



# Lairhillock School Newsletter

31 March 2016



The information in the February newsletter was incorrect. Our football team came second in The Banchory tournament and not first. We are still very impressed!

**World Book Day** was a bit like a day on a puppy farm with Cruella de Vil (aka Mrs Hodge) assisted by her incompetent sidekick, Horace (aka Mr Davies) terrorising the many Dalmatians (the remaining adults) across the school. I am sure your children came home with a range of stories from the day, which were probably all true as Mrs Hodge was very convincing in her role. The children's costumes were great and they enjoyed sharing their favourite stories through the paired reading across Nursery to P7.



We were visited by four members of the AWPR liaison team who spoke to the children about the work being carried out in the area. Since the visit we have also emailed additional questions that the children wanted answers to.

During the talk the importance of safety around the construction sites was highlighted. Isobel (pictured left) was kitted out in a typical construction employee.

Mrs Blair took our P3/4 badminton team to the Sportshall Challenge in Stonehaven. The children put on a great show and came second! We are very proud of them. We are also most grateful to Miss Munro, our PE specialist who worked with the team after school.





A large contingent of Primary 5-7 children took part in the Albyn Cross Country Championship. Mrs Kirk was very pleased with the team's performance and behaviour at this event.

On the same day as the Cross Country our Rotary Quiz team took part in the local round of this national competition and came a very respectable 5<sup>th</sup>. Thank you to Alex, Eli, Rebecca and Roan for their sterling efforts and to Katie and Milly for being supportive reserves.

Mrs Trilk registered us for the Race for Life this year and we held our school event on Monday. So far we have raised £1916.29 for this very worthy cause. It was a great walk and we even had sunshine! Thank you to the parents who came along and participated on the day.



### Article 24

*Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy. Richer countries must help poorer countries achieve this.*



Monday was a very busy day with the Race for Life, a visit from Rachel Anderson and two beautiful lambs and then an Easter egg hunt. For me the highlight was definitely getting to stroke a lamb. I was positively elbowing the children out of the way to have my turn!

We are pleased to have received our certificate for taking part in the **Big Schools' Birdwatch 2016**. We have noticed a steady increase in the number of species that are around our school over the years. This may be due to the maturing of hedgerows and plants around the playground that create good habitats for the birds. We were also able to observe from the outdoor classroom which may have meant classes did not scare the birds away so easily. We saw robins, wagtails, bluetits, blackbirds, sparrows, wrens, seagulls and crows.

Eco day was a success and it even coincided with the lighting engineer coming in to switch the lights off for an hour! The entries for the garden art competition were super and they will be put outside at the beginning of term. Our winners were:

- Nursery      Jack Stephen
- P1              Ava McKilligan
- P2              Isaac Smith
- P3              Maisie Macdonald
- P4              Rudi-Gene Farquhar
- P5              Seumas Morrison
- P6              No entries
- P7              Rebecca Owen

### Article 29

*Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.*





As we are updating our Online Safety Policy, I have attached a copy for your comments. You will find it at the end of this newsletter. I would appreciate any feedback by the end of the first week of the new term.

### **FORTHCOMING EVENTS**

Term 4 will see the P7s going off to Dalguise for four nights. On Wednesday 20 April at 19.00 there will be a parents' session to go over the expectations of the trip and to answer any questions. Parents and pupils are welcome.

In order to run **Primary 6 Bikeability** training we rely heavily on volunteers. If you are available to help for part or all of the week beginning 09 May we would love to hear from you. Your child does not need to be in Primary 6 for you to be a **volunteer**.



All children in P1-7 will be visiting Absafe in Aberdeen during the month of May. Absafe "is a purpose built, interactive village containing real life scenarios coupled with 21st century technology, with each zone specifically created to tackle a different safety issue. By exploring and interacting with 'real life' dangerous situations in a risk free environment, the children will experience an exciting, thrilling and memorable way to learn valuable safety lessons they can apply to their day-to-day lives."

### **STAFFING**

Recruitment is again underway for a job-share teacher for the Fridays in P4/5. Hopefully the vacancy will be filled for the beginning of the new session.

### **VOLUNTEERS**

We have a new volunteer in school, Mrs Mandy Duncan. Mrs Duncan is hoping to embark on her teacher training in the near future and she is currently volunteering in P5/6 and P6/7.

Thank you to the volunteers who have completed the new application forms. There will be an induction session on Wednesday 27 April at 09.00 for all volunteers who have already applied but not had the official induction. Mrs Blackhall has emailed those parents who are at the appropriate stage in the process.

If you feel you would like to become a volunteer in school please contact the office for an application. We enjoy having volunteers in school.

### **STAFF TRAINING**

This term the staff will continue to attend a range of training sessions including Crisis, Aggression Limitation & Management, Giglets, Literacy, Numeracy and SEEMIS Tracking, Monitoring & Reporting.



**PARENT COUNCIL**

The next Parent Council Meeting will be held on **Tuesday 26 April 2016 at 7.30 p.m.** All parents of children from Nursery to P7 are invited. Items for the agenda should be forwarded to the secretary, Mrs Joanne Owen.

**AND FINALLY...**

Have a lovely spring holiday and we will see the children back in school on Monday 18 April.



Christeen Saward  
Head Teacher



**Dates for your Diary** (Dates may have to change but you will be kept informed)

<b>TERM 4</b>			
20 04 16	WEDNESDAY	19.00	PARENTS MEETING FOR P7 RESIDENTIAL TRIP
23 04 16	THURSDAY	P.M	CULTS P7S VISIT ACADEMY
26 04 16	TUESDAY	19.30	PARENT COUNCIL MEETING
03 05 16	TUESDAY	ALL DAY	SSPCA WORKSHOPS & ASSEMBLY
04 05 16	WEDNESDAY	TBC	RRSA REACCREDITATION
05 05 16	THURSDAY	P.M	CULTS P7S VISIT ACADEMY
09 05 16	MONDAY	09.30	P7S LEAVE FOR DALGUISE
		09.30	P6 BIKEABILITY STARTS
		09.30	P2/3 GENERATION SCIENCE WORKSHOP
		11.00	P1/2 GENERATION SCIENCE WORKSHOP
13 05 16	FRIDAY	TBC	P7S RETURN FROM DALGUISE
16 05 16	MONDAY	09.30	P4-7 GENERATION SCIENCE EVENT
18 05 16	WEDNESDAY	ALL DAY	P1-4 VISIT TO ABSAFE – ABERDEEN
23 05 16	MONDAY	TBC	BOOK FAIR ARRIVES
25 05 16	WEDNESDAY	18.00	PARENTS' NIGHT
26 05 16	THURSDAY	16.00	PARENTS' NIGHT
31 05 16	TUESDAY	ALL DAY	P5-7 VISIT TO ABSAFE – ABERDEEN
03 06 16	FRIDAY	ALL DAY	MACKIE P7S AT TRANSITION DAY
07 06 16	TUESDAY	ALL DAY	MACKIE P7S AT ENGINEERING DAY
15 06 16	WEDNESDAY	ALL DAY	MACKIE P7S AT MACKIE ACADEMY
16 06 16	THURSDAY	ALL DAY	MACKIE P7S AT MACKIE ACADEMY
17 06 16	FRIDAY	ALL DAY	MACKIE P7S AT MACKIE ACADEMY
20 06 16	MONDAY	ALL DAY	HEALTH WEEK BEGINS
22 06 16	WEDNESDAY	TBC	SPORTS DAY
23 06 16	THURSDAY	A.M.	SPONSORED WALK
30 06 16	THURSDAY	TBC	P7 LEAVERS ASSEMBLY
<b>SESSION 2016-2017</b>			
31 08 16	WEDNESDAY	19.30	PARENT COUNCIL AGM

**SCHOOL HOLIDAY / TERM TIME DATES**

**SESSION 2015 – 2016**

**Term 3** 06/01/16 - 01/04/16

**Term 4** 18/04/16 - 01/07/16

**Public Holidays**

02 May 2016



**COMMENTS, COMPLAINTS AND COMPLIMENTS**

**We welcome feedback on how we are doing and will use this to plan for improvements. Please note any points in the space below and return to the school office. Please sign your name if you wish someone to respond to your comments.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_







Lairhillock School



# LAIRHILLOCK PRIMARY AND NURSERY SCHOOL

## ONLINE SAFETY POLICY







### Aims

At Lairhillock we aim to provide a learning environment with the highest standards of opportunity for children to achieve their full potential. As part of this aim we see access to the Internet as a powerful tool.

We believe that access to the Internet will:

- Enrich the quality of curriculum provision and extend learning activities
- Help us raise children's attainment
- Support teachers' planning and resourcing of lessons
- Enhance the school's management and administration systems, and
- Enhance staff development through access to educational materials, as well as the sharing of information and good curriculum practice between schools.

### Inappropriate Material

Unfortunately, along with a wealth of useful educational sites on the Internet, there are also sites that contain inappropriate material which would be unacceptable for children to access.

To ensure that children access the Internet within a safe environment, Lairhillock Primary School uses an Internet Services Provider (ISP) that excludes unacceptable material by filtering lists of inappropriate sites, which are barred when using the school's line. However, there is a very small risk that inappropriate material may occasionally get through unfiltered.

We therefore follow the agreed guidelines detailed below to ensure that children can access the Internet safely.

### Guidance for staff

Teachers should:

- Ensure that they have received adequate training with Internet use before they supervise children's use of the Internet.
- Train children how to use the Internet.
- Ensure children are aware of, and agree with, the "Acceptable Use Policy" (Appendix 1) before they grant children access.
- Supervise children's use of the Internet at all times, with all monitors clearly visible.
- Give children clear objectives for their Internet use (*e.g. structure children's access by specifying a site within which they are allowed to browse or by providing lists of suitable web sites from which the children should not stray*).
- Preview any web sites they intend to allow children to access, to ensure the sites do not contain inappropriate material and are suitable for the age and maturity of the pupils
- Ensure that children are aware of the need to respect the copyright of materials on the Internet and to acknowledge the source of materials they use in their own work.



- Take prompt action if they or their pupils encounter inappropriate material on the Internet:
  - Ensure children are shielded from unpleasant material (e.g. switch off the monitor and move children away)
  - Record the Uniform Resource Locator (URL) or web site address, the content of the site and any other relevant information
  - Inform the Head Teacher of the site details as soon as possible, who will report the inappropriate material and web site address to the Helpdesk.
- Discipline children if they deliberately make inappropriate use of the Internet, in line with the school's Behaviour Policy. This may include suspending a child's access to the Internet and informing parents of serious incidents. The Head Teacher should be informed of all incidents where a child been sanctioning for irresponsible use.
- Ensure that use of USB memory sticks is kept to a minimum when using the school computer network. No USB devices that are brought in from home by the children should be used on the network as this may introduce a virus.

### Children should:

- Agree and follow the "Acceptable Use Policy" (Appendix 1). An abbreviated version is in the children's Computer Passport (Appendix 2).
- Respect copyright and acknowledge the source of material they use.
- Inform a teacher immediately if they encounter any material that they feel is offensive or they think may cause offence to others.
- Be aware that their files on the network may be reviewed by the teacher at any time.
- Be aware that they will incur sanctions if they make irresponsible use of the Internet.
- Not bring in USB memory sticks from home.

### The school will:

- Inform all parents in writing that their children will be provided with supervised Internet access as part of the school's curriculum. (Appendix 3)
- Inform all parents of the school's "Acceptable Use Policy" (Appendix 1), which their children will be expected to abide by to ensure a safe environment.
- Answer parents' queries and concerns about their child's use of the Internet and our safeguards to protect them from unpleasant material.
- As appropriate host information sessions for parents

### Relevant Articles from the UN Convention on the Rights of the Child

#### Article 17

*Every child has the right to reliable information from the media. This should be information that children can understand. Governments must help protect children from materials that could harm them.*

#### Article 34

*Governments must protect children from sexual abuse and exploitation.*





**APPENDIX 1**

**ACCEPTABLE USE POLICY  
(INCLUDING PERMISSION FORM)**



### **INTERNET ACCEPTABLE USE POLICY FOR PUPILS AND STUDENTS**

1. Pupil / Student users may only access the Internet after they and their parents have read and accepted the terms of the Internet Acceptable Use Policy of Lairhillock, and have signed the Internet Parent Permission Form.
2. Pupils / students may access the Internet for educational purposes. This includes classroom activities, study and research activities, the exchange of project related work, ideas, opinions and questions using the World Wide Web, e-mail, bulletin boards, discussion forums etc.
3. Pupils / students may only access the Internet with the permission of the Network administrator, supervising teacher or other member of staff.
4. Pupils / students must keep within any access time limits that are set by the Network administrator, supervising teacher or other member of staff.
5. Pupils / students must follow all guidelines related to:
  - system integrity, security and passwords
  - the use of appropriate language
  - accessing appropriate materials
  - personal safety
  - the data and files of other users.
6. Pupils / students must accept that system security and management will mean that all on-line activity will be subject to monitoring and that all materials accessed, published and mailed may be viewed by the Network administrator or any other supervising teacher.
7. Pupils / students must accept that access to Lairhillock's Information and Communications Network is a privilege not a right and that any breach of the acceptable use, practice and behaviour policy could lead to the withdrawal of an individual's ability to access the Network
8. Pupils / students must accept that any use of Lairhillock's Information and Communications Network for activities which may be in violation of the Data Protection Act or the Computer Misuse Act, may be subject to criminal prosecution.

#### **System integrity, security and passwords**

Users must not:

- access or modify the hardware and software setup of the Network
- access or modify the administrative setup of the network
- share their sign on password with anyone
- use, modify or distribute the sign-on password of any other user
- use, modify or distribute the Administrator/Manager's sign-on password.

#### **Appropriate language**

Users must not use rude, vulgar, abusive or racist language in any materials written on, published from, e-mailed from or posted from a network computer.

#### **Appropriate materials**

Users must not:

- access, view, print, download, publish, post or e-mail abusive, pornographic or racist materials
- publish, post or e-mail the address (URL) of any website, which contains abusive, pornographic or racist materials



- create, publish, post or e-mail any materials, which are for commercial, business or political purposes

### **Personal safety**

Users must not:

- publish, post or e-mail personal details about themselves, their family or any other network
- engage in any on-line financial transactions

Users must inform the Network Administrator/Supervising Teacher of any e-mail received, which asks for the personal details, e.g. telephone number, home address etc. of any network user.

### **Data, files and copyright**

Users must not:

- access, change or delete the files of any other user
- use or incorporate any material downloaded from the Internet in their own work without identifying its source and author
- use copyright materials without the permission of the copyright holder

### **Disciplinary procedures**

Any breach of the conditions and/or guidelines of the Acceptable Use Policy will be dealt with under the then current code of behaviour and discipline of Lairhillock School.



**Internet Parent / Guardian Permission Form**  
**Please complete and return this form to the Head Teacher.**

***Pupil***

As a school user of the Internet, I agree to comply with the Lairhillock's Internet Acceptable Use Policy, which I have read and understood. I will use the network in a responsible way and observe all the guidelines explained to me by the school.

Pupil Signature \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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***Parent / Guardian***

As the parent or legal guardian of the pupil signing above, **I grant permission** for my son or daughter to use electronic mail and the Internet. I confirm that I have read and understood Lairhillock's Internet Acceptable Use Policy. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Pupil \_\_\_\_\_

Register Class \_\_\_\_\_

Home Telephone \_\_\_\_\_

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***Parent / Guardian***

As the parent or legal guardian of the pupil signing above, **I do not grant permission** for my son or daughter to use electronic mail and the Internet.

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Pupil \_\_\_\_\_

Register Class \_\_\_\_\_

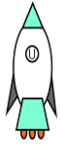
Home Telephone \_\_\_\_\_



**APPENDIX 2**

**COMPUTER PASSPORT  
(INCLUDING THE ABBREVIATED ACCEPTABLE USE POLICY)**





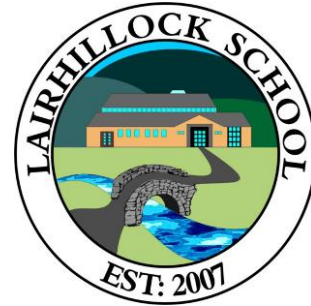
- Use the internet safely and effectively



- Use the internet responsibly



- Use the internet confidently for successful learning



## Computer Passport

Name \_\_\_\_\_



### Personal Details

**My user name is**

\_\_\_\_\_

**My password is**

\_\_\_\_\_

## Acceptable Use Policy

You must follow the Internet policy in place for you.  
Please remember the following:

Be secure

- 🍀 Keep your password to yourself and don't share it with anyone
- 🍀 Don't leave your computer without logging out

Be polite

- 🍀 Remember that anything you do can be traced back to you

Be safe

- 🍀 Don't share your personal details with other people

Be legal

- 🍀 Only put materials on to the computer that you are allowed to

Be responsible

- 🍀 If you see something that is wrong on then please tell an adult
- 🍀 Tell an adult about any security problems
- 🍀 Ask for help if you do not understand what this means

**If you misuse the Internet then your access may be removed.**



**APPENDIX 3**  
**INFORMATION LETTER TO PARENTS**



Lairhillock School  
Lairhillock  
Netherley  
AB39 3QS

Telephone 01569 732520

Fax 01569 739473

[lairhillock.sch@aberdeenshire.gov.uk](mailto:lairhillock.sch@aberdeenshire.gov.uk)

[www.lairhillock.aberdeenshire.sch.uk](http://www.lairhillock.aberdeenshire.sch.uk)

Dear Parent / Guardian,

As part of Lairhillock School's Information and Communication Technology (Curriculum/Activity) we offer pupils supervised access to the Internet.

Before being allowed to use the Internet at school, all pupils must obtain parental / guardian permission and both they and you must confirm approval and acceptance of Lairhillock's Internet 'Acceptable Use Policy' by signing and returning the form attached to the policy.

Access to the Internet will enable pupils to explore thousands of libraries, databases, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should nevertheless be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Whilst our aim for Internet use is to further educational goals and objectives, pupils may find ways to access other materials as well. We believe that the benefits to pupils from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any potential disadvantages. However, ultimately it is the parents and guardians of minors who are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

Lairhillock uses an Internet Services Provider (ISP) that uses the latest screening techniques to prevent access to all categories of unsuitable, offensive and inflammatory material. The use of an appropriate ISP is reviewed by Aberdeenshire Council IT services. During school hours, teachers will supervise, guide and support pupils using the Internet to try to ensure that they find and use appropriate materials.

You should also be aware that monitoring software, which will record Internet activity, will be in use in the school.

Whilst our aim for Internet use is to further educational goals and objectives, no supervision or screening policy can guarantee complete security.

We would be grateful if you could read the enclosed guidance documents and then complete the permission form.

Yours sincerely

Christeen Seward  
Head Teacher



**Do you have any comments to make regarding this document?**

Signed \_\_\_\_\_

Please tear off and return to the Head Teacher at Lairhillock Primary and Nursery School.



# Lairhillock School