messages I send will be polite and responsible.
- I will not send anyone my picture or school details.
- I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect others and myself.

Name:..... Date:.....

Parent:..... Date:.....