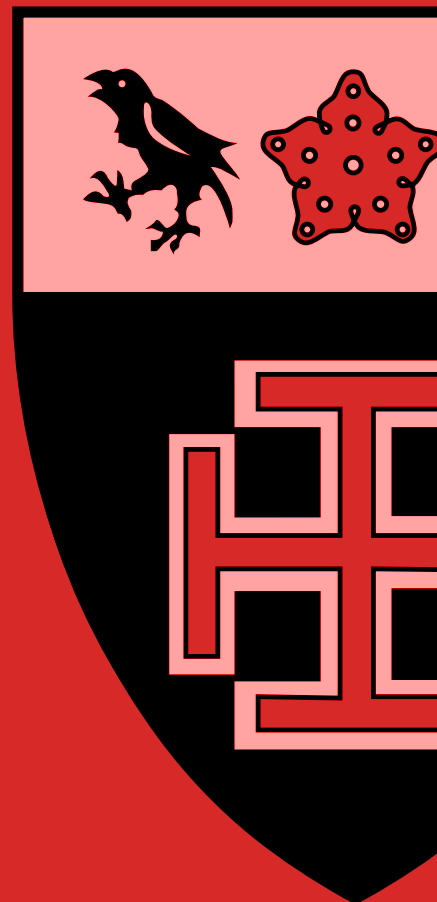


# ST BENEDICT'S SCHOOL

a m i n i m i s i n c i p e

## JUNIOR SCHOOL PARENTAL HANDBOOK



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# FROM THE HEADMASTER



Dear New Parents,

I am delighted to welcome you to St Benedict's School and also extend a special welcome to those of you who are joining our Catholic Benedictine community. As a Roman Catholic school, we are committed to educating young people for this world and the next, and so central to our mission is the religious and Benedictine ethos. We want our boys and girls to embrace challenge and make the best use of their talent as they engage in a broad range of academic and co-curricular activities. I hope that you enjoy watching your child's/children's development during the course of the year ahead and also immerse yourselves in the life of our school community.

This Handbook is intended to provide useful information about the character and organisation of the Junior School. Please take time to read the key points and use the handbook as a point of reference for the academic year ahead.

Yours sincerely,

A handwritten signature in black ink that reads "Rob Simmons". The signature is written in a cursive, flowing style.

Rob Simmons  
Junior School Headmaster



# MISSION STATEMENT

St Benedict's aims to be an outstanding coeducational Catholic school, offering an excellent all-round education and encouraging principled leadership.

St Benedict's aspires to the highest possible academic standards. Pupils are motivated to be independent learners, inspired to be active participants in their learning and achieve excellent academic results, thereby enabling them to secure places at top universities and colleges.

St Benedict's seeks to recognise the gifts and talents of everyone in our community, where all can explore and develop their full potential from the smallest beginnings (*a minimis incipe*). High quality pastoral care and an excellent programme of co-curricular activities support personal development. There are many opportunities for service and leadership, in the religious life of the school and in the activities we offer – from sports to performing arts, and outdoor pursuits, among many others.

St Benedict's has at its core the Rule of St Benedict. This means that, as a Christian community, we work to:

- Show love and forgiveness
- Offer mutual service within the school and in the wider community
- Understand the importance of stability in relationships
- Have the humility to listen and show thoughtful obedience
- Live with the discipline of a daily routine with regular times for prayer and reflection
- Show care for those we live and work with, as well as a sense of stewardship of the environment



ST BENEDICT'S SCHOOL  
a minimis incipe

# SCHOOL POLICIES

The School's Terms and Conditions and Parental Handbooks are supported by our School Policies which parents should familiarise themselves with. School Policies can be viewed on the website [www.stbenedicts.org.uk/policies](http://www.stbenedicts.org.uk/policies) or copies may be requested from the School Office. All School policies are reviewed annually.

## CODE OF CONDUCT

The Code of Conduct is based on the Gospel values that inspired the Rule of St Benedict. It is intended as a guide to help us achieve the highest standards. The Code of Conduct is supported by our Mission Statement.

Our Code of Conduct: (which applies to all members of our Community)

- **S**elf-discipline is at the heart of all our behaviour
- **T**reat others as we would wish to be treated and respect their property
  
- **B**e prepared to listen and let others learn
- **E**ndeavour to work to the best of our ability at School and at home
- **N**o tolerance of theft, harrasment, violence or drugs
- **E**nvironmental respect (NO litter, chewing gum, spitting or graffiti)
- **D**iscussions should be respectful and ordered
- **I**ncidents should be reported to the appropriate person
- **C**are and compassion for all
- **T**he highest standards of presentation are expected in work and dress
- **S**anctions are fair and consistent
  
- **R**esponsibility for the right equipment
- **U**nderstanding that we are a School of the Lord's Service
- **L**istening to and acting on the advice of others
- **E**ducation of the whole person (body, mind and spirit)



# THE SCHOOL DAY

## ARRIVAL

Supervision begins at 8.00am. All pupils must arrive in full School uniform and enter via the Junior School entrance, 5 Montpelier Avenue, W5 2XP.

From 8.30am onwards, pupils make their way to the Form Rooms, where they will be greeted by their Form Tutor.

All Pre-Prep children should be handed over into the care of the Duty teacher.

There is a Breakfast Club from 7.30am-8.00am which is available for an additional fee.

## LATE ARRIVAL

Pupils arriving late (i.e. after 8.40am) must always report to the Junior School Office before making their way to their Form Room.

## DEPARTURE

At the end of the School day pupils will be accompanied outside by their Form Tutor. Notice must be given in writing if there is a change to the person collecting your child. A permission to collect form must be completed on-line for every person other than parents collecting your child (once per year). If parents are not visible pupils should wait with their Form Tutor. Pupils must never leave the School unaccompanied unless prior permission has been obtained from the Junior School Headmaster.

## TIMINGS

Arrival	by 8.40am
End of School Day	3.30pm for Pre-Prep 3.45pm for Juniors (except on Monday when Games for Form 1 and Form 2 finishes at 4.30pm and on Friday when all children finish at 3.30pm)*
Hobbies	begins at 3.30pm for Pre-Prep and 3.45pm for LP - F2 Monday to Thursday (no hobbies on Friday) finishes at 4.25pm (with the exception of Cooking, Football and Ju-Jitsu)
After School Club	Session 1 - begins at 3.30pm and finishes at 4.30pm Session 2 - begins at 4.30pm and finishes at 6.00pm** Both of these sessions are chargeable

\*Children not collected within 10 minutes of dismissal of a school day will be sent to After School Club and a charge will be incurred.

\*\*Please also note that all children must be collected by 6.00pm or additional charges will be incurred.

## ASSEMBLY

Monday:	8.45am Assembly
Thursday:	1.00pm - 1.25pm 'Certificates and Awards'
Friday:	8.50am - 9.20am Assembly led by a class (Fortnightly)

## MASS

Form masses are held termly in the Junior School Hall, to which parents will be invited. There is an opportunity to review their child's RE books at the end.

Whole Junior School masses are held in the Abbey Church.

Nursery and Pre-Prep children attend mass once per half term.



# SCHOOL REGULATIONS

## CONTACT INFORMATION

Junior School Office	020 8862 2050
Email	<a href="mailto:juniorschool@stbenedicts.org.uk">juniorschool@stbenedicts.org.uk</a>
Office Hours	8.00am to 6.00pm.

When a child first joins the Junior School there are always many questions for parents to ask. We have tried to answer some of them here but do contact us if there are other things you would like to know. Throughout your daughter or son's time at St Benedict's we welcome close links because the better we know you, the more we are able to communicate constructively about your child.

- Much of the day-to-day communication with the School is conducted through brief notes in the Prep Diary.
- Any concerns, queries or anxieties relating to your daughter or son's welfare and academic progress should, in the first instance, be addressed to the Form Tutor, who is primarily responsible for your child and coordinates all information about her/him. Alternatively, other senior staff are always available.
- If you wish to meet a teacher, you are asked to make an appointment through the Junior School office setting out the nature of the enquiry.
- The *Thursday Post* is published on the School's portal (Firefly) each Thursday afternoon. This communication contains important information about the upcoming week, as well as e-copy letters and other notices.

## ABSENCE FROM SCHOOL

All absences should be notified to the School by 8.30am on the first day of an absence. Please email [jsattendance@stbenedicts.org.uk](mailto:jsattendance@stbenedicts.org.uk) to inform the School, so that we have a written record of the reason for the absence.

If you know that your child is going to be absent from School for a dental or doctor appointment, please also email [jsattendance@stbenedicts.org.uk](mailto:jsattendance@stbenedicts.org.uk).

## HOLIDAYS IN TERM TIME

Holidays in term time are strongly discouraged and should be taken only in exceptional circumstances and then only with the Headmaster's prior approval.

The School's Attendance Policy is available on our website ([www.stbenedicts.org.uk/policies](http://www.stbenedicts.org.uk/policies)) or upon request from the Headmaster's Personal Assistant.

## PERSONAL PROPERTY

We recommend that expensive items of personal property are not brought to School. If brought to School the pupil is responsible for the security and safe use of his/her personal property including money, mobile electronic devices, watches, computers, musical instruments and sports equipment and bicycles.

Bicycles on the School premise must be locked securely. Bicycle insurance is a parental responsibility.

***THE SCHOOL DOES NOT ACCEPT ANY RESPONSIBILITY FOR SUCH ITEMS***



## **SCHOOL PROPERTY**

Pupils are responsible for all property lent to them by the School. Any damage to School property should be reported immediately to the Form Tutor/Subject Teacher. If damage is caused by misbehaviour, a bill may be sent to the parents. All text and exercise books should not be defaced. If defacement occurs, a replacement charge will be levied.

## **LOST AND FOUND**

Lost property should be given to a teacher who will place it in the Lost Property storage area in the Junior School office. We ask that all clothing and equipment is labelled, as it enables us to easily return items to their owners. Lost Property is processed weekly by a parent volunteer. Items that remain unclaimed after two weeks will be donated to the Second Hand Uniform Shop.

## **SCHOOL TRIPS AND TRANSPORT**

All School journeys and trips require consent from the pupil's parents. No pupil will be allowed to take part in a trip without permission from a parent.

Unless advised otherwise, parental consent is assumed for the pupil to travel by any form of public transport and/or in a motor vehicle driven by a responsible adult who is licensed and insured to drive a vehicle of that type, for example when travelling to or from the games field by School Coach.

## **MEDICAL MATTERS**

The School will endeavour, whenever possible, to support children with specific medical conditions on the following basis:

- all relevant information should be supplied by the parents.
- the administration of medicines etc. must be requested in writing and is undertaken on a voluntary basis. Medication will not be given without specific written instructions.
- medication should not be taken without the express knowledge of the Form Tutor or the Junior School Nurse.
- medication should only be brought to School when absolutely essential and lodged with the Junior School Nurse, who will make arrangements for access.

Pupils must not be sent to School if they are unwell. If a pupil has a bug, they must remain at home for 48 hours following the last episode of vomiting or diarrhoea.

Aspirin cannot be given to a child unless prescribed by a doctor. Staff cannot give non-prescribed medication to children. Parents may authorise the School to supply appropriate painkillers (e.g. Paracetamol). However, this permission must be in writing.

The Junior School Nurse keeps a list of children with Special Medical Conditions. Where there are long-term medical needs the School may draw up a written Health Care Plan.

We are a nut free School. Pupils may not bring any nuts or sesame seeds into School as a snack or part of their lunch. If your child has allergies, we will assist them in choosing appropriate foods. If these allergies are severe or multiple we advise your child brings in a packed lunch as we will not be able to cater for individual diets.





# THE HOUSE SYSTEM

Once in Pre-Prep 3 pupils will be allocated to one of four Houses.

<b>BEDE</b>	(St Bede)
<b>FISHER</b>	(St John Fisher)
<b>GREGORY</b>	(St Gregory the Great)
<b>MORE</b>	(St Thomas More)

In every form there will be a number of children from each House, giving children a strong link with their peers in other forms.

As well as House points every week there are Inter-House events such as sports competitions in athletics, cricket, hockey, netball, rounders, rugby and swimming.

A House Captain for each House is appointed by the Headmaster at the beginning of each academic year.

## HOUSE POINTS

The House Points system operates throughout the Junior School from Lower Prep to Form 2. House points will be awarded for academic performance, contributions to the co-curricular life of the School, effort, general good behaviour and service to the School. Awards are given for achieving 50, 100, 150, 200 and 250 House points. Children receive different House Point certificates according to the following number of House Points awarded:

- 50 = Bronze award
- 100 = Silver award
- 150 = Gold award
- 200 = Diamond award
- 250 = Platinum award

The Headmaster awards these certificates at Whole School assembly on Thursday of each week when the appropriate total is reached.

The Form Tutors calculate the number of House Points awarded for each of the House groups and the Inter-House trophy is then awarded at assembly.

House points are awarded for positive effort and achievement beyond what is recognised to be standard for the individual child concerned and is therefore truly praiseworthy. A point may be awarded if a child:

- excels, taking into account overall ability, through the effort expended on a task.
- excels, taking into account overall ability, in the presentation of a piece of work.
- has continued to perform in an academic area to the best of his/her ability and consistently so throughout a school year.
- has improved significantly in an area of study.
- has, by attitude or actions, provided good example to others.



# ACADEMIC MATTERS

## **FIREFLY**

At the start of term, parents will be given a username and password to access the school's online portal, *Firefly*.

*Firefly* will be used to:

- inform you of the prep set for your daughter/son so you can monitor completion of prep at home.
- provide information about lesson content if they miss a lesson.
- provide information about your daughter/son's timetable on any given day.
- provide information about the curriculum your daughter/son will follow in each subject.
- provide access to additional resources in each subject.
- plan appointments for parents' evenings.
- provide half-termly tracking information to show how your daughter/son is progressing in each subject.

## **REPORTS**

There are two types of reports at St Benedict's:

- Full reports (core subjects in December and all subjects in July)
- Academic tracking and Effort report mid-year (Lent Half-term)

### ***Full Reports***

These are extensive reports on pupil progress. They will include the child's areas for Celebration and areas for Development. They will also include current academic Levels (in Key Stage 2 - Lower Prep and above) and Effort grades for all children from Pre-Prep 2 to Form 2.

The report in November will take account of the Baseline tests completed in September and will report on the core curriculum areas, which include Religious Education, English, Mathematics and Science.

In July, all curriculum subjects will be included.

### ***Academic Tracking Reports***

These reports will be sent out during the Lent half-term and will contain academic tracking showing pupil progress in the core curriculum subjects (in Key Stage 2 Lower Prep and above) and Effort grades for all children from Pre-Prep 2 to Form 2.

## **PARENTS' EVENINGS**

Parents' Evenings take place three times a year, online and in person: the first, during early October; the second in late February/ early March; and the third (in person only) towards the end of June. On these evenings parents have an opportunity to discuss pupil progress with the Form Tutor and other specialist teachers.

In November, March and June, there is an Open Morning to give parents and grandparents an opportunity to see the children in class during lessons. An invitation with details of these events will be sent in advance.



## **LEARNING SUPPORT**

St Benedict's is committed to the provision of high standards of education for all its children. This includes the identification and assessment of children with additional learning support needs. All members of staff have a shared responsibility to provide for children with additional learning support needs under the guidance of the Head of Learning Support and the direction of the Governing Body and the Headmaster.

A child has special educational needs if she/he has a learning difficulty which calls for special educational provision to be made for her or him.

## **TRANSFER TO THE SENIOR SCHOOL AT 11+**

The vast majority of Junior School pupils transfer to the Senior School at 11+. However, transfer to the Senior School is subject to pupils making satisfactory progress. It is for the School to deem whether progress is satisfactory or not. The parents of children who are not being offered a place in the Senior School will be informed in Form 1 (Year 5).

# MUSIC

## **PERIPATETIC MUSIC LESSONS**

Many pupils have individual or small group tuition in a particular musical instrument. They come out of class for these lessons and are collected by their music teacher. Form Tutors and children are given a copy of the timetable for instrumental lessons.

# SPORT

## **GAMES**

Pre Prep 1 and Pre Prep 2 Game take place on the School Astro pitch.

Pre Prep 3 to Lower Prep Game take place at the Sports Fields, Monday, 12.45pm-2.30pm.

Upper Prep Games take place at the Sports Fields, Friday, 1.30pm-3.30pm.

Form 1 and Form 2 Games take place at the Sports Fields, Monday, 2.30pm-4.30pm, Friday, 1.30pm-3.30pm.

## **PICK-UP AFTER GAMES**

Pre Prep 3 and Lower Prep

Pupils will return to school from the Sports Fields for normal dismissal time.

Upper Prep to Form 2

Pupils must be collected from the Sports Fields unless parents have pre-arranged their return on the coach.

Parents are responsible for either collecting or making alternative arrangements. Please notify the school office if there should be any change to this. The office team/games staff must have permission from parents that their child is going home with another parent. An email, phone call or a written message in the school prep diary will be required. If we have not received the appropriate authorisation your child will return to School on the coach.

The coach arrives at School on Mondays at 4.50pm and on Fridays at 3.50pm.

## **ABSENCES**

If your child is absent or unavailable for a fixture please notify the school as soon as possible.



## **OFF GAMES PROCEDURES**

If your child is taken ill, the School Nurse may ask that you collect your child early. If your child has an injury the School Nurse may give permission to be “Off Games”. These children are expected to remain at school until the end of the school day.

If your child is well enough to be in School, unless they are “Off Games”, they will be expected to attend games as normal.

## **VALUABLES**

We recommend that expensive items of personal property are not brought to School. If brought to School the pupil is responsible for the security and safe use of his/her personal property including money, mobile electronic devices, watches, computers, musical instruments and sports equipment and bicycles.

## **FIXTURE ATTIRE**

All boys must wear full school uniform when attending a fixture away. Only in exceptional circumstances or when the changing facilities are limited will they travel in their full games kit.

Due to limited changing facilities, girls will travel in their full games kit. Tracksuit bottoms must be worn over the top of their skirts or shorts.

## **FIXTURES & TEAM SHEETS**

Sporting fixtures are listed in the school calendar and up to date information e.g. teamsheets are also available on SOCS\*. Most fixtures take place on Mondays and Fridays, although there are some exceptions.

It is the responsibility of the parent to check the team sheet to find out whether your daughter/son is playing.

U11 = Form 2

U10 = Form 1

U9 = Upper Prep

\*Team sheets are available to view on our sports website. Access our sports website by clicking on the Sports Information tab on your Firefly dashboard or directly via the website <http://www.stbenedictssport.org.uk/>

The website will display what is on, where and when. Set out below are some guidelines to help you navigate the site:

- You can select Sports Calendar via the main menu, select the day you are interested in and then click the details link. This shows the venue, and if we are playing away, you will have a link to the location map of our opponent’s school. You can also see the team selected for the fixture. In general, we aim to have the team sheets for a Monday fixture available to view by end of the day on Thursday, and the team sheets for a Friday fixture available to view by the end of the day on Tuesday. It is your responsibility to check whether your child is playing. Please take note of important details such as return time, as if it is an away fixture, your child may be returning to school later than the usual 3.45pm finish.

- From the Sports Calendar you can also click directly through to a team’s fixtures and results listing by clicking the team’s name, for example, click on the Girls-U11.

- The team sheets are password protected. You will need to enter the following password to access:  
benniessport

Parents, family and friends are most welcome to attend sports fixtures.



# GENERAL MATTERS

## **LIBRARY FACILITIES**

The purpose of the Library is to encourage the enjoyment of books, to widen each child's horizons through exposure to a variety of reading material, to familiarise the children with information retrieval techniques and to provide research facilities for form or project work. The Library has extensive fiction and non-fiction holdings, periodical collections, and photocopying facilities to support these aims.

### ***Book Borrowing***

Pupils are required to take out one fiction and one non-fiction book per week during term time. Books are to be returned or renewed each week. Children in the Lower and Upper Prep change books during their Library period, receiving assistance in their selection from the Librarian, Library assistants and their Form Tutor. Children in Form 1 and Form 2 are given other opportunities to change books during the week, including for example Hobby time.

### ***Research Activities***

Pupils are encouraged to make use of the wide range of resources in the Library for class work in Art and Design Technology, History, Geography and Science.

### ***Recreation***

Children are able to visit the Library during lunch break from 12.25pm to 12.45pm, Monday to Thursday each week, for the purpose of browsing, using the research facilities or playing chess. The Librarian is in attendance.

### ***Pre-Prep***

Each Pre-Prep form visits the Library once a week. Nursery and Pre-Prep children can borrow books on set occasions.

## **THE SOCIETY OF PARENTS AND FRIENDS (SPF)**

All parents are automatically made members of the Society of Parents and Friends of St Benedict's, which exists to encourage, promote and foster active communication between the parents, the staff and others associated with the School via events and activities benefitting the education and welfare of all pupils.

The Society of Parents and friends manage their affairs through a committee, for which members are elected each year at an Annual General Meeting, to which all parents are invited.



# FREQUENTLY ASKED QUESTIONS

## Academic and Co-Curricular Matters

### How do I know what my child/ren have for Prep each night?

A Prep timetable will be issued to parents at the beginning of each academic year, stating the subjects covered each night as well as the length of time to be spent on each subject. Pupils should write their Prep guidance in their Prep diaries each night to ensure clarity about the content of the Prep.

### How long should children spend on Prep?

The Prep timetable will indicate a recommended time to be spent on Prep. All children are different and this time will differ for each individual child. Prep should not be a chore and the recommended times should be adhered to even if Prep is not completed.

Form Tutors should be made aware if difficulties arise. Any queries or concerns about the length of tasks set should be communicated to the Form Tutor in the first instance.

### My child is getting too much/too little Prep

Children in every class have wide ranging abilities. Generally, Prep is set to the average/above average level of the class with differentiated activities for those more/less able.

### How can I prepare my child/ren for formal tests and assessments?

Formal assessment is only one way in which we assess your child. We use a range of diagnostic tests at strategic points in the academic year which indicate strengths and weaknesses.

Pupils will be prepared for these tests in School, but they may be asked to complete some practice questions for Prep as part of this preparation.

Your support at home with practice questions would be very helpful.

### What happens at the Year Group presentations for Parents at the start of the school year?

The dates for these induction sessions are set out in the Michaelmas Term Calendar, and each presentation lasts for approximately 40 minutes. The Year Group presentations provide an opportunity for the respective Form Tutors and the Heads of Key Stages to provide an overview of what the children will experience during the academic year. It is also an ideal chance for you to raise any questions that you might have about the curriculum.

### How do Parents' Evenings work?

A 10 minute appointment slot with your child's Form Tutor takes place in their Form Room. You will also have the opportunity to meet specialist subject teachers and peripatetic music staff in the Junior School Hall and the Library. In addition, there will be an informal Parents' Evening during the beginning of the Lent Term when you will be invited to come in and view the children's work, classroom and displays. Form Tutors and Specialist teachers will be available to answer any queries, to talk about general progress and discuss the targets s/he is setting for your child.

## Hobbies and Holiday Clubs

### What is the After School Club?

The club operates from 3.30pm-6.00pm, Monday to Friday during term time only. Parents may book children in on a regular or occasional basis. Bookings are made online via Firefly and must be made by 1.00pm on the day. Charges apply.



**What are hobbies?**

Hobbies are co-curricular activities that take place from Monday to Thursday from 3.45pm-4.25pm. They are available for pupils from PP2 onwards. Pupils in PP2 and PP3 will be supervised from 3.30pm-3.45pm and then taken to their respective hobbies.

Most hobbies are not charged (e.g. Current Affairs Club, Lego Club, Crafts Club, Thinking Skills Club and Board Games). Hobbies requiring the skills of outside agencies are charged (e.g. Cooking, football, Ju-Jitsu, dance and drama). The purpose of 'hobbies' is to give your children an opportunity to experience a wide range of activities they might not have thought of doing before. It also gives them a chance to socialise with children in different year groups and form groups, to share ideas and experiences.

**How are hobbies allocated?**

Hobby information is sent out in advance of the following term and places are allocated as fairly as possible.

We will always endeavour to give children at least one of their choices.

**How are hobbies different to other co-curricular activities?**

Hobbies and other co-curricular activities commence in the second full week of each term and finish in the penultimate week. There may be occasions when hobbies will not take place (e.g. prior to Parents' Evenings.)

**What Holiday Activities are available for the children?**

A Holiday Activities Club operates (Monday to Friday) during each half term, with the exception of Michaelmas half term when this is only available for the first week.

**Pastoral****When is the weekly Junior School Mass held and can I attend?**

Whole Junior School mass times are outlined in the School Calendar and parents are welcome to attend. Seating is available directly behind Form 2 pupils on either side of the aisle and you are very welcome to receive Holy Communion or a Blessing during Communion.

**My child is new to the School. How can I be sure that s/he will not feel lonely during the early part of the academic year?**

On the very first day of the new school year, the new pupils will be assigned 'buddies' who will play with them and guide them around the school until they are comfortable in their new surroundings. In addition the Form Tutor and Specialist Teachers will keep a careful eye on how all of the pupils are settling in the School. If you are concerned about the settling in period, please talk to your child's Form Tutor.



## Sport

### **Do Upper Prep, Form 1 and Form 2 children need to be picked up from the Playing field at Perivale following Games sessions?**

Parents are asked to collect their child from the School Playing Field at Perivale at the end of Games Lessons

i) 4.30pm on Monday for Forms 1 and 2 and ii) 3.30pm on Friday for Upper Prep, Forms 1 and 2.

A bus service will be available to bring pupils back to the main School site at the end of Games lessons. Details concerning the bus service arrangements and charges will be made available prior to the start of the new academic year.

Children selected to play in fixtures against other schools will be given a Team Sheet setting out the pick-up arrangements.

### **Where can information about the sports fixtures be located?**

Team Sheets are sent by email prior to each fixture. Further information is available on the School's Sports notice board.

### **What is the School's approach to use of the Internet for pupils?**

As part of the School's ICT (Information and Communication Technology) curriculum we offer children supervised access to the Internet but before being allowed to use the Internet in School, all children must obtain parental permission. The Internet is an information-rich teaching resource and access to the Internet will enable children to explore information not readily available using traditional methods.

Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Our procedures for use of the Internet at the Junior School are designed to reduce the risk of exposure to such material as much as possible. Our Internet Service Provider offers special filtering that prevents access to known undesirable websites. Whilst our aim for Internet use is to further educational goals and objectives, it is possible that children may find ways to access other materials as well.

However, we believe that the benefits of the Internet far exceed any disadvantages. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using media and information sources. Pupils (Lower Prep upwards) will be given an email address @stbenedicts.org.uk that she/he can access from any Internet access point.

During School, teachers will guide children towards appropriate material coming into School via a dedicated Educational Internet Service Provider. However, outside of School, families bear this same responsibility for such guidance as they do with information sources such as television, telephones, movies, radio and other media.

- We will only use the Internet when our teacher has given us permission.
- We will only send or retrieve emails when our teacher has given us permission and s/he may look at any of our emails.
- We will always keep information about ourselves private when using the Internet. We will never give out our home address or telephone number to any other Internet user.
- We understand that any mail that we send or receive may be read by our Form Tutor so that they can ensure that we are kept safe.
- We will only use Search Engines when our teacher has given us permission to do so. We will only use web addresses and links that our teacher has given us permission to use.
- If we are uncomfortable or upset by anything we discover on the Internet then we will report it to our teacher immediately.
- We will not download files or use newsgroups.
- We understand that if we fail to keep these Internet rules then we will not be allowed to use the Internet in School.







ST BENEDICT'S SCHOOL  
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