GORDANO
S C H O O L

Student / Parent Handbook
2022/2023

Dream big • Do your best • Give back

GORDANO
S C H O O L

Home/School Agreement

We believe it is in the best interests of all students at Gordano School that we see the school and student's Parents/Carers as a partnership. To make the partnership work all parties need to make a commitment. In sending their child to Gordano, it is understood that Parents/Carers and students agree to the points set out below.

The Parents/Carers:

We/ I will:
- support my child's learning and homework;
- ensure that my child attends school regularly, at the correct time, wearing the correct uniform;
- see that my child is "Ready to Work" i.e. has writing equipment and other equipment required by the curriculum;
- support the school's policies and guidelines for behaviour, including upholding the behaviour policy;
- attend progress evenings and discussions about my child's progress;
- contact the school promptly if we/ I have any concerns;
- inform the school of reasons for absence and any issues that are likely to affect my child's performance.

We / I understand that in order to further the academic and personal development and well-being of my child, the school will share relevant information with staff and other agencies working within this school.

The school, its governors, teachers and support staff:

We will:
- provide your child with a balanced curriculum and meet your child's individual needs;
- inform parents/carers about your child's progress and give recognition for good/hard work;
- let parents/carers know about and respond to concerns or problems regarding your child's work, behaviour or well-being;
- contact parents/carers if there is an ongoing problem with behaviour, attendance, punctuality, uniform or equipment;
- inform parents/carers about School activities through letters home, newsletters and notices about special events;
- have due regard for health and safety.

The Student:

I will:
- take responsibility for my learning by abiding by the expectations of Behaviour for Learning;
- attend progress evenings with my parent/carer to discuss my progress;
- attend school regularly and on time;
- be "Ready to Work" bringing all the equipment I need each day including a reading book;
- wear the correct school uniform and be smart in appearance at all times;
- be respectful, helpful and kind to others;
- respect school property and keep the school free from litter and graffiti;
- abide by the Acceptable Use Agreement that my parents/carers and I signed on joining Gordano School;
- adhere to the School rules and guidelines for expectations and behaviour and act safely, both in school and also on my way to and from school.

TIMES OF THE SCHOOL DAY

MONDAY TO THURSDAY			FRIDAY		
	Years 7/8/9	Years 10/11/12/13		Years 7/8/9	Years 10/11/12/13
Registration	08.45 – 9.05	08.45 – 9.05	**Registration**	08.45 – 9.20	08.45 – 9.20
Period 1	9.05-9.55	9.05-9.55	Period 1	9.20-10.10	9.20-10.10
Period 2	9.55-10.45	9.55-10.50	Period 2	10.10-11.00	10.10-11.05
Break	**10.45-11.10**	**10.50-11.10**	**Break**	**11.00-11.25**	**11.05-11.25**
Period 3	11.15-12.00	11.15-12.00	Period 3	11.30-12.15	11.30-12.20
Period 4	12.00-12.50	12.00-12.55	**Lunch**	**12.15-12.50**	**12.20-12.50**
Lunch	**12.50-13.30**	**12.55-13.30**	Period 5	12.55-13.45	12.55-13.45
Period 5	13.35-14.25	13.35-14.25	Period 6	13.45-14.35	13.45-14.40
Period 6	14.25-15.15	14.25-15.20			

Academic Year 2022 - 2023

Term 1
Start: **Thursday 1 September 2022 – INSET DAY**
Friday 2 September 2022 – INSET DAY
Monday 5 September 2022
Friday 30 September 2022 – INSET DAY
Finish: Friday 21 October 2022

Term 2
Start: Monday 31 October 2022
Finish: Friday 16 December 2022

Term 3
Start: **Tuesday 3 January 2023 – INSET DAY**
Wednesday 4 January 2023
Finish: Thursday 9th February 2023
Friday 10 February 2023 – INSET DAY
(Shared secondary)

Term 4
Start: Monday 20 February 2023
Finish: Friday 31 March 2023

Term 5
Start: Monday 17 April 2023
Finish: Friday 26 May 2023

Term 6
Start: Monday 5 June 2023
Finish: Thursday 20 July 2023
Friday 21 July 2023 – INSET DAY
(Disaggregated)- TBC

Bank & Public Holidays	
26 December 2022	Boxing day
27 December 2022	Christmas Day - (substitute day)
02 January 2023	New Year's Day - (substitute day)
07 April 2023	Good Friday
10 April 2023	Easter Monday
01 May 2023	May Day Holiday
29 May 2023	Spring Bank Holiday
28 August 2023	Summer Bank Holiday

Gordano School, St Mary's Road, Portishead, BS20 7QR

School Telephone No: 01275 842606

24-hour Absence Line: 01275 841374

E-mail address: attendance@gordanoschool.org.uk

Learning at Gordano

Our vision is to provide all students with a rich and rewarding learning journey, through a carefully sequenced curriculum designed to inspire curiosity, deepen understanding and progressively build in cognitive complexity. The vehicle for delivering the curriculum is 'Gordano Learning': evidence informed pedagogical processes that prioritise responsive approaches informed by knowledge of learners, aiming to both challenge and support all students.

You can find information about our Curriculum in the 'Our School' section of the website. (We are in the process of updating this section for 2022-23 to provide a more detailed overview of what students will be learning in each subject, at each stage of their Gordano journey).

Supporting Reading

Supporting reading, both for academic purposes and for pleasure is a core Gordano Learning priority, which we deliberately make space for in the curriculum. We aim to create a culture of reading that enhances students' cultural capital, vocabulary and enjoyment of reading. Through the explicit teaching of vocabulary, we support students in gaining both pleasure and understanding.

This culture of reading is developed through:

All Year groups	Academic reading planned into the curriculum
	Drawing on the expertise of the school librarians
Years 7,8 and 9	Weekly D.E.A.R. (Drop Everything And Read)
	Reading within tutor time
	Reading homework in English
Years 7 and 8*	Fortnightly/ *Monthly reading lessons in the library
	Student voice and 1:1 conversations to gauge reading interests and identify possible barriers

Additional reading support is provided through:

1:1/small group reading during library lessons	
Use of the NGRT Reading and spelling tests to identify and then track those who require reading intervention	1:1 or 1:2 intervention with dedicated reading mentor
	Small group phonics intervention with specialist teacher

We ask that students in Years 7-9 have a reading book with them at all times; either their own, or one they have chosen from the library.

You can find further information on our approaches to supporting Literacy in the curriculum section of the website.
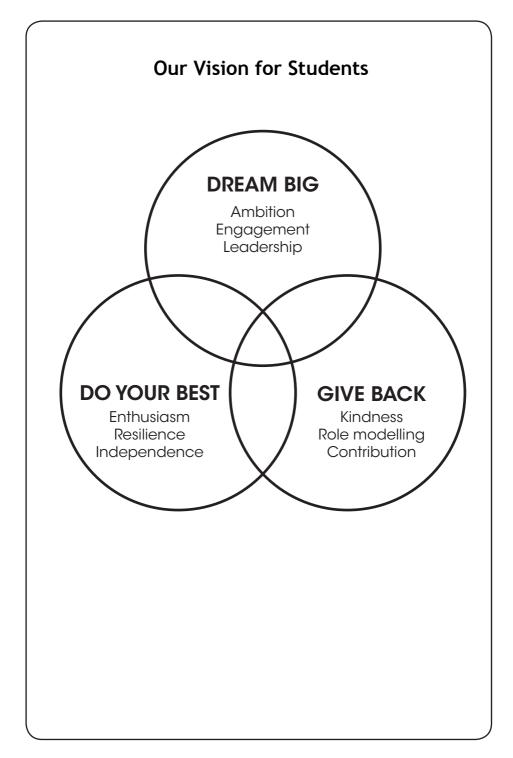
Behaviour for Learning Profile

This is how your teachers will assess your effort

	1	2	3	4
Resilience	You always show keenness and commitment to improve. Excellent concentration. You are rarely off task.	You often show desire to improve. Good concentration.	You sometimes show desire to improve or to attempt learning tasks. You are often distracted.	You show little or no interest in your learning. You are frequently off-task.
	You always respond positively to challenging activities.	You tend to respond positively to challenging activities.	You tend to respond negatively to challenging activities.	You generally reject challenging activities.
Independence	You start learning readily. You plan your own learning.	You may need help but rarely require pressure to attempt learning tasks.	You often require pressure, rather than encouragement, to attempt tasks.	You normally require pressure to attempt learning tasks.
	You frequently identify problems to resolve, and frequently ask questions to promote your own learning.	You often think about how to approach a learning task. You often ask questions to promote your learning.	You are reluctant to approach learning tasks without supervision.	You do not engage with tasks without supervision. You generally respond negatively to support offered.
	You organise time effectively and prioritise actions. You meet all deadlines.	You rarely miss deadlines.	You often miss deadlines.	You miss most or all deadlines.
Response to feedback	You actively seek, respond positively to, and act upon feedback.	You are willing to act upon feedback, when given.	You sometimes try to act on feedback.	You show little or no interest in feedback. You do not attempt to act on feedback.
	You actively endeavour to learn from setbacks and mistakes.	You may need support, but you often try to learn from setbacks and mistakes.	You normally need supervision to rectify errors and / or learn from mistakes.	You generally respond negatively to setbacks and mistakes.

BEHAVIOUR FOR LEARNING (B4L)

EXPECTATIONS

As students you are required to meet the expectations of the school, and need to know precisely what these expectations are. You also need to know that our expectations are the same throughout school and are consistent from one week to the next.

| ACTIONS | → will lead to → | CONSEQUENCES |

| ACTIONS |

We believe the actions of pupils fall under these four subheadings:

A0	Actions pupils do that affect their own learning, wellbeing and that of others
A1	More serious or escalation of actions pupils do that affect the learning of other pupils, their wellbeing and that of others
A2	Actions pupils do against the ethos of the whole school
A3	Actions pupils do in school or in/involving the wider community, which could/does harm themselves or others

CONSEQUENCES

- Verbal, Written warnings
- Breaktime, Lunchtime, Afterschool detentions
- Extended HOF/HOH/SLT detentions
- Internal Exclusions
- Exclusions
- Any other consequence deemed appropriate

Our Vision for Students

DREAM BIG

Ambition
Engagement
Leadership

DO YOUR BEST

Enthusiasm
Resilience
Independence

GIVE BACK

Kindness
Role modelling
Contribution

'CHILD PROTECTION'

If you need to talk to an adult:

If you want to talk to an adult but are not sure who to talk to, you can try:

- Your tutor/HoH/Assistant HoH/Head of Yr 7/Assistant Head of Yr 7
- The Centre staff
- Mrs Tester (Natalie)
- Ms Fairs
- Mr Mailey
- Mrs Thomas
- Mr Rogers
- School Counsellor
- School Nurse
- School Chaplain

Please be aware that we will have to pass on anything that we are really concerned about to another adult.

Expectations in Lessons

High expectations in lessons are the key to good work and behaviour. Students are required to follow these four expectations in class, together with any other requirements from the teaching and support staff.

- **BE PUNCTUAL** in particular, move from one lesson to another promptly, ensuring you are on time and ready to learn.

- **BE PREPARED** in particular, taking coats off, putting bags under chairs, getting books out, being punctual, bringing equipment required

- **BE CONSIDERATE** in particular, being polite, being silent when teacher or pupil talking to the class, putting chairs under tables at end of lesson, not chewing, eating, or drinking unless given permission to do so in classrooms (see page 17), ensuring others can work hard/are not distracted, ensuring rooms are left tidy and litter free

- **WORK HARD** in particular, present work neatly, complete all TRIO work as expected; homework to be completed on time; lessons end when teachers say – not before

To and From School

Buses: Students who use buses should queue properly and behave courteously to other passengers. Normal School Rules in terms of courtesy, safety and consideration for others apply on the buses. Failure to behave appropriately on the buses will lead to an automatic ban.

PUNCTUALITY
Monday to Thursday - bells ring at:
8.40 (for start of school at 8.45)
11.10 (for end of break and Lesson 3 at 11.15)
13.30 (for end of lunch and Lesson 5 at 13.35)

Friday bells - ring at:
8.40 (for start of school at 8.45)
11.25 (for end of break and Lesson 3 at 11.30)
12.50 for end of lunch and Lesson 5 at 12.55)
If you are late three times parents/guardians will be notified via an email and you will be placed in school detention.
Every subsequent late will result in an after school detention until a clear term without lates is achieved.
Lateness to registration and assemblies will be recorded and monitored by your tutor and House or Year Team.
Lateness for lessons will be recorded and monitored by your teachers and will be treated in the same way as above.
Do not visit your locker between lessons or after registration/assembly.
The school cannot take responsibility for students who are on the site before 8.30am.

LUNCHTIME
 • You are expected to stay in school at lunchtime

EATING OF FOOD IN SCHOOL
Hot food must be eaten in the Canteen/Dining Hall. All other food should be eaten in designated eating areas only.
Food or drinks should not be consumed either in lessons or between lessons.
Drinking: **Water bottles** may be taken into all classrooms (except for ICT, Science and other rooms where signs ask students **not** to).
Food or drinks must not be taken into assemblies
Chewing gum is not permitted in school.
Payment for food in the Canteen/Dining Hall is made using a four-digit code provided to students.
Biometric finger scan technology will be reintroduced during the 2022-23 academic year.

ILLNESS
If you are ill, obtain permission from your teacher and report to the First Aider based at Student Reception. **You must not phone parents yourselves and ask them to collect you because you feel ill.** If the First Aider thinks you should be sent home your parents/guardians will be contacted. You cannot be sent home without their permission. The First Aider cannot give out paracetamol unless they have been provided by your parents/guardians with written signed permission.

ALL FORMS OF MEDICATION:
These should not be carried around the school (except inhalers). You will need to collect a permission sheet from the First Aider in the Student Centre for your parents/guardians to complete. Hand the completed sheet plus your medication to the First Aider for safe keeping.

ABSENCE

If you are unable to come to School, please ask your parents/guardians to phone the dedicated absence phone line preferably before 9.30am on each day of absence: **01275 841374 (available 24 hours) or Email: Attendance@gordanoschool.org.uk**

ABSENCE – ACTION ON YOUR RETURN
- You are responsible for catching up on work missed
- Ask for help from a friend and if necessary make an appointment with your teacher
- Try to catch up with all work missed within a week of returning to school
- This also applies to homework missed because you have been absent from school

SIGNING OUT (e.g. for medical appointments etc.)
- We must have parental permission either by letter or email to the Attendance Team.
- Ask for permission to leave lesson at the appropriate time. There will be a note on the register so your teacher knows you have permission to leave.
- Go to Student Reception before leaving the site. All students must sign out at Student Reception.
- When returning to school all students must sign back in at Student Reception.

LOST PROPERTY
ALL EQUIPMENT AND CLOTHES, WHICH YOU BRING TO SCHOOL, SHOULD BE CLEARLY NAMED
The lost property room is situated in Student Reception in The Centre. You may claim items you have lost by enquiring there. You may do this at break time each day. If your equipment and clothes are labelled, they will be returned to you.

OFFICE DUTY
If you are in Years 7 to 8, you will be asked to do a duty in The Student Centre for up to four periods in the year. Your tutor will tell you when the duty is and what the duty will entail.
- You will need to see the teacher of the lessons you will miss to see if they want to set work for you. If they do not, take a book to read
- Report to The Student Centre at the beginning of the period

BEING RESPONSIBLE
If you are required to miss lessons for any reason (e.g. House Council work, Drama rehearsals, Music lessons, sport matches etc.) please ensure:
1. You do your best to attend the practice/rehearsal etc. – the member of staff organising the event will be expecting you to turn up. If you cannot attend for any reason, please offer your apologies to the member of staff concerned **IN PERSON** at the earliest opportunity
2. Inform the teacher(s) of the lesson(s) you will be missing **before** the event

EQUIPMENT
Every day, in addition to sportswear and books needed for the day, you should bring:

Pens (black/blue/purple)	Ruler	Protractor
Pencils	Eraser	A refillable water bottle
A highlighter	Scientific Calculator	
A glue stick	Pair of compasses	

Tippex is not permitted in school. Items of equipment should have your name and tutor group on if possible.

THE SCHOOL LIBRARY
Opening Times:
Library
Monday - Thursday   08.15 – 16.15

Friday   08.15 – 15.45

At break, lunchtime and after school you may use the library to read, borrow and return books, do homework, find information and use the computers and photocopier. The librarians will be there to help you.

Further information on the library can be found on the Firefly page, under Student heading.

All text books incur a charge if lost.

USE OF THE ICT NETWORK
Students can access the school computers before registration, during lunchtime and after school where there is staff supervision in the rooms.
The Library computers can be booked through the librarian. Use the computers responsibly and appropriately.

Inappropriate behaviour will not be tolerated. This includes:

- Sending or displaying offensive messages or pictures
- Accessing undesirable material – if in doubt ask
- Violating copyright laws – if in doubt ask
- Using someone else's password
- Trespassing in someone else's folder, work or files
- Intentionally wasting time and paper
- Employing the network for commercial purposes
- Installing programmes without permission

Please respect equipment and always report any problems.

FAMILY HOLIDAYS IN TERM TIME
As of 1st September 2013 the law no longer gives any entitlement to parents to take their child on holiday during term time and Headteachers can no longer grant any extended leave of absence during term time unless there are exceptional circumstances.

If the Headteacher does not authorise an absence but the child is still absent, then the absence will be recorded as unauthorised and may result in a Penalty Notice Fine being issued.

ANTI-BULLYING
If you are a victim of bullying or see someone else being bullied, tell a member of staff. The incident will then be dealt with. Bullying is unacceptable at Gordano and it will not be tolerated.

ADVICE FOR STUDENTS WHO ARE BEING BULLIED
- Talk to fellow students about the problem
- Talk to a member of staff
- Talk to your family
- Try not to give in to the demands of the bully

WHAT STUDENTS WHO SEE BULLYING SHOULD TRY TO DO

- Do not allow anyone to be deliberately left out of a group
- Do not smile or laugh when someone is being bullied
- Encourage the student who is being bullied to tell a member of staff what is happening
- Encourage the bullied student to join in with your activities or groups
- If you feel confident enough, tell the bullying students to stop what they are doing
- Show the bullying students that you do not approve of what they are doing

THE BOTTOM LINE

The law of the land applies at Gordano School just as it does everywhere else. So, there are some things which are forbidden, not just because we may disapprove of them but because they are against the law.

These include:

Physical violence	Smoking, tobacco and e-cigarettes/vapes/vape oil
Truancy/being off-site without permission	
Dropping litter	Threatening behaviour/physical violence
Drinking alcohol	Sexist/Racist/Homophobic/Transphobic behaviour
Damage to property	
Betting and Gambling	Sexual misconduct – verbal or physical
	Substance abuse and misuse
	Any other activity deemed unlawful

MENTAL HEALTH

If you or any pupil you know of is worried about or suffering from a mental health concern (i.e. worry, stress, self-harm etc.) please tell us.

We advise that you speak to your Tutor, Head of House/Year, Assistant Head of House/Year or a member of staff you feel comfortable speaking to and together we will do all we can to support you or the person you are concerned about. We have access to a number of people and groups in order to do this.

- Youth Hub – every lunchtime
- School Counsellors – Every day (Speak to Head of House/Natalie Tester/ Mr Mailey/ Mr Rogers/ Mrs Thomas/ Ms Fairs if you would like to see the School Counsellor)
- School Nurse – Thursdays 10.30am to 1.30pm
- School Chaplain
- Assistant Heads of House / Year 7
- Student Support
- Kooth online
- OTRnorthsomerset.org.uk

2022-2023 UNIFORM REQUIREMENTS: YEARS 7 – 11

Please ensure that all items of uniform are clearly marked with your child's name and tutor group.

HAIR STYLES must be neat and tidy. Extremes of fashion must be avoided. Use of hair dye to achieve an unnatural, two-toned, streaked or bleached coloured look is **not** permitted

MAKE UP or nail varnish in Year 7 - 9 is **not** permitted. Please see page 14 for expectations for Years 10 and 11.

JEWELLERY - Expensive jewellery should not be brought to school. Staff reserve the right to ask students to remove make-up/jewellery that they consider to be inappropriate for school. The guidelines for what jewellery is permitted are outlined below.

BODY PIERCING: For Health and Safety reasons, the School does not permit body piercing apart from one pair of small (maximum of 5mm in diameter) stud or sleeper earring in the ear lobe.

OUTDOOR COATS – are allowed to be worn over the blazer and should be predominantly one colour. They should NOT have large badges or logos. They should be plain in style and not made from denim material. Coats may be worn as additional items of clothing – not instead of the school blazer. **Hoodies are not permitted as outdoor coats including the school PE hoodie. Hoodies and inappropriate coats will be confiscated, returned to students at the end of the school day and parents/guardians informed.**

If a student arrives at school with incorrect uniform their tutor will issue a detention on ClassCharts informing them that they must report to the Focus Room at break time. Should the uniform issue persist, their Head of House or Head of Year 7 may send the student home to change, having first contacted the parents/guardians, or remove the student from learning with their peers until a suitable alternative can be found.

Uniform can be purchased from Price and Buckland via their website https://shop.price-buckland.co.uk/gordano or from The Sports Shop, Portishead.

	Navy & Grey Style Uniform for Year 7 – 11
JACKET/BLAZER	Navy with white piping/navy lining to be worn at all times whilst on the school site or during a school trip unless staff have given permission not to wear it. **Only School Award pin badges are permitted to be worn on the blazer.**
CLIP ON TIE	House coloured clip-on tie which must be worn appropriately at all times whilst on the school site or during a school trip, i.e. clipped onto the shirt to cover the shirt, with the top button fastened properly at the neck.
SHIRT	Plain white shirt (long-sleeved or short-sleeved), with no fashion elements, and a button collar with the top button fastened and shirt tucked in at all times. **WEARING OF COLOURED T-SHIRTS UNDER SHIRTS IS NOT PERMITTED**
TROUSERS	Charcoal grey and of a length, material and style appropriate to an academic working environment with no fashion elements. *No cords, chinos, jeans, leggings, jeggings, tight lycra/tight-fitting trousers or pockets on legs, zipped pockets, very narrow or very wide bottomed trousers. Belts must be plain black and pass through loops on trousers. Trousers should not be tight fitting from the knee down.*
SKIRT	Charcoal knee length pleat skirt. **No tube, lycra, skater style or elastane skirts.** Skirts must not be shortened at any time.
SHORTS	Charcoal knee length shorts. Shorts must not be rolled up. *Our suppliers for skirts and trousers are Price and Buckland (online) and The Sports Shop (on Portishead High Street). If you wish to buy skirts or trousers from another supplier please check that they conform exactly to the same colour and specification as those available from our official suppliers.*
JUMPER (optional)	Grey with contrast navy blue V-neck stripe.
SOCKS	White, black or grey ankle socks (no colours).
TIGHTS	Black, natural or navy opaque.
	Socks or tights must be worn at all times. Socks must not be worn over tights.
SHOES	Plain smart leather black shoes of a suitable design that can be polished. **No high heels/sling backs or open toes. SHOES WITH CANVAS OR FABRIC UPPERS ARE NOT PERMITTED.**
JEWELLERY (optional)	Maximum of 1 pair of earrings (1 stud or sleeper no bigger than 5mm in diameter in each ear lobe), 1 necklace, 1 bracelet, 1 ring on each hand, 1 watch. **No facial piercings, spacer style or spiked earrings allowed.**
MAKE UP	Only students in Year 10 & 11 may wear *discreet* make-up but nail varnish, false nails or false eyelashes are **NOT** permitted in any year group. Students with excessive make-up will be asked to remove it.

ELECTRONIC RESOURCES

School IT System

Students need a password and user ID to get onto the School's network.

User ID: Year of joining school (If student joins late, this will be the year their Year
           Group joined the School), plus their name
           For example, 06Davidjones

Password: You should set yourselves a password which is easy for you to remember, but
          which others will find difficult to guess.

Firefly

All homework and independent learning is set on Firefly, which you can access on the
internet from school or home, or via the Firefly App.

Students' log-on for this system is via gordano.fireflycloud.net, or via the link on the
school website.

The details of your personal log-on name will be shared or confirmed at the start of the
academic year.

School Email system

All students are given their own school based email. Email addresses will normally be of
the form:

First initial, first and second letter of surname, date of birth. For example
DJO0108@gordanoschool.org.uk is the email address for David Jones, born 1st August
2001. Where there is an exception to this, students will be informed.

Microsoft Office 365

Accessing Office 365 resources: using the following URL www.office.com sign in using your
school user name and password (username example – 8tomjones@gordanoschool.org.uk)

The next screen is the schools access screen; your school username should already be
displayed. Enter your school password once more to complete the connection.

Once access is completed, you will find all the Office 365 resources available to you displayed.

Remote desk top (RDS)

On Firefly under the heading of Resources – Students navigate to the Remote Access page;
download the RDS for Students.rdp link

Save this to your home devices desktop for ease of access. Click on the link to start your
remote connection process, at the first blue screen click OK and then on the second blue
screen sign in as if you were in school i.e. your school user name and password.

Once connected you will have all the school resources available to you.

Logging off: click on the Windows Flag (bottom left of your screen) followed by the 'Power'
option, select the 'Log off' to end the session.

A full Guide is available to download from the Remote Access page on Firefly.

ELECTRONIC RESOURCES

CLASS CHARTS

Class Charts allows you to keep track of your achievements, behaviour and detentions and check your attendance.

You can access it via the Class Charts website, or through the iOS and Android apps.

The student website and links to the apps can be found here:
www.classcharts.com/student/login

The app logo looks like this:

Instructions on how to set up your account are shown below.
Your tutor can provide you with your access code if you have forgotten it.
Your parents can also get in touch with your tutor to get their access code resent to them if they have forgotten their code.

1. Enter your email address and password into the fields provided.

Access code *
Your access code

Please enter the access code supplied by your teacher.

☑ Remember me

2. Click on the Log in button.

LOG IN

3. Enter your date of birth if prompted and click on the OK button.

Date of birth

Please enter your date of birth below.

Date of Birth
12/06/2009

OK   CANCEL

Student Acceptable Use Agreement

The Acceptable Use Agreement is signed by students when they start Gordano School, and a copy is included in this handbook as a reminder that students need to use ICT systems in a responsible way.

School Policy
Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:
• that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
• that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that all members of the student body will have good access to digital technologies to enhance their learning and will, in return, expect each member of the student body to agree to be responsible users.

Acceptable Use Policy Agreement
I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:
• I understand that the school will monitor my use of the systems, devices and digital communications.
• I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
• I will be aware of "stranger danger", when I am communicating on-line.
• I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
• If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
• I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:
• I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
• I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and thereby prevent other users from being able to carry out their work.
• I will not use the school systems or devices for on-line gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones / USB devices etc.) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include the removal of my ability to send emails, loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

Breach of Acceptable Usage Policy: Action Flowchart

Cyber bullying
Refer to the School's anti-bullying policy

Breach of AUP
Refer to the AUP Breach examples below for more information

Staff
(action by one or more of the following:)

Head of House

Deputy Headteacher (Safeguarding Lead)

Possible Sanctions

A0/A1/A2/A3 Record

Device confiscated

Access to Email/Network revoked

Parent/Guardian informed

Logged on permanent record

Further sanctions apply in accordance with the school behavioural policy.

Examples of AUP breach

1. Attempting to access anyone else's school account.
2. Using technology in lessons without permission.
3. Attempting to access inappropriate websites.
4. Tampering with other people's devices/accounts/documents.
5. Posting or sending offensive or inappropriate messages.
6. Taking, publishing or uploading images or videos of others without their permission.
7. Attempting to by-pass school filtering system.
8. Receiving or transmitting material that infringes the copyright of another person or which is against the Data Protection Act.

Severity of offence

ANTI BULLYING

If you feel you need to talk to an adult or you think you are being bullied:

If you are not sure who to talk to, you can try:

- A teacher
- Your tutor
- Your Head of House / Year
- Your Assistant Head of House / Year
- Mr Reddrop
- Mrs Thomas
- Mrs Tester (Natalie)
- Mr Mailey
- Mr Rogers
- Report through Student Concern Log on Firefly

Please be aware that we might have to pass on anything that we are really concerned about to another adult.

ANTI BULLYING

If you feel you are being bullied; always remember: Take….

A – Avoid any confrontation
C – Copy any evidence down
T – Talk to a responsible adult or mentor
I – Indicate where it is happening
O – be 'Open and honest'
N – Never give up hope

Gordano School, St Mary's Road, Portishead BS20 7QR
Tel: 01275 842606
Email: mailbox@gordanoschool.org.uk
Web: www.gordanoschool.org.uk
Absence line: 01275 841374
Email: attendance@gordanoschool.org.uk