



Weldi Network of Healthy School Britain



Cyflwynu Ysgol Iach - Ifforddau Cymru

*Living and learning together
in a motivated, happy, imaginative and caring
community*

**Lakeside Primary School
Ontario Way
CARDIFF
CF23 6HB**

Telephone: 029 20767050

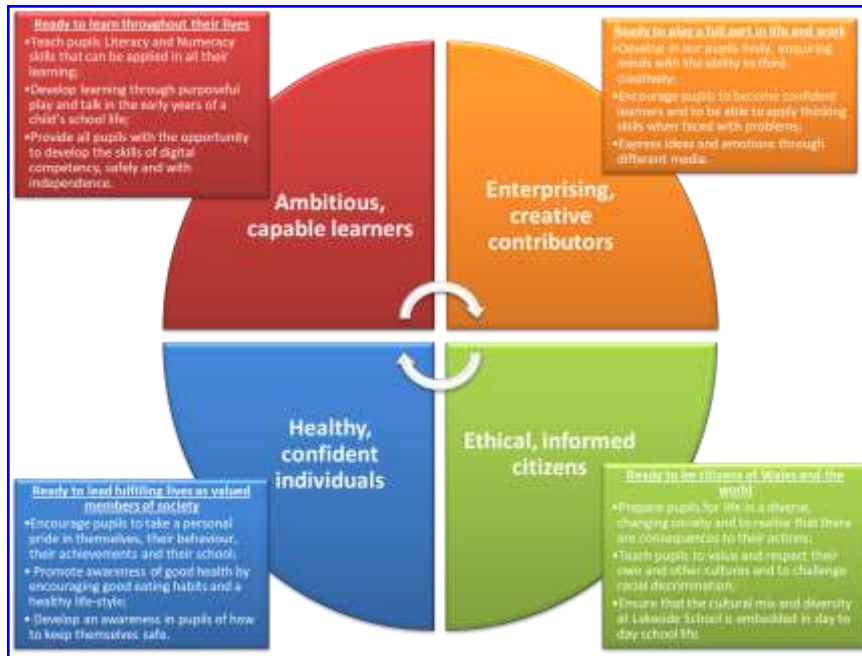
Email: lakesideprimary@cardiff.gov.uk

Website: www.lakesideprimaryschool.co.uk

Headteacher:	Mrs Rachel Mitchell
Deputy Headteacher:	Mrs Victoria Burgin
Local Authority:	Cardiff Council Atlantic Wharf Cardiff CF10 4UW Telephone: 029 2087 2000
Chair of Governors	Mr Nicholas Alexander c/o Lakeside Primary School Ontario Way CARDIFF CF23 6HB
Vice Chair	Mrs Nerys Tudor-Jones

Expected number of pupils on roll in September 2024: 480

Our School Vision

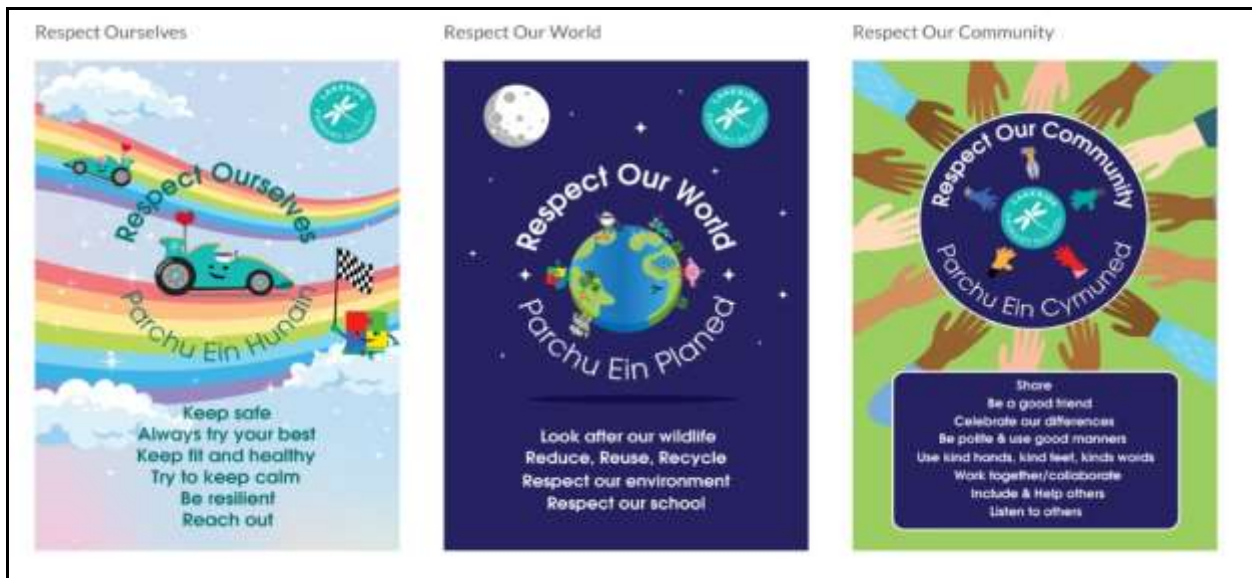


Our Lakeside Values

Respect Ourselves

Respect Our World

Respect our Community



The school values are promoted and embedded in the daily life of the school. Throughout the school, pupils relate well to each other and show respect for others' ideas and views. They exhibit excellent attitudes to learning, which is a key factor in ensuring they make good progress. Throughout their learning projects, children discuss and debate issues and explore ideas in a climate of mutual respect and trust.

Who is the Lakeside Team?

A dynamic, committed and cohesive staff work as a team effectively to ensure that learning and teaching meets the needs of children as individuals. Staff are supported by a strong senior leadership team, who provide a

detailed and extensive programme of professional development for all staff, including bespoke support for our Wellbeing Class.

There are 15 Governors who are divided into 2 committees and a Governor Leadership Team (GLT). Committees meet half termly and support the work of the school in a range of ways. The GLT receive weekly updates from the Headteacher which keeps them up to date on both strategic and school level actions and events.

The school works effectively with a range of partnerships, including the Local Authority, specialist teacher teams, health workers and other settings. The Cluster of schools (which mainly serve Cardiff High School) work together closely to manage educational change within our local area and provide consistency for families.

There is a warm and positive relationship with parents and carers, who support many events including fundraisers, curriculum meetings, parental consultations, and have recently been putting themselves forward as topic 'experts' across the school to enable us to link our Learning Projects to the world of work and careers.



Pupil Voice Groups

Lakeside has five pupil voice groups and each has staff members attached to them:

The Pupil Leadership Team is made up of the Head Boy, Head Girl and their deputies. Their duties include delivering the Anti-bullying Week assembly, greeting and speaking with visitors, carrying out research into various factors of school life, e.g. friendship and the availability of books, and managing and presenting the school's news vlog.

The **School Council's** focus is on representing pupil requests ranging from *chips every day for lunch* to *better play equipment*. The School Council work closely with a local food bank, collecting, packing and delivering food donations at regular intervals throughout the school year. They also organize assemblies and activities for special days, such as NSPCC Number Day and International Mother Languages Day, and last year they raised awareness about Guide Dogs and ran fundraising activities alongside this.

Criw Cymraeg promotes Welsh throughout the school, making videos about the Welsh alphabet and modeling sentences, running competitions and quizzes for Shwmae Day and Dydd Miwsig Cymru (Wales Music Day), and helping staff organize Welsh Week and Eisteddfod activities and competitions.

The **Lakeside Citizens'** remit is the environment and global matters. They encourage responsible recycling and energy conservation and recently made a video about the school's new recycling bins. Members of the group helped plant new trees in a local communal area and are now Guardians of the Trees for life. The group's work continues as they work on a campaign to reduce the amount of lost property in school and try to encourage people to label their possessions.

The **Digital Leaders** work hard to promote internet safety both in school and at home, delivering an assembly on Safer Internet Day and running an associated competition. They have run other related competitions, e.g. photography and a *My Life Online* poem competition. Digital Leaders are also the regular 'go to' people for help with technology problems in class.

Teaching Staff**Nursery & Reception**

Nursery teacher	<ul style="list-style-type: none"> • Sam Goddard (DSP)
Reception teachers	<ul style="list-style-type: none"> • Lisa Rayer (SLT Leader P1) • Sarah Street • Katie Evans
Years 1, 2 & 3	
Year 1 teachers	<ul style="list-style-type: none"> • Vicky Burgin (SLT Leader P2 Y1 & Y2) • Nerys Davies (First Aid) • Louise Nessbert
Year 2 teachers	<ul style="list-style-type: none"> • Ceri Harries • Rachel Evans • Naomi Thomas
Year 3 teachers	<ul style="list-style-type: none"> • Vicky Page • Sharon Hopkins • Ellie Griffiths
Years 4, 5 & 6	
Year 4 teachers	<ul style="list-style-type: none"> • Louise Tanner (SLT Leader P3 Y3 & Y4) (First Aid) • Nicola Vanstone • Ceri Phillips
Year 5 teachers	<ul style="list-style-type: none"> • Russ Vanstone (SLT Leader P3 Y5 & Y6) (First Aid) • Holly Bird
Year 6 teachers	<ul style="list-style-type: none"> • Louise Fry • Loulou Evans (First Aid)
PPA staff	<ul style="list-style-type: none"> • Naomi Thomas • Tracey Armstrong

Teaching assistants

PPA HLTA	<ul style="list-style-type: none"> • Naomi Thomas • Tracey Armstrong
Nursery	<ul style="list-style-type: none"> • Libby Thomas • Jasmin Cribbett • Emma Owens • Maria Schade
Reception	<ul style="list-style-type: none"> • Pauline Morgan (First Aid) • Reyaneh Jaberansari • Cherrie Kearle
Year 1	<ul style="list-style-type: none"> • Aoife Cremin • Karen Mingay • Bella Llewellyn
Year 2	<ul style="list-style-type: none"> • Sian Johns (First Aid) • Karen Martin • Alys Evans (First Aid) • Sophia Callow
Year 3	<ul style="list-style-type: none"> • Sadie Nilsson
Year 4	<ul style="list-style-type: none"> • Mel Hoskins • Amy Shepherd • Chrissy Cremona-Thomas
Year 5	<ul style="list-style-type: none"> • Mel Hoskins

	<ul style="list-style-type: none"> • Amy Shepherd • Chrissy Cremona-Thomas
Year 6	<ul style="list-style-type: none"> • Rosey Cole • Charlotte Giangrandi • Louise Evans • Louise Fish

Wellbeing Class

Additional Learning Needs Co-ordinator	Beth Williams (DSP)
Wellbeing Class teachers	Sarah Hart (DSP) Michael Haines
Thrive practitioner	Sarah Clarke (TA) (DSP)
Wellbeing Class TAs	<ul style="list-style-type: none"> • Asma Zia • Amanda Corley • James Thomas (First Aid) • Joanne Jones • Nia Sherman (HLTA)

*DSP = Designated Safeguarding Person

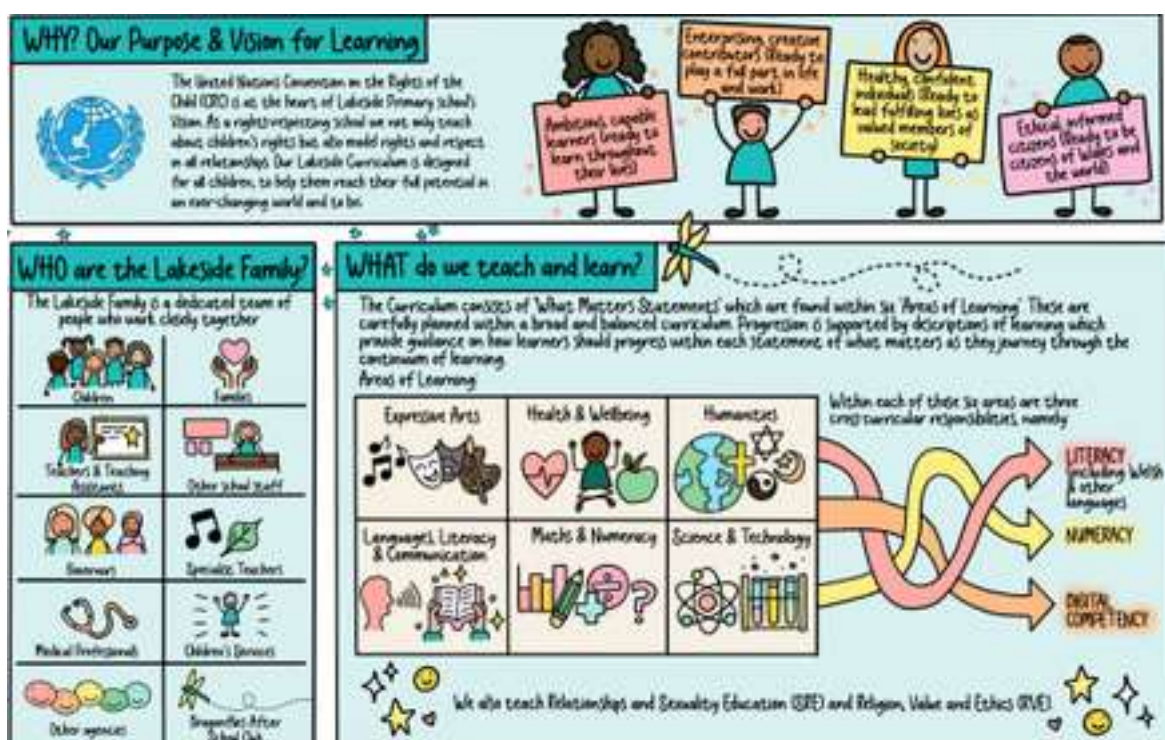
Support staff

Office Manager	Virginia Pritchard
Administration	Becky Strange
Administration	Rachel Rundle
School Cook	Karen Harvey
School Estates Manager	Sean Carey
School Nurse	Kelly Jones
Mid-day Supervisors	Rubina Javed-Alyas Raabia Ahmed Paul Henry Man Poon Linda Hamblin Sion Isaac Priscilla Chan Miriam Mann Raffia Giliani
Cleaners	Raabia Ahmed Rubina Javed-Alyas Queen Kaur Aqsa Ahmad Shaunna Harvey

**Lakeside Primary School
The Governing Body 2023/24**

Chair	Mr Nick Alexander
Vice Chair	Nerys Tudor-Jones
Headteacher	Mrs Rachel Mitchell
Teacher Governors	Mrs Lisa Rayer Mrs Loulou Evans
Non-teaching staff representative	Mr Sean Carey
Parent Governors	Mr Paul Crayford Dr George Tackley Mrs Bryony Lewis Mrs Claudia Bennett Mrs Mariam Rauf
LA Governors	Mr Nick Alexander Cllr Robert Hopkins Mrs Anna Goralska
Community Governors	Mrs Nerys Tudor-Jones Mrs Bethan Simons Ms Sophie Lougher
Clerk to the Governors	Mrs Virginia Pritchard

Our Curriculum



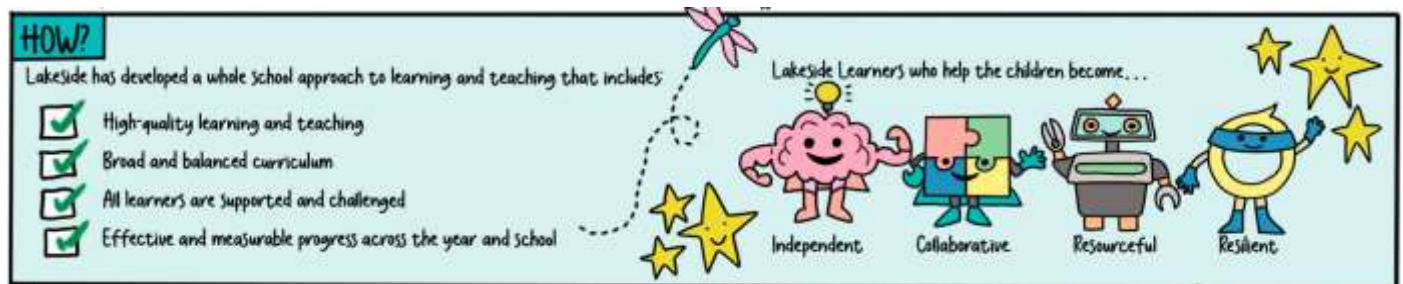
Our curriculum at Lakeside has been designed by leaders and teachers to build and develop knowledge and skills across and within year groups. Our identified curriculum driver subjects ensure our curriculum is broad and balanced with the skills of literacy, numeracy and DCF embedded throughout. Opportunities for creativity and flexibility in planning are identified within each Learning Project as teachers adapt to pupil voice ideas. The recent introduction of 'Project Experts' has enhanced further depth and links to the World of Work.

Under Curriculum for Wales, each Learning Project has four sections: Engage, Develop, Innovate and Express. Each new Learning Project begins with a launch of some kind in order to engage the learners in the subject. Often this is a visit to a place or an event, so in 2025, for example, Year 2 enjoyed a visit to Roath Park to launch their *Tales from Wales* Learning Project; Reception children enjoyed a puppet show as the Engage element of their Learning Project, *Puppets and Popups*; Year One launched their *Rio de Vida* project all about Brazil with a south American dancing workshop. During the Develop and Innovate phases we often welcome visitors to school, some of whom are parents. During their Moon Zoom learning project, Year 1 enjoyed a visit from a parent who is a physicist and who taught them about black holes. At the conclusion of a Learning Project, there is sometimes a visit as the 'Express' element or year groups welcome parents and carers to school for a Sharing Session, in which they share what they have learned.

Careful curriculum mapping in the long/medium and short term ensures clear progression of skills, increased knowledge and continuity across year groups and progress steps. This allows adequate time for pupils to practice and apply new skills, embed knowledge and progress through the curriculum at an appropriate pace. Areas of Learning and Experience Drive Team leaders are knowledgeable of the progression of their subject across the school and use this to inform their planning and overviews. These are also referenced within the school cluster AOLE working groups for a consistent localised approach.

Our current learning projects 2024-25

	Autumn	Spring	Summer
Nursery	How many colours in a rainbow? Exploring Autumn	Starry Night Once Upon a Time	Are Eggs Alive? Build it up
Reception	Getting to know you Do you want to be friends?	Dangerous dinosaurs Puppets and pop ups	At the Beach On the Farm
Year 1	Memory Box Moon Zoom	Rio de Vida	The Enchanted Woodland
Year 2	Muck, Mess & Mixtures Heroes and Heroines	Towers, Tunnels and Turrets Tales From Wales	Our Natural World
Year 3	Scrumdiddlyumptious Predators!	Myths & Legends Flow	Tremors
Year 4	Burps, Bottoms and Bile Playlists	Here & There	The Blue Abyss
Year 5	Roses & Royals Tints, Tones & Shades	Alchemy Island	Scream Machine
Year 6	A Child's War	Frozen Kingdom Land of Legends	A Star is Born



Leaders are well-informed of curriculum developments and implement strategies to improve practice and to meet the needs of our pupils more effectively. Through effective professional development, these improvements are embedded across the school, through INSET sessions and professional discussions. This enables high quality learning and teaching throughout the school.

The school ensures effective support and challenge for all pupils through skillful planning and tailors learning through use of scaffolding where needed, thereby allowing pupils to access work at an appropriate and challenging level that is suitable for them. Lesson planning is based on accurate, frequent and rigorous assessments so as to meet the needs of all children, including those for whom English is a second language. Teaching Assistants are deployed effectively, and they ably support children's learning through a combination of individual and small group interventions alongside time spent supporting children in class.

Pupils respond enthusiastically to feedback, including oral feedback, written feedback and during discussion points throughout lessons with staff and peers. A range of assessment for learning strategies are and as a result, pupils know their next steps, and are able to develop independent learning skills when reflecting on their own learning. Pupils' learning is recorded in a variety of ways, including Google Classroom and SeeSaw, where children ably share with others including visitors and staff.

Our Lakeside Learners were developed following a piece of pupil voice work and are now an embedded part of children's learning. The characters support children in becoming life-long learners who are resilient and resourceful and are able to work both collaboratively and independently as required. Listening to learners has shown that children articulate their learning attributes well through the characters and how they support their learning.

We are very proud to be a Thrive School, which recognises our commitment to providing the highest quality emotional health and wellbeing provision for our learners. We are passionate about THRIVE approaches and have benefitted from learning about recent advances in neuroscience, attachment theory and child development.

Additional Learning Needs

All areas of school life are inclusive and teaching is tailored towards individual learning providing challenge and support, encouraging everyone to reach their full potential. Account is taken of individual needs through appropriate differentiation of the curriculum both in the classroom and, where appropriate, in an individual or small group situation.

We fully embrace person-centred practices in our school and as such aim to include both ALN pupils and their parents in any decisions that might affect them. All children who are identified as having ALN will be in receipt of an Individual Development Plan which includes a One Page Profile. Further support can be gained through the services of specialist teachers or educational psychology team.

The Governor designated as having special responsibility for Additional Learning Needs is Mr George Tackley. The ALNCo at school (Coordinator of provision for Additional Needs and Inclusion) is Ms Beth Williams.



Lakeside opened in 1963 and has a number of challenges associated with schools of this era. Over the last 6 years, a number of large-scale improvements have been made including a new roof for part of the building and the installation of a perimeter fence. Classroom furniture has been refurbished to meet the needs of the curriculum in classrooms; learning and intervention areas have been updated, the Wellbeing Class was built, including the relocation and refurbishment of our Dragonflies club, and a new office and foyer area has been installed. Classroom areas were audited alongside the work for Dyslexia Friendly Schools and were noted as being good environments for learning.

We are lucky to have extensive grounds on the site with two football pitches, a large field and three playground areas. New outdoor decking and canopies were installed in the lower school and the Winnie the Pooh Half Acre Wood Garden was created following a community pupil voice piece of work completed during lockdown. The garden has re-shaped the front of the school into a beautiful and tranquil area that pupils and staff enjoy. More recently the kitchen was refurbished in readiness for the roll out of UFSM for all pupils. Outdoor learning is set as part of the PPA programme and includes a new outdoor classroom area courtesy of Admiral Insurance. The Bronwen's Wish Wellbeing pod is now complete and will prove a valuable addition to our outside space as well as being the first facility of its kind in a Cardiff school, designed specifically with child wellbeing in mind. Pupils voted that it be named Ty Bronwen.

Local Authority Wellbeing Class

At Lakeside we host a local authority specialist provision Wellbeing Class for pupils with emotional health and wellbeing needs that children attend via a local authority referral. Empathy and acceptance are at the heart of what we do. We help the children to form positive attachments and build resilience through positive relationships. Our focus is providing an environment which allows the children to explore their feelings and to develop ways to regulate their emotions and manage their behaviours. We work with families to help to provide a consistent approach. We give the children opportunities to express and explore emotions, accepting and

supporting their individual needs. Our classroom is a purpose built, safe learning environment which allows opportunities for lots of fun both inside and outside. The routines we develop are predictable and provide security.

We follow a bespoke curriculum with an emphasis on wellbeing. We use the following approaches:

- PACE – Playful, Accepting, Curious and Empathetic.
- Thrive – a focus on promoting wellbeing and understanding emotional and social development.
- Nurture – is important for the development of self esteem, language is understood as a vital means of communication.
- Relationship Based Play approach – build trust, practise self regulation strategies and connect through lots of fun games.

Collective Worship

Pupils take part in collective worship every day, with the weekly focus adapting to the season, national/international events, and activities taking place within school. We regularly welcome visitors to school to deliver assemblies (e.g. a bible story, information about a charity movement or an important matter, or information delivered by one of our pupil groups). We have a weekly Awards Assembly where we celebrate the children's achievements both in and outside school. Parents/carers have the right to withdraw their child from acts of collective worship.

Lakeside Primary School
Cardiff County Council
School terms and holiday dates 2024-25

2024 / 2025 Academic year	Term Starts	Term Ends
Autumn Term 1	2 nd September 2024	25 th October 2024
Autumn Term 2	4 th November 2024	20 th December 2024
Spring Term 1	6 th January 2025	21 st February 2025
Spring Term 2	3 rd March 2025	11 th April 2025
Summer Term 1	28 th April 2025	23 rd May 2025
Summer Term 2	2 nd June 2025	21 st July 2025

(i) Inset days:

Monday 2nd September
 Tuesday 3rd September
 Monday 6th January
 Monday 2nd June
 Friday 18th July
 Monday 21st July

(ii) Bank Holidays: All schools will be closed on
 Monday 5th May

School Times

Year group	Drop-off time	Where	Pick-up time	Where
Morning Nursery	9am	Rear Nursery Door	11.30am	Rear Nursery Door
Afternoon Nursery	12.45pm	Rear Nursery Door	3.15pm	Rear Nursery Door
Reception	8.45-8.55am	RS: FP steps RE: outside classroom door	3.15pm	RS: FP steps RE: outside classroom door
Year 1	8.45-8.55am	Classroom door	3.25pm	Year 1 decking
Year 2	8.45-8.55am	Path to 2ET	3.25pm	FP steps
Year 3	8.45-8.55am	Main gate	3.30pm	Main gate
Year 4	8.45-8.55am	Main gate	3.30pm	Main gate
Year 5	8.45-8.55am	Main gate	3.30pm	Main gate
Year 6	8.45-8.55am	Main gate	3.30pm	Main gate

Admissions information

The local authority's admissions information to all schools is available on our website or via this link:
<https://www.lakesideprimaryschool.co.uk/admissions-derbyniadau/>

Parking

Please note that the roads around the school are closed between 8.30am and 9.30am, and between 3pm and 4pm. If you use the roads at these times, you will receive a fine from the local authority. Only residents are permitted to drive past the school at these times. As we are in a residential area, please park considerately and be careful of blocking driveways. Thank you. Only school staff members are allowed to use the school car park.

Lakeside participates in the WOW (Walk Once a Week) Scheme which encourages children to walk to and from school at least once a week.

School uniform

Every pupil in the school is encouraged to wear the appropriate school uniform, which has been agreed by the Governing Body. The uniform has been kept simple in order to allow parents flexibility in purchasing most items of clothing from suppliers of their choice. Items that carry the school logo are available from:- **YC Sports, 90 Crwys Road, Cardiff, Telephone: 029-20237968 <http://www.ycschoolwear.co.uk>**

We actively encourage parents/carers to recycle and reuse uniform by donating preloved items to the PTA for redistribution throughout the school. School logos on uniform, obtainable only from specialist suppliers can be costly. Items with the school logo on them are not compulsory.

Winter uniform (Autumn and Spring Terms)

- Jade green sweatshirt (with the school logo available from YC Sports);
- Jade green sweatshirt cardigan (with the school logo available from YC Sports);
- Navy-blue or white polo shirt (with or without logo);
- Navy-blue trousers or jogging bottoms (plain);
- Navy-blue skirt or pinafore dress;
- Black or navy shoes/trainers

Summer uniform (Summer term only or when the weather is very hot!)

- As above, but as an alternative, pupils may wear:
- Plain navy-blue shorts with a white/navy blue polo shirt;
- Summer school dresses (green/white, striped or checked);
- White or navy-blue sandals, white trainers with white socks.
- Black shoes/trainers may still be worn, if preferred, but white trainers must not be worn with winter uniform.
- Orders for uniform items bearing the logo may be placed with YC Sports at any time during the year.

Nursery uniform

- We have introduced a voluntary uniform for Nursery but we encourage pupils to wear a navy sweatshirt (logo sweatshirts are available from YC Sports on Crwys Road).

PD (Physical Development)

Children will need a navy-blue T-shirt and plain navy-blue shorts (***clearly labelled with their name please***). For outdoor activities, trainers or similar are required, and navy-blue jogging bottoms may be worn. Pupils are asked not to wear jewellery to school on PE days or to cover studs with a plaster or tape. Pupils wear their PE kit to school on PE days.

Outdoor Learning on PPA Days

Every fortnight each class has an Outdoor Learning session. Children will need to wear/bring a coat, outdoor clothing and outdoor shoes or wellies

Jewellery

On health and safety grounds we do not allow children to wear jewellery in school. The exceptions to this rule are ear-ring studs in pierced ears and children are asked to either remove them during PE and games, or cover them with a plaster.

Home-School Agreements

Please see Appendices 1, 2 and 3

Policies

Please see the school website for our school policies. They can be found in the drop-down menu from the Home tab on the website Home page.

Dragonflies

Dragonflies out of School Playcare Limited is a non-profit company. We are a child care provider for children of Lakeside Primary School during school term-time and a provider of full-day care during all school holidays except Christmas.

In term-time we take children attending Lakeside Primary School only and in holidays we take children from all areas including other primary schools.

Children must be between the ages of 4 and 11 and already be in full-time education to attend our club. The youngest children being of age 4 and already attending Primary School Reception Class. The oldest children being age 11 and in their final year 6 of Primary School.

Dragonflies was originally set up in September 1995 by Lakeside Primary School PTA to meet the demand for good quality out of school childcare. In September 2012 the club changed its legal status to a company limited by its guarantee.

Our board of directors consists of the manager and parents of children who attend the club.

Dragonflies continues to operate from a purpose-built facility attached to Lakeside Primary School in accordance with the regulations set by the Care and Social Services Inspectorate Wales (CIW).

PTA

Lakeside Primary School's PTA (Parent Teacher Association) is an active charitable body that organises a range of fundraising and social events throughout the school year, a number of which benefit charities other than the PTA itself. Events include pupil discos, Christmas and Summer Fayres, Cake Sales and Preloved Uniform Sales. Parents / carers / family members wishing to get involved can contact the PTA on lakesideprimarycardiffpta@gmail.com

Community Links

We have a strong community here at Lakeside. We have regular whole-school events and activities, e.g. dressing up days to raise money for various charities like NSPCC and Comic Relief; we celebrate Shwmae Day, Welsh Music Day and St David's Day, which culminates in an Eisteddfod in which pupils compete in art, handwriting, reciting, singing, dancing and music competitions. Our PTA is active, hosting regular uniform sales, cake sales, discos, fairs and, in 2025, Cinema Nights.

We have relationships with Penylan Care Home, which our school choir visits at Christmas to sing carols to and with the residents.

During the 2024-25 academic year our school choir and individual instrumentalists joined the music service Christmas Showcase. Members of our Dancefit Club regularly take part in local dance shows, and our netball and football teams play local schools and take part in tournaments across the city.

Year groups from Reception to Year 6 present regular sharing sessions in which parents/carers are invited into school to hear about and see their children's work on their Learning Projects.

The school takes part in a variety of community schemes and activities, including the WOW (Walk Once a Week)

challenge.

Pupil Groups in school run regular activities and competitions which involve all the pupils and often their parents/carers and wider families. For example, in 24-25 pupils entered a competition run by the Pupil Leadership Team to design a pair of odd socks or write a story for Anti-bullying Week; the Lakeside Citizens ran a recent competition to design a mascot and the winning design will be turned into posters and badges. As in previous years, the School Council co-ordinated food collections for the Food Bank at Emmanuel Baptist Church in Gabalfa at Harvest time and at Christmas.

The school mainly communicates with parents using Parentmail, with weekly updates and information. These are made available on the school website after they have been issued.

There is further information and up-to-date correspondence on our school website.

Appendices

Appendix 1: Lakeside's Home School Agreement



Lakeside Primary School

Home School Agreement



Pupil's Name

Parents/Carers

I/We will:

- be a partner in my child's education
- make sure that my child goes to school regularly, on time and properly dressed
- inform the school of any reason for my child being absent
- make the school aware of any concerns or problems that may affect my child's work or behaviour
- support the school's policies and guidelines for behaviour and discipline, and for dealing with incidents of bullying
- support my child in homework and other opportunities for home learning
- attend parent's evenings and discussions related to my child's progress
- get to know about my child's life in school

Signed

School

The School will:

- strive to ensure a safe and secure environment
- provide quality learning opportunities, effective teaching and continual assessment of pupil's progress
- teach children to value and respect their own and other cultures
- develop learning through purposeful play and talk in the early years of the child's school life
- create an environment that reflects Welsh culture
- encourage pupils to take a personal pride in themselves, their behaviour, their achievements and their school
- encourage children to participate in a variety of extra-curricular activities
- let parents know of any concerns or problems relating to their child
- keep parents informed about general school matters and about their child's progress in particular
- be open and welcoming and offer opportunities for parents to become involved in the life of the school

Signed **R Mitchell** Headteacher

Pupil

I will:

- do my best to be in school on time
- do all my class work and homework as well as I can
- be polite, kind and helpful to everyone within school and outside
- use every chance to develop my talents and improve my work
- respect other children's way of life
- treat other children as I would like to be treated, in person and online
- wear the school uniform and be tidy in appearance
- try not to let the school down at any time
- help to keep the school free from litter and graffiti
- behave sensibly in class and around the school
- do my best to look after everything that belongs to me and others

Signed

Appendix 2: Reception to Year 2 IT Acceptable Use Agreement



Foundation Phase Acceptable Use Agreement

This is how we stay safe when we use computers:

- ✓ I will ask a teacher or another adult from the school if I want to use the computers and ~~ipads~~
- ✓ I will only use activities that a teacher or another adult from the school has told or allowed me to use.
- ✓ I will take care of the computer and other equipment
- ✓ I will ask for help from a teacher or another adult from the school if I am not sure what to do or if I think I have done something wrong.
- ✓ I will tell a teacher or another adult from the school if I see something that upsets me on the screen.
- ✓ I know that if I break the rules I might not be allowed to use a computer/tablet.

Signed (child):

Signed (parent):



Key Stage 2 Acceptable Use Agreement

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

To keep me safe when I use computers:

- I understand that the school can check what I have been doing on school systems, devices and digital communications.
- I will keep my username and password safe and secure and I will not share it.
- I will not use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating online
- I will not share personal information about myself or others when online.
- I will always tell my parents if I want to arrange to meet people off-line that I have communicated with online.
- I will immediately tell an adult if I see any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.
- 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 tell an adult about any damage or faults involving equipment or software, however this may have happened
- I will only open hyperlinks in emails or attachments to emails, if I know and trust the person/organisation who sent the email, and have no concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will only install/ store programmes on a school device, if I have permission

Treating others with respect:

- I will respect others' work and property and will only access, copy, remove or alter any other user's files, with the owner's knowledge and permission
- I will be polite and responsible when I communicate with others and I will not use strong or inappropriate language.
- I will only take or send images of others with their permission.

My personal equipment:

- I will only use my own personal device eg mobile phone, smartwatch or camera, in school if I have permission from the teacher.
- I understand that, if I do use my own device 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 that, if I do bring my mobile phone to school, I must give it to my teacher at the beginning of the day and collect it at the end of the day.
- I will not use social media sites when I am in school.

When using the internet for research or free time, 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 video and photographs)

- 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 I will face consequences from the school 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 (eg cyber-bullying, or use of images or personal information)
- I understand that if I fail to comply with this acceptable use agreement, I will face a consequence- this may include loss of access to the school devices, good to be green consequences and that my parents will be contacted. In the event of illegal activities the police will be involved.

Please complete the sections below to show that you have read, understood and agree to the rules included in the acceptable use agreement. If you do not sign and return this agreement, access will not be able to use school systems and devices.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed), e.g. mobile phones, cameras etc
- I use my own equipment out of the school in a way that is related to me being a member of this school, e.g. communicating with other members of the school, accessing school email, learning platform, website, etc.

Name of Learner:

Group/Class

Signed (Child):

Signed (Parent):

Date:

Ysgol Teithio Llesol



Active Travel School



Lakeside Primary School Active Travel Plan



Our Active Travel Pledge: We pledge to work towards the actions on our plan to become an Active Travel School and increase families walking, cycling and scooting to school.

Action	Who is responsible?	When will it be completed?	What will success look like?	Next Step
New school starters to sign pledge to travel actively	R Mitchell	Ongoing	Parents signing pledge	Gain momentum of being active travel school
Yearly hands up survey carried out and data sent to CC	R Mitchell & Hughes	December	Results shared yearly to CC	Monitor rates of AT
Continue to engage with CC with new permit system for School Street	S Kirk R Mitchell	Ongoing	School street TRO in place	Discourage pavement parking around school street
Schools bike fleet used daily within PE lessons and break times, and included in planning	R Mitchell	Ongoing	Bikes used regularly in PE lessons	Cycle training for staff?
School bike fleet balance bikes in use daily by FP	FP Team	Ongoing	PE lesson plans using bikes, and possible bike rental scheme.	Children able to ride bicycle to school when in higher age group
Use scooters to increase children's confidence in scooting to school	FP team	Ongoing	Children using scooters daily	Increase in confidence in scooting to school





Continue to run the WOW travel tracker for a year in all classes	H Buse S Kirk	On going	Badge given each month to pupils being awarded. Award trophy to best class each month. Banner displayed outside school. School have achieved fantastic rates!	Monitor classes are using tracker each month.
Display board based on active travel	H Buse	Ongoing	Eco council creating board	Change yearly
Involved with CCC road safety team: cycle training, and <u>Kerbcraft</u>	S Kirk R Mitchell	Ongoing	Road safety training (<u>Kerbcraft</u> - Year 2) National Standard Cycle training (rso1 - Year 6) Road safety training (<u>Streetwise</u> - Year 6)	Kerbcraft@cardiff.gov.uk rso1@cardiff.gov.uk Streetwise@cardiff.gov.uk
Set up Park and Stride with Discovery pub to discourage pavement parking and car congestion	S Kirk R Mitchell	Summer Term	Park and stride set up	Park and stride being used

Date: March 2023