

# Important Information for Parents and Carers of New Students

The Education 1<sup>st</sup> site is located at **Filwood Community Centre, Barnstaple Road, Bristol, BS4 1JP**. Please read through this important information. There are also some forms which need to be signed and returned before your son/daughter can begin their education.

## Essentials:

- The Education 1st consent form must be signed by parents/carers.
- Full **contact details** including daytime and/or mobile phone number as well as your home telephone number if you have one, must be provided as this is an essential aspect of health and safety.
- **Attendance** is compulsory. Pupils must attend in accordance with their timetable. A copy of our attendance policy is available on our website at [www.education-1st.org.uk](http://www.education-1st.org.uk) and enclosed in this pack.
- As part of your son/daughter's placement at Education 1st, he/she will participate in **educational visits** and trips. We need your written consent for this.
- We welcome phone calls, emails and visits by appointment from parents/carers to discuss student progress, attendance and attitude to learning.
- Students are expected to **dress** appropriately for a practical learning environment.
- **We expect acceptable behaviour** at all times. Our Behaviour Policy will be discussed with you at your son/daughter's admission meeting. This will make clear our expectations, sanctions and what you and your son/daughter can expect from us. **Willful damage by a student to any property will incur parental/carer financial liability.** A copy of our Behaviour Policy is available on the website.
- **Smoking/ Vaping** - We are a non-smoking provision; this includes the use of Vapes/E-Cigarettes/Cigarettes. No young person will be permitted to smoke/vape or attend their sessions with any of the above. Should they attend their session with any of the above, we will request that they hand them over to their mentor. Failure to do so will result in necessary steps being taken by SLT.
- **Child protection** - We acknowledge that because of our day-to-day contact with children; Education 1st staff are well placed to promote the wellbeing of young people, protect them from harm, and respond to child protection or safeguarding concerns. This

may involve your son/daughter and information may be recorded and passed on to other agencies as appropriate.

- **Sex and Relationships** - Key Stage 2,3 and 4 pupils may receive education about sex and related issues during the academic year in line with current guidance. An invited outside provider may deliver some of these sessions with the teaching staff. This generally falls within the PHSE/Citizenship Programmes of Study.
- **Images and Videos** - Still and video digital photography is often used as part of your son/daughter's everyday educational activities with Education 1st. Images could be used for display purposes, the website, publicity, as evidence of work completed. Please make us aware if this is not appropriate due to safeguarding concerns.
- **Data Protection** - We keep educational records relating to your son/daughter. It is a requirement that we inform you about our responsibilities regarding sharing records with other agencies and giving you access to your son/daughter's records.

## Any Concerns?

We want your son/daughter to be happy and to progress during their time with us. If you have any concerns at all, please contact us and ask to speak to someone. First point of contact is **Louise Harvey - 07341 564377 / [louise.harvey@education-1st.org.uk](mailto:louise.harvey@education-1st.org.uk)**. If Louise is unavailable here are alternative contacts:

**Aston Bowles - 07825 638691**

**Paige Harvey - 07384 117216**

### Outdoor Activities Permission

E.g. Forest school, survival, climbing, mountain biking etc.

I understand that these activities have inherent "potential" dangers, and whilst the leaders in charge of the group will take all reasonable care of the students/pupils, and indeed are qualified to do so, they cannot be held responsible for eventualities outside of their control.

- I accept that outdoor activities require a certain level of personal agility and fitness, in order to cope with the physical demands of the activity. I will inform Education 1st as soon as possible of any changes in the medical or other circumstances of my child.
- I recognise that co-operative behaviour is essential from all concerned in order to ensure the safety of the group. I have discussed this fully with my son/daughter/ He/she understands that (s)he needs to cooperate in order to be included in this programme.

### Education Visits

- **I understand and agree** that my child will participate in visits and that **he/she** will be risk assessed as fit to participate in the activities to be undertaken. These may include educational visits, extra-curricular activities e.g. sport/leisure
- **I give** my permission for any medical treatment to be administered, should it be necessary while he/she is away from home.

### Education 1st will:

- Provide a safe, secure and supportive environment.
- Ensure that your son/daughter achieves his/her full potential as a valued member of the Education 1st community.
- Provide a curriculum that meets the individual needs of your son/daughter within the constraints of the timetable.
- Keep you clearly informed about general matters and about your son/daughter's provision.
- Pursue high standards of student work and behaviour through building good relationships.
- Be welcoming.
- Listen and respect the views of parents/carers, pupils and students.
- Provide safe, insured and legal transport for your son/daughter.
- Provide one meal per day that your child attends with Education 1st.

### The Parents/Carers will:

- Ensure that my son/daughter attends the placement or individual mentoring fully, is ready on time and is prepared to learn.
- Contact Education 1st as soon as possible on the first day of absence.
- Avoid taking my son/daughter away from the placement during term time.
- Let the staff at Education 1st know of any changes, concerns or problems that might affect my son's/daughter's behaviour during their education programme.
- Attend meetings and take part in any discussions relevant to my son/daughter.
- Support the Education 1<sup>st</sup> policies for the placement.

- Agree to the referral from the commissioning body to Education 1<sup>st</sup>.

### **The Student will:**

- Attend the placement or the individual mentoring on placement days, be on time and be ready to learn.
- Remember Education 1<sup>st</sup>'s Behaviour Policy.
- Dress appropriately for a practical learning environment.
- Treat other students and staff with respect.
- Play my part in keeping the environment free from litter and graffiti.
- Behave appropriately at all times including when being transported by staff from Education 1<sup>st</sup>. A copy of our Transport Policy is available on our website at [www.education-1st.org.uk](http://www.education-1st.org.uk) and enclosed in this pack.

### **Responsible Internet and Computer Network Use**

*We use the school computers and Internet connection for learning.*

*These rules are designed to ensure responsible use of the IT facilities and safe use of the Internet.*

- I will not damage the computers or network in any way.
- I will not share my password, attempt to access another student's files or interfere with their work.
- I will use the Internet sensibly and will not attempt to access inappropriate content.
- I will not bring floppy disks, memory sticks, CD ROMs or any other removable media into school and attempt to use them without permission.
- I will only email people I know, or of whom a member of staff has approved.
- I will send only polite and sensible messages via email and the internet.
- I will not give out my home address or phone number or arrange to meet anyone.
- I will report any email or attachments if I do not recognise the sender, prior to opening.
- I will not print multiple copies of files without permission.
- I understand that my computer files and any Internet sites I visit will be monitored.
- I understand that if I deliberately break these rules, I could be banned from using the internet or computer network.

**Continued...**

<b>Images and Photographs</b>	
Images Required for...	Internal displays, the blog or website, records of events for the students' personal use at home, or for accreditations, See Saw for documenting and evidencing learning and activities.
Education 1st Contact	Name: Louise Harvey
Photographer	Staff and students as part of the curriculum
<p>The images(s) taken of the subject above may be used for any publication by Education 1<sup>st</sup>.</p> <ul style="list-style-type: none"> <li>• Any internal display purposes promoting and rewarding student education activities and educational external visits.</li> <li>• The website or Blog.</li> <li>• Evaluation of record of student participation relating to assessment and/or accreditation of the National Curriculum.</li> </ul> <p><i>The images(s) will be kept in accordance with the General Data Policy Regulation Act 2018 and other laws.</i></p> <p><i>This consent is valid for 5 years from the date of signature.</i></p> <p><i>The image(s) will not be used after this date without your further consent.</i></p> <p><i>The image(s) will not be published with your full name or other contact details.</i></p>	