



HEADLANDS PRIMARY SCHOOL



School Prospectus
2026 – 2027





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
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Email: headlands.primary@york.gov.uk
Website: www.headlandsprimary.org.uk
Headteacher – Mr. Andrew Buttery BA (HONS), PGCE, NPQH, NPQEL, SMHL

Registered Charity No: 1050159

Dear Parents/Carers,

It is my great pleasure 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. As Headteacher from September 2026, I feel extremely privileged to have the opportunity to lead the school and work alongside its children, staff, families and governors.

At Headlands, we believe that working together makes a difference. Our aim is to ensure that every child is able to reach their full potential within a happy, caring, safe and respectful environment. We want our children to enjoy coming to school, feel that they belong and develop the confidence, independence and resilience they need to succeed both academically and personally. This reflects the school's established commitment to educational excellence alongside a strong, caring ethos.

Positive relationships are fundamental to everything we do. We want every child to feel known, valued and supported, while maintaining high expectations for learning, behaviour and personal development. Our talented and committed staff work hard to provide an environment in which children feel secure enough to challenge themselves, learn from mistakes and celebrate their achievements.

We provide a broad, balanced and ambitious curriculum that enables children to develop secure knowledge and skills while encouraging curiosity, creativity and independent thinking. Strong foundations in communication, reading, writing and mathematics are central to children's future success, alongside opportunities to apply their learning across the wider curriculum. Headlands also places considerable value on experiences beyond the classroom, including educational visits, outdoor learning, music, sport, the performing arts and opportunities that support children's physical and emotional wellbeing. The breadth of these opportunities is evident within the school's wider curriculum.

We recognise that children achieve most successfully when school and home work in genuine partnership. Parents and carers are therefore encouraged to be actively involved in school life: celebrating children's achievements, attending events, talking with teachers about their child's progress and sharing any questions or concerns. We will always communicate openly and constructively, listen carefully to the views of children and families, and use these perspectives to help us continue to improve.

I am also fortunate to work alongside a skilled and supportive Governing Body. Governors provide both support and appropriate challenge, helping to ensure that our decisions remain firmly focused on providing the very best education and opportunities for the children we serve.

Most importantly, I want Headlands to remain a school where children are happy to arrive each morning; where they feel safe, included and inspired to learn; where staff are proud to work; and where families feel welcomed valued as part of the school community.

I warmly invite and prospective families to come and experience Headlands for themselves. Please contact the school to arrange a visit.

Yours sincerely,



Mr. Andrew Buttery BA (HONS), PGCE, NPQH, NPQEL, SMHL

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 2026

Senior Leadership Team

Mr. Andrew Buttery	Headteacher, Designated Safeguarding Lead
Mrs. Olivia Fowler	SENDCo
Mrs. Elizabeth Neville	EYFS/Key Stage 1 Phase Leader,
Mrs. Diane Long	Year 5/6 Phase Leader
Mrs. Felicity Allington	Year 3/4 Phase Leader
Mrs. Veneta Borisova	School Business Manager

Administration and Office Staff

Mrs. Sarah Mordue	Administration Assistant
Ms. Jill Seargent	Administration Assistant
Mr. Will Baguley	Site Manager

EYFS

Mrs Elizabeth Neville	Reception Teacher

Key Stage One

Mrs. Vicky Benson	Year 2 Teacher (Job Share)
Mrs. Emma Johnson	Year 2 Teacher (Job Share),
Mr. Matt Park	Year 1 Teacher

Key Stage Two

Mrs. Felicity Allington	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. Kirsty Feltham	Teaching Assistant/ELSA
Mrs. Rachel Burns	Teaching Assistant/ELSA
Mrs. Vicky Hughes	Teaching Assistant
Mrs. Angie Gallagher	Teaching Assistant/MSA
Mrs. Marie Bonsey	HLTA/MSA
Ms. Jill Sergeant	SEN Teaching Assistant/MSA
Mrs. Michelle Thackeray	SEN Teaching Assistant
Mrs. Claire Young	SEN Teaching Assistant/MSA
Mrs. Stephanie Dosser	SEN Teaching Assistant/MSA
Mrs. Kelly Parker	SEN Teaching Assistant

Senior Midday Supervisors

Mrs. Hampshire	Senior MSA
Mrs. Shasta Bi	Senior MSA

SCHOOL GOVERNORS

Chair of Governors: Mrs. Clare Ahmad
Vice Chair: Mr. Craig Thomas & Mrs. Anouché Wakerley
Headteacher: Mr. Andrew Buttery
Teacher: Miss Samantha Welch
Local Authority: Cllr. Ian Cuthbertson
Parent: Mr. Declan Gaffney
Parent: Mr. Craig Thomas
Co-opted: Mrs. Elizabeth Neville
Co-opted: Mr. Stewart Pearson
Co-opted: Mrs. Anouché Wakerley

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.



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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 back 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, rugby, tennis, dodgeball cricket, netball, dance, choir, theatre and wild gardening.

Peripatetic music lessons currently include: drumming, voice, keyboard and guitar. These are available for a termly fee. For more information, you can contact our peripatetic teacher directly by emailing jonathan.hepworth@live.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 on the school website, and can be printed 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 on 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. Details of our curriculum are published on the school website. Copies of the National Curriculum are available to read on the premises.

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.

25. SCHOOL DAY

The school day starts at 8.50am with the gate open from 8.40am. EYFS and KS1 finish at 3.25pm, KS2 finish 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

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 friend, teacher, 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: *Mr. Andrew Buttery* (Headteacher)	School	Date: Sept 2026
Signed:	Parent	Date:
Signed:	Pupil	Date:

APPENDIX 2

Headlands Primary School
Acceptable Internet Use Agreement for Pupils

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:……