

# WELCOME

TO OSBORNE PRIMARY SCHOOL



# Welcome to OSBORNE



**On behalf of our staff, our advocates and the Arthur Terry Learning Partnership, I want to extend a warm welcome to you and your child as you begin your journey with us at Osborne Primary School.**

As the Headteacher of Osborne Primary School, it is my privilege to welcome you to our school. Our local community is diverse and children from a wide variety of cultures and backgrounds form our Osborne school family. The range of languages spoken by our pupils and their varied life experiences makes Osborne Primary School a vibrant and exciting place to be!

Our staff team share a common vision and a commitment to ensure that all of our pupils are exposed to a knowledge rich curriculum, full of exciting learning opportunities, which prepare them for the fast-changing world that they are growing up in. We strive for our staff, parents and pupils to be aspirational and to feel PROUD to be part of the Osborne Primary School family. In all areas of school life, we are passionate and committed to encouraging our children to live by our core values of respect, self-control, fairness, perseverance, forgiveness and courage.

At the heart of our work at Osborne Primary School lies the firm belief that all children, regardless of their background, have the right to reach their full potential. We work hard to instil confidence in our children so that they understand that barriers don't have to limit their lives.

At Osborne Primary School, we actively encourage close co-operation between home and school because we firmly believe that parents/carers have a vital role to play in the education of their children. As your child begins their journey at Osborne Primary School, we look forward to developing a successful partnership with you which will help in making your child's time at school both happy and successful.

*Lisa Dodd*

Head Teacher







## OUR CURRICULUM

At Osborne, we have developed a knowledge rich curriculum tailor-made to our school and pupils. While meeting the requirements of the National Curriculum, it also reflects the interests and emotional well-being required to be a successful learner.

Our expectations of what pupils will learn is high. We are clear about what we want our children to learn and have arranged key knowledge that we want our pupils to know. Themes, knowledge and concepts are carefully sequenced across a year group, an academic year and key stage to make certain learning is remembered. Improving long term memory enables pupils to be successful lifelong learners.

Life experiences are essential in our curriculum. When children experience what they learn, they see a purpose to their education and therefore learn far quicker and remember it. Our curriculum has been designed to envelop this sense of worthwhileness to help boost pupils' self-confidence and career aspirations.

We ensure our curriculum broadens the values and opportunities for every child as they grow and develop. It promotes the spiritual, moral, cultural, mental and physical development of pupils and prepares pupils at the school for the opportunities, responsibilities and experiences of later life.

## ENRICHMENT

At the centre of our curriculum is our aim to ensure that all children have the opportunity to gain knowledge, skills and experience through a variety of different enrichment experiences.

Each class will experience a range of educational trips and visitors throughout the school year which will enhance the knowledge and skills learned in our curriculum. We also have many whole-school experiences planned such as a yearly theatre trip. These educational visits are statutory and must be attended by all pupils.

As a school, we think it is of high importance that our pupils understand topical issues that are part of life in Britain and the wider world. We celebrate days related to important issues such as Anti-bullying. We also feel it is important for our pupils to contribute to society therefore we participate in a variety of charity events throughout the year.

As part of our enrichment provision, we offer after-school clubs from Monday to Friday in a range of different activities. We consult children and parents first to gain an understanding of the likes and interests of our pupils so we can plan fun and engaging clubs. Clubs include activities such as gardening, cooking, multi-sports, crafts and dance. These clubs are allocated on a first come, first served basis.

# Life at OSBORNE



# OUR VALUES



**TEAM OSBORNE ARE DEDICATED TO PROVIDING AN ASPIRATIONAL, SAFE-HAVEN TO NURTURE CHILDREN SO THAT THEY KNOW THEIR WORTH AND DEVELOP A SENSE OF PRIDE.**

Everyone in the Osborne community is expected to uphold the values of:



## Our School Rules

At Osborne, our school rules are : Ready, Respectful and Safe.

**Ready** - we know that when children are ready to learn, they are more successful.

**Respectful** - we expect all of our staff, pupils, families and visitors to be respectful of our school community.

**Safe** - it is of utmost importance to us that our school community feel safe at all times.

# OUR SCHOOL DAY



Year group	Gates open	Registration time	Collection time	Total number of hours per week
Reception & Year 1	8:40am	8:50am	3:20pm	32.5 hours
Year 2, Year 3, Year 4, Year 5 and Year 6	8:45am	8:55am	3:25pm	32.5 hours

## Class Timetables

Each class has their own timetable of learning. Please see our website for these timetables.

## Breaktime/Lunchtime

Pupils have a fifteen minute break in the morning. They have forty-five minutes for lunchtime.



## BREAKFAST CLUB

Breakfast Club is open from 8am and parents can bring their children to school under the supervision of a qualified adult.

Breakfast Club includes the following;

- Breakfast of any choice and a drink for each child
- Participation in activities.

Breakfast club is available free of charge, however children must have a place booked in advance. Please speak to our family support worker Kelly Brookes for more information.



# Life at OSBORNE



# Introducing...

## Osborne Primary School therapy dog,

### Sam

Hello! I am Sam.

- I work at Osborne school as their therapy dog.
- I visit different classrooms and I help children in many different ways.
- I work in all areas of the school, and I love to meet new people.
- I can help you if you are feeling sad, lonely, or worried.
- I am an exceptionally good listener.
- I am very well trained.

My owners have made sure I follow instructions and I have grown up with children all my life.

- I am very gentle and friendly.
- I have had all my injections to keep me and you safe.
- I have also had my worm and flea treatments to make sure I do not get poorly.
- My school have a full risk assessment for me to keep us all safe.

**I cannot wait to meet you!**



- I was born in 2012 and I have lived with Mrs Funnell and her family since I was 8 weeks old.
- I have always had children in my life from babies to teenagers, including children with SEND needs. I am always calm and well behaved, and I even have a certificate to say how good I am.
- I love it when you show me your work and I even have my own stickers to give you for "Pawsome" work.

#### Likes

- Playing fetch with my ball.
- Fuss.
- Looking at children's work.
- Having stories read to me.
- A good bone to chew on.
- Sleeping!
- Running – PE is my favourite subject.

#### Dislikes

- Cold and rain
- When my doggy friend does not share toys
- Other dogs being in my bed.

- If you have an allergy to dogs, we advise you to seek medical advice and you can always withdraw from interaction with me.
- If you have a fear of dogs, we have a programme you can join if you want to help you overcome those fears and work with me.
- We will not force any child to work with me if they do not want to.

# SAFEGUARDING AND PASTORAL CARE

Osborne Primary School and The ATLP are totally committed to safeguarding and promoting the welfare of children. We recognise that this is the responsibility of everyone; all staff, trustees, governors and visitors have an important role to play.

We fully understand the role we play in safeguarding the youngest and perhaps most vulnerable members of the community and how through good multi agency working it can help protect those too young to protect themselves.

At Osborne, we know that, at times, children and their families can experience difficulties. Our Inclusion Team can provide support to pupils and their families during these times. We work closely with a variety of outside agencies in order to ensure that our pupils and their families receive the best possible support.

In the interest of safeguarding children there may be occasions when the school has to consult other agencies without a parent's prior knowledge. The school's first concern is the child's welfare and the school has a duty to act to protect the child at all times. Such consultation may result in a formal referral which could prompt visits from Social Care, Health and/or the Police.

## MEET OUR DESIGNATED SAFEGUARDING LEADS



Mrs L Dodd  
Headteacher



Mrs J Khan  
Primary Hub LDSL



Mrs J Slimm  
Attendance Officer



Mrs S Naguthney  
Deputy Headteacher



Miss S Prigg  
Assistant Headteacher



Mrs K Brookes  
Family Support Worker



Mrs L Gayle  
Learning Mentor



Miss N Greddon  
Learning Mentor



Miss K Chatwin  
Learning Mentor

Other DSL around the school are Mrs L Lawson, Mrs T Thistlethwaite, Miss N Burman, Mrs E Davis and Miss K Hadley.

# SCHOOL CHECKLIST



## SNACK

Free fruit is available for all children in Reception, Year 1 and Year 2.

Children may eat a slice of toast provided by school costing £1.50 per week (book and pay on Parent Pay).

Children may bring their own drink but this must be water. Please label any water bottles.

Children may also bring their own healthy snack such as fruit.

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## LUNCH

Children may have a school meal cooked on the premises (halal, if required) or bring a packed lunch (no nuts, chocolate or sweets).

ALL children in Reception, Year 1 and Year 2 classes are entitled to a Universal Infant Free School Meal (the school office can give confidential advice on whether a child is entitled to have free school meals and how to apply).

Parents who pay for their children's meals are asked to log into their Relish account, to order and pay in advance. The current price is £2.40 per day.

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## SCHOOL UNIFORM

Uniform is very important part of school life at Osborne. Our uniform reflects personal pride and a sense of equality across the school.

Uniform choices consist of:

- Navy sweatshirt/jumper/cardigan
- Light blue shirt or polo shirt
- Grey trousers/skirt/pinafore
- Black school shoes (no trainers)
- Plain white or navy blue headscarf



## PE UNIFORM

Pupils may attend School in their PE kit on the day they have PE.

PE kit choices consist of:

- Navy jogging bottoms/shorts
- Light blue polo shirt
- Plain navy jumper or hooded sweatshirt.
- Plain black trainers/pumps





# KEY INFORMATION



## ATTENDANCE

We aim for our pupils to achieve a target figure of above 97% attendance during the year.

Parents/Carers must inform school via phone 0121 464 3346

or email [attendance@osborne-pri.bham.sch.uk](mailto:attendance@osborne-pri.bham.sch.uk) by 9am explaining the reason for your child's absence.

School will rigorously follow up any cases of unexplained or frequent absence, including home visits.

Authorisation cannot be given for any holiday absence during term time. In previous years, parents have been fined for their child's absence due to a holiday in term time.

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## MEDICAL CONDITIONS/MEDICINES

Please inform us know of your child's specific care needs related to medical conditions so the appropriate support can be given. Please see the medical conditions policy on our website for further information.

If your child needs to take prescribed medication that needs to be taken four times a day and you are unable to visit school to administer this, you must complete and sign a form stating the specific medicine, dose and time to administer. A member of staff will then administer the medication.



## INJURIES AT SCHOOL

If your child is injured at School, and requires medical attention, your child will come home with an accident slip. If the injury is to their head you will receive a text message during the day. You will be informed where and how the injury occurred and what first aid treatment has been administered.



## PUBLICITY

Occasionally, children appear in the local papers as we celebrate our achievements with the local community. Most families are thrilled to see their child's photograph in a newspaper but occasionally we know it can present difficulties with religious beliefs or safeguarding issues. Therefore, parents will need to sign a document when their child starts with us at Osborne stating their preferences regarding publicity, enabling us to consult the document and carry out the parents expressed preferences.

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## AFTER SCHOOL CLUB

After school clubs run Monday to Friday until 4.20pm. These clubs vary throughout the year and have different costs. You can sign up and pay for these via Parent Pay. Details will be given on Marvellous Me when available.

### COMMUNICATION

#### Newsletter

Our monthly newsletter will inform you of key dates and important information.

#### Marvellous Me

Please make sure you have signed up to Marvellous Me. We use this to communicate with you about your child's behaviour achievements and key messages.

#### Teachers2Parents

We use this to send text messages to parent's/carers' phones.

#### X ( Formally known as Twitter)

Our username is @OsbornePriSch. Follow us to find out about the wonderful things we have been doing in school.

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### HOME LEARNING

#### Reading

All pupils will have a reading record and books to take home. We ask parents/carers to read with their child at least three times per week. Please record this in the diary and return to school on Wednesday.

#### Oxford Reading Buddy

You will receive a log in for ORB. Your child's teacher will set the level and they will have access to online books. This will also keep a record of what your child has read at home, so the teacher can praise them in school.

#### Project Task

Each class receives a research project with specific criteria based upon the curriculum theme of that term. Each child will then be encouraged to apply their curriculum skills to this independent project following their personal interests within the curriculum theme and preferred medium for their presentation. At the end of the half term, the children will then present their project task to the class.

#### Weekly Home Learning

We subscribe to different programs which support our pupils to consolidate their learning at home. Logins and passwords for these online programs will be given to pupils at the start of the academic year.

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### LEARNING CONSULTATIONS/REPORTS

#### Learning Consultations

Termly consultations are arranged so you, the teacher and teaching assistant can discuss your child's progress, effort and behaviour as well as celebrate achievements.

#### Reports

In the Summer term, parents/carers will receive a report which will inform them of their child's attainment and progress as well as their next steps.



### PARENT AND CARER SESSIONS

Throughout the school year, we will be offering opportunities for our parents and carers to come into school to learn more about how our pupils at Osborne learn or to celebrate events. Please look out for these on Marvellous Me or the newsletter.



# Osborne Primary School

## Staffing Structure

### 2024 - 25



#### Lunchtime Supervisors

Miss T Williams  
Ms M Wilson  
Miss M O'Brien  
Mrs J Griffiths  
Mrs N Akram  
Mrs J Hamilton

#### Asset and Administration Team

Office Manager: Mrs S Kamaly  
Attendance and Clerical Officer: Mrs J Slimm  
Clerical Assistant: Mrs C Barnes  
Site Maintenance: Mr P Davis / Mr M Cole

#### Assistant Headteacher: Miss S Prigg

Key Stage 1 Leader  
Teaching & Learning  
Strategic Literacy

#### Middle Leader: Mrs E Davis

Early Years Leader  
School Improvement - Teaching & Learning

#### RECEPTION RA

Class Teacher: Mrs E Davis  
Support Staff: Mrs T Jackson

#### RECEPTION RB

Class Teachers: Miss N McNerlin  
Support Staff: Mrs J Ashen

Additional Support Staff: Mrs G Langston  
Mrs Q Riaz

#### Strategic Development, Leading Learning & Inclusion

Headteacher: Mrs L. Dodd  
Lead DSL/Safeguarding/Attendance/Behaviour  
Teaching & Learning  
Strategic Lead

#### Deputy Headteacher

Mrs S Naguthney  
Teaching & Learning  
Curriculum  
Enrichment  
Junior Leadership Team

#### Assistant Headteacher: Mrs L Lawson

Lower Key Stage 2 Leader  
Teaching & Learning  
Inclusion

#### Middle Leader: Miss E Arkinstall

Trainees & Work Experience Support  
School Improvement - Teaching & Learning

#### Inclusion Team

Hub Lead DSL: Mrs J Khan  
Hub SENCO: Mrs S Field  
Family Support Worker: Mrs K Brookes  
Learning Mentor: Mrs L Gayle  
Learning Mentor: Mrs K Chatwin  
Learning Mentor: Miss N Greddeen  
SEN Support: Miss N Burman  
SEN Support: Mrs M Lakin  
SEN Support: Mr G Harrington

#### Cover Teachers

Mrs K Sinclair-Davis  
Mrs S Mahmood

#### Assistant Headteacher: Mrs T Thistlethwaite

Upper Key Stage 2 Leader  
Teaching & Learning  
Strategic Maths

#### Middle Leader: Miss K Hadley

Assistant SENCO  
School Improvement - Teaching & Learning SEN

#### YEAR 1A

Class Teacher: Mrs C Martin  
1A Support Staff: Miss A Duggins

#### YEAR 1B

Class Teacher: Miss E Smith  
1B Support Staff: Mrs S Rogers

#### YEAR 2A

Class Teacher: Miss E Arkinstall  
2A Support Staff: Miss M Harun

#### YEAR 2B

Class Teacher: Miss E Hughes  
2B Support Staff: Mrs T Lakin  
Additional Support Staff: Mrs Z Arslan

#### YEAR 3A

Class Teacher: Miss H Abdurahmaan

#### YEAR 3B

Class Teacher: Miss N Enver

Year 3 Support Staff: Mrs R Baker

#### YEAR 4A

Class Teacher: Mrs K Funnell

Additional Support Staff: Mrs K Woodcock &  
Mr G Harrington

#### YEAR 4B

Class Teacher: Mr M Hartigan

Year 4 Support Staff: Mrs M Arkinstall

#### YEAR 5A

Class Teacher: Miss K Hadley  
Additional Support Staff: Mr G Harrington

#### YEAR 5B

Class Teacher: Mr B Smith

Year 5 Support Staff: Ms S Stewart

#### YEAR 6A

Class Teacher: Mrs T Thistlethwaite &  
Mrs L Lawson

#### YEAR 6B

Class Teacher: Mrs M-A Hamer

Year 6 Support Staff: Mrs T Bonner



# OSBORNE PRIMARY SCHOOL 2024 – 2025 SCHOOL CALENDAR



## September 2024

Wk	Mo	Tu	We	Th	Fr	Sa	Su
35							1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

## October 2024

Wk	Mo	Tu	We	Th	Fr	Sa	Su
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

## November 2024

Wk	Mo	Tu	We	Th	Fr	Sa	Su
44					1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	

## December 2024

Wk	Mo	Tu	We	Th	Fr	Sa	Su
48							1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31					

## January 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
1			1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31		

## February 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
5						1	2
6	3	4	5	6	7	8	9
7	10	11	12	13	14	15	16
8	17	18	19	20	21	22	23
9	24	25	26	27	28		

## March 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
9						1	2
10	3	4	5	6	7	8	9
11	10	11	12	13	14	15	16
12	17	18	19	20	21	22	23
13	24	25	26	27	28	29	30
14	31						

## April 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
14		1	2	3	4	5	6
15	7	8	9	10	11	12	13
16	14	15	16	17	18	19	20
17	21	22	23	24	25	26	27
18	28	29	30				

## May 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
18				1	2	3	4
19	5	6	7	8	9	10	11
20	12	13	14	15	16	17	18
21	19	20	21	22	23	24	25
22	26	27	28	29	30	31	

## June 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
22							1
23	2	3	4	5	6	7	8
24	9	10	11	12	13	14	15
25	16	17	18	19	20	21	22
26	23	24	25	26	27	28	29
27	30						

## July 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
27		1	2	3	4	5	6
28	7	8	9	10	11	12	13
29	14	15	16	17	18	19	20
30	21	22	23	24	25	26	27
31	28	29	30	31			

## August 2025

Wk	Mo	Tu	We	Th	Fr	Sa	Su
31					1	2	3
32	4	5	6	7	8	9	10
33	11	12	13	14	15	16	17
34	18	19	20	21	22	23	24
35	25	26	27	28	29	30	31

School Holiday

Public Holiday (no children in school)

INSET Day (no children in school)

# HOME SCHOOL AGREEMENT

### As a school we aim:

- To provide all students with an equal opportunity to achieve their full academic, social and personal development.
- To maintain a stimulating educational community which meets the needs of our individual students.
- To ensure commitment to equality of opportunity for all, regardless of ability, race or gender, is shared by all and is central to all aspects of school life.
- To actively involve students, staff, parents and members of the local community in the life of the school.
- To give students an understanding of the changing society in which we live, so that they are equipped to make autonomous decisions, and cope with the demands of the modern world.
- To ensure that we have high expectations of students' progress in relation to their starting point.
- To encourage students to show self-discipline and be responsible for the consequences of their actions.
- To ensure high standards of attendance and punctuality.
- To promote friendly and thoughtful behaviour towards others, and a positive attitude towards learning both inside and outside of the classroom.
- To encourage a sense of achievement and a desire for students to fulfil their potential.
- To build positive and effective working relationships with parents, and outside agencies.
- Ensure the safety of our students.
- Provide the necessary guidance and preparation for the transitional phases in a pupil's educational and personal development.

### As a Parent/Carer I will:

- Ensure my child attends school, on time and with the correct uniform, essential equipment and ready to learn.
- Work with the school to ensure the appropriate behaviour of my child in school and the community.
- Refrain from taking family holidays in term time, which affects the continuity of my child's education.
- Inform the school by 9.15am on the first day, by telephone, of my child's absence and the reason for the absence.
- Ensure I collect my child on time at the end of the school day and notify school if someone else is collecting them.
- Exercise responsibility for my child outside school hours, ensuring that he/she travels to and from school in a safe manner.
- Support the schools' policies e.g. behaviour, home school agreement and uniform and ensure the significance of such documents is understood by my child.
- Inform the school of any information which might affect my child's work or well-being.
- Engage in parents' evenings and meetings about my child's progress.
- Aid effective home school communication by checking the school website, my nominated email account, MCAS, Class DoJo, Teachers2Parents text messages, Weekly Bulletins and school newsletters. Respond to requests for information.
- Label all of my child's clothing.
- Treat all school staff, visitors, children and other parents with respect at all times.
- Contact the School Office to make an appointment if I need to speak to the Class Teacher.
- Not air any concerns or disputes over social media.
- Respect residents and highway parking restrictions around school.

### As a pupil I will:

- Attend school, arrive on time and ensure I am dressed in the correct uniform.
- Follow reasonable instructions by school staff and follow school and classroom rules.
- Discuss any problems with my Class Teacher or appropriate member of staff. If I am hurt by others I will ask for help.
- Be mindful of the impact my behaviour can have on others.
- Show respect and co-operation to all members of the school community.
- Have respect for the work, property and privacy of others.
- Complete class work and homework to the best of my ability.
- Take responsibility for my personal belongings.
- Not bring into school any dangerous, illegal or valuable items.
- Take pride in the school and protect the environment by not dropping litter or damaging school property.
- Behave in a sensible manner during break, lunchtimes and when travelling to and from school.
- Walk about the school in safe and quiet way.
- Be honest.
- Believe in myself and develop a growth mindset.

## ICT AGREEMENT

As a pupil I will:

### Responsibility

- I will be responsible for my own area/cloud area and information on it.
- I will not dismantle any of the computer equipment.
- I will report any problems I encounter with computer equipment to my teacher.
- I will play my part in trying to reduce paper waste.
- I will use ICT to help with work in my other subjects.
- I will not attempt to play games or use the internet without permission.
- I will use the internet appropriately and responsibly to ensure my personal safety at all times.
- I will immediately report inappropriate content to an adult.

### Privacy

- I will not share my password with anyone.
- I will not use or try to find out anyone else's password or use anyone else's account.

### Respect

- I will leave my computer as I would expect to find it.
- I will use the computers sensibly and with sensitivity to other users.
- I will only use the software I have been given.
- I will not attempt to install or run any software not installed on the system.

I understand that if I do not follow this contract that I may have my access rights removed and further action may be taken if necessary. For further information, please refer to the ICT acceptable use policy on the main school website.



# PARENT INFORMATION

The new few pages contain information on E-Safety. Please keep this information safe and refer back to it when needed.



## E-Safety Parent Information



### What is my child doing online?

The most common forms of online activity for young people nowadays are:

*Socialising*

*Talking to people*

*Sharing*

*Gaming*

*Searching*

*Using a Mobile Phone*

### Gaming

The internet has changed the way that young people play games. Games can be played against anyone in the world, at any time and for as long as you want. In the past, computer games were something you played against the computer, or friends that came round to your house. They were also something that you 'completed' and then moved onto the next one.

Online, you can adventure in complex worlds, create characters, and meet and make friends to fight battles and go on journeys together...

Almost anything that connects to the internet will allow you to play these games – desktop computers, laptops, consoles, like Playstation or Xbox, or even mobile phones.

Gaming is great fun, but just as with anything online, there are risks you should help your child navigate. It's important that you're involved in your child's experiences, even if it feels like a different world! Here are some simple ways to help your child game safely.

- Check The Age Rating of the Game
- Just like with films, you should check the game's age rating before allowing your child to play. The organisation 'PEGI' set age ratings for games and classify their content according to what is appropriate for different age groups. The rating will help you decide whether the game is suitable for your child.
- Talk to them about the games they play.
- Ask your child what is hot, and what is not! Get them to tell you about the game and, if they can bear it, play against them!

You might want to ask them:

- What they like about it?
- Which of their friends play it?
- Who are their friends in the game?
- To tell you about their character and profile.

It is important to stay up-to-date and regularly ask your children about the games they play and the people they are friends with.

### Look for the games advice

When you know the kind of games your child is playing, go on and take a look.

Look to see if the game has advice for parents and carers. This can help you to assess the appropriateness and learn more about the functions of the site.

In general, this advice tends to focus on the fun aspects of the game, but it should also highlight the safety measures the site has in place to protect your child and what you can do as a parent or carer to protect them, such as setting parental controls.

It is important that you read this information and learn how to report any issues directly to the site. This way you can help your child if they need it.

### **Know who they're talking to**

Most of the popular online games are played by adults and children alike. Therefore, your children need to be aware of the information that they share and the people they talk to.

It's never a good idea to share personal information such as their name, address, email address, passwords, telephone numbers or the name of their school with people they don't know and trust in the real world. Talk to your child about how people can sometimes lie online or pretend to be someone else.

Encourage your child to keep gaming friends 'in the game' and not to invite them to be friends on their social networks.

### **Set Boundaries**

Some online games are virtual worlds which never end, where missions can take hours to complete. It's important to set limits on the amount of time your child spends playing online. Be aware of how long they spend gaming and set rules, as you would for TV. Also, ensure that they take regular screen breaks at least five minutes every 45- 60 minutes.

### **Know what to do if something goes wrong**

Things can go wrong when gaming, whether that's someone being mean, inappropriate or asking you to do something that you're not comfortable with. It's important that you and your child know what steps you can take in the game to block and report people and how to report and seek support from other services.



### **What tools are there to help me keep my child safe?**

As well as being involved in your child's life online, there are a number of tools that you can use to help keep them safe; Technical Tools, Reporting Tools, Educational Tools, Privacy settings and Parental controls.

#### **Privacy Settings**

Most social networking sites, like Facebook, now give your child a lot of control over what they share and who they share it with. Through a site's 'privacy settings' you are able to control:

**Who can search for you** – this means that when people search your name on a site, your profile does not come up.

**Who sees what** – this means that you can control the information you share, like your photos or 'wall' posts. You can usually restrict this to friends only, friends of friends, certain groups of friends, or everyone. We would recommend that for young people it is restricted to friends only.

**Who can post information about you** – some sites enable others to 'tag' photos of you or share other information about you, like your location. Many sites enable you to restrict people's ability to do this. It is important that you stay up-to-date with the privacy settings that your child uses and help them stay in control of their profile. For more information about privacy settings in Facebook:

<http://www.facebook.com/help/privacy>.

#### **Parental controls**



As a parent or carer it can be difficult to monitor what your child is up to online. Most parents and carers trust their children online, but it can be easy for a child to stumble across things that might upset or disturb them.

Filtering and moderation packages are a good way to stop the majority of inappropriate and harmful content coming into your home. They are a tool to help you set and change online boundaries in line with your child's development.

There are some great packages out there, some are free and some come at a cost. Make sure you get one that suits your family's needs and budget.

### **How can this help me?**

Every parental control package is different, but most provide services such as:

- **Filtering** – content to restrict access to particular sites, such as pornographic websites.
- **Time limits** – restrict the amount of time your child can be online, or set periods of time where your child can access certain sites.
- **Monitoring** – where you are informed of certain sites that your child is attempting to gain access to.

**Reporting** – where you are provided with information about what sites your child has used.

### **Where do I get them?**

There are three main levels for applying parental controls:

- **Internet Service Providers (ISP's)**. These are the organisations that pipe the internet to your home (like Virgin Media, Talk Talk, Sky and BT). All of the major ISP's provide parental control packages.

These can allow you to apply controls across all of the devices that access the internet through your home connection – such as laptops or games consoles.

- **Devices that connect to the internet**. Most computers, mobiles and games consoles now come with parental controls that can be applied. For example, within Windows and the Mac operating systems, there are parental controls that can be set for individual devices.

### **Software**

There are a wide range of packages available to buy or sometimes download for free – always look for reputable companies and check out reviews online.

Does this make my child safe?

Parental controls will never make the internet 100% 'safe'. They should not be used as a substitute for communicating safety messages to your child. Make sure that you talk to your child about their behaviour online and remember, your home is not the only place they will be accessing the internet! (look at navigation bar). Never ask your children to set these settings; if you are not confident in putting these in place ask a family friend or the shop assistant to help.

### **BT**

BT's Security package is called BT Family Protection. This lets you choose the right level of protection for each child on up to three computers in your home. With this service you can:

**Block websites** – stop your kids from seeing inappropriate content

**Set time limits** – manage how long your children spend online

**Get instant alerts** – get email or text alerts when your kids try to view blocked sites or post confidential information

**Social networking tools** – control the use of social networks like Facebook and Twitter and set up text alerts if personal information is posted

**YouTube filtering** – a unique technology to prevent exposure to unsuitable content

**Usage reports** – review your children's online activity from anywhere in the world.

As well as parental controls, you also get:

**Advanced spam filtering** – with image blocking to protect children from offensive content

**BT Cleanfeed** – blocks sites classified as illegal by the Internet Watch Foundation

**Access to their internet abuse prevention team** – for children or parents to report any concerns

### **Talk Talk**

Talk Talk's Internet security service is called HomeSafe. Built into the broadband network itself, HomeSafe is designed to help you block every device in your home from websites you've defined as unsuitable for your home. Parents also have the option to control the after school homework routine specifically. It's been developed in partnership with their panel of parents and online safety experts. **Virgin**

### **Media**

Parental Controls is part of Virgin Media Security and is available for free to all Virgin Media broad-band customers. With Virgin Media Security's Pa-rental Control you can:

- Screen out offensive material
- Filter sites by pre-defined age categories
- Add exceptions or block specific sites
- Control access to specific content types like chat or social networking
- Set an access-schedule for individual users
- See a history of sites viewed, including those that were blocked.

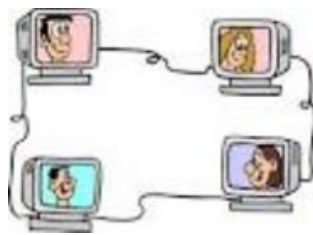
### **Plusnet**

Plusnet offer Plusnet Protect Internet security. With this service, either offered free or for a small charge dependent on your Broadband package, parents and carers are able to set safe boundaries for children with parental controls.

### **Sky**

Sky offer McAfee Internet Security suit, available free or for a small monthly charge dependent on your Broadband package. Parental Controls are included in this package, however all Sky Broadband customers can get McAfee Parental Controls on their own as a separate download, free and for up to three PC's.

McAfee's Parental Controls help control when your children can be online, monitor/control what websites they can visit.



### **Who is my child talking to online?**

Young people use the internet to talk to others in a number of different ways: emailing, instant messaging, webcam and chat rooms.

The online world provides young people with the opportunity to be inquisitive, explore and actively seek risks, such as talking to with people that they don't know.

Chatting online feels different to chatting face-to-face. It can be easier to say and reveal things that you wouldn't in the real world, and be mean, aggressive or even fun.

It is important for young people to remember that there are offline consequences to online behaviours.

As a parent or carer, you need to understand the ways young people communicate with others, and the potential risks.

Until you feel your child is responsible and mature enough to understand and manage the risks of communicating with people they do not know, then you should restrict the sites they use and people they talk to. Young people should be aware that they can:

### **Block contacts**

Most chat sites enable you to block contacts to prevent them from communicating with you.

### **Report contacts**

If someone is being inappropriate on chat sites, you can often report this directly to the site administrator. However, if your child has experienced offensive chat that has made them feel uncomfortable or someone is trying to meet up with them, you can report this directly to CEOP

### **What is Instant Messaging?**

Instant messaging (IM) is instant text chat between two or more people. This tends to be private unmoderated chat. You can build a list of 'friends' or 'buddies' that you can chat to, they can see when you are online and start conversations with you. It is important for young people to know how to manage this list, for example, blocking contacts they don't want to talk to.

Windows Live Messenger is a popular IM service; however, many sites, including Facebook, provide instant messaging.

### **What Is SPIM?**

SPIM is unsolicited messages that are sent through instant messaging sites. These could be adverts, scams, viruses or ways to gather your personal information for the purpose of fraud. Often these appear to be real people requesting to chat.

Your child should not click on messages and links from people that they do not know on their instant messaging accounts as they may risk their computer's security.

### **What is Webcam Chat?**

Webcams let you see the person you're talking to while you're chatting. Services like Skype, Facetime are very popular and free. This can be a great way for young people to chat to each other; however, it is important to remember that what appears on webcam can be recorded and shared with other people in ways that you wouldn't want. Young people should be aware that it is never a good idea to reveal too much of themselves on webcam.

### **What are Chat rooms?**

A chat room is a forum where groups of people meet to chat online – this can some-times be about a particular topic, or can be friends meeting to discuss something. Sometimes chat rooms are moderated; this means that someone, or a computer program, is looking out for inappropriate language or behaviour. Some chat rooms, even those aimed at young people, do contain a lot of inappropriate chat and online flirting. It is important for young people not to engage in appropriate chat with people they do not know, or reveal too much about themselves.

### **What is Random Chat?**

These sites connect individuals at random with strangers to enable them to chat, either by text or webcam. The random element of connecting you with someone anywhere in the world is the main appeal of these sites.

This type of site is often unmoderated and frequently used for chat and actions of a highly and inappropriate nature which can be harmful to young people.



## **Socialising on the Internet**

### **Socialising**

Your child will be using services online to create a network of 'friends'. Social networking sites, like Facebook and Instagram encourage and enable your child to link with their friends so they can chat, keep up to date, share photos and videos... and their opinions of them!

Almost every site online now has a social element. Whether it is finding out what music your friends are buying, to reading their reviews of the latest films or games, increasingly we see the internet through the eyes of our friends.

To young people, their idea of an online 'friend' may be different to an offline 'friend'. Friends online might be your best mate, your entire school, friends of friends, people you meet gaming, or even just someone with a funny profile.

Therefore, online 'friends' are likely to be a much larger group than friends in the real world. Making someone your 'friend' gives them access to things you share – that could be; what you like, who you like and even where you live...Therefore, the larger the group of friends, the more people can see things about you. As you might expect, this can be risky.

### **Four Top Tips**

1. Know who your friends are. Because 'friends' have access to their personal information and can chat to them, your children should only be friends with people that they trust. Talk to your child about who their 'friends' are, encourage them to think about where and when they 'met' people and whether it is appropriate to share information with them.

2. Manage the information you share with them. On most sites, children can control the amount of information they share with different groups of friends.

For example, you might share some holiday snaps just with your family, or create a private invitation to a party.

Your child should only share personal information, like their telephone number or school, with people they know and trust in the real world.

3. Never meet up with someone you only know online. People might not always be who they say they are. Make sure your child understands that they should never meet up with anyone they only know online without taking a trusted adult with them.

4. Know what to do if someone upsets you. Sometimes 'friends' can do things that are upsetting, it's important that you and your child are aware of what you can do to block or report this.





### Using a Mobile Phone

More and more young people in primary schools own a mobile phone. The devices themselves are becoming ever more powerful and many offer the same functions you might have on a computer. Many mobile phones can now:

- **Access the internet** – this is no different to accessing the internet through a computer. Young people can go on any site that you can find online, including sites like Facebook, YouTube and also potentially age inappropriate sites.
- **Take and share photos and videos** – most phones have a fully functioning camera. Young people can take images and videos and these can be shared quickly, easily and for free through text message, email or uploading to the internet.
- **Chat with instant messaging, video and text** – young people can take part in private chats with people through their mobile phone.
- **Share your location** – through GPS, many phones can now identify their user's location in real time. This can then be shared on social networking sites and through other sites and applications.
- **Play games** – young people can use their mobile to play games and download new ones, sometimes these can come at a cost.
- **Add and buy 'apps'** – apps are programs that you can add to your phone that enable you to do a wide range of things, from playing simple games to finding up-to-date train times. Some of these apps have a cost.

With all of these functions available, talking to people is now only a small part of what mobile phones are used for. It can be difficult to keep tabs of what your child is up to on a mobile phone.

### How can I help my child use their mobile phone?

**Parental settings** – some mobile phone service providers allow you to set certain controls over your child's phone. This can include blocking access to certain sites and monitoring your child's activities. When buying a mobile, speak to the sales representative to find out more about what services they offer. You can find out more about what controls are available by looking at 'parents' sections online; here are a few to get you started:

Vodafone -<http://parents.vodafone.com/mobile>

O2 –<http://www.o2.co.uk/parents>

T mobile -<http://www.t-mobile.co.uk/help-and->

EE: <http://ee.co.uk/ee-and-me/family-home/keeping-children-safe-online>

- **Loopholes** – even if you have set controls, your child may be accessing the internet through other sources. Many phones can access the internet through Wifi, which could be available on your street and picked up for free. Accessing someone else's Wifi may mean that your safety settings no longer apply.
- **Understand what your child's phone can do** – all phones are different and you need to know what they are capable of so you can manage the risks.
- **Set a pin code on your child's phone** – setting a pin code is like a password. Without a

password, others may use your child's phone. This could enable them to access personal information, online accounts or run up expensive bills.

- **Set boundaries and monitor usage** – this doesn't mean spying on your child! You can set rules with them about where it is used and how long for. For example, if you don't want your child to use their mobile at night, why not only charge it overnight in the living room?
- **Discuss what they can share** – teach your child to think before they share online and the consequence of doing this over the mobile phone, such as sharing their location.
- **Discuss and monitor costs** – phones can be expensive. As well as bills, costs can be run up through downloading apps, music or leaving data-roaming on abroad. Your child should be made aware of the financial responsibility that comes with owning a phone. There are different ways to manage costs, such having a contract or pay-as-you-go deals; make sure you discuss this in the shop.
- **Keep their mobile number private** – young people need to understand that their phone number should only be given to people they know and trust; make sure that if they are concerned, they ask you first.
- **Be prepared in case the phone is lost or stolen** – know who to contact to get the SIM card blocked. Every phone has a unique 'IMEI' number; make sure you write this down so if the phone is stolen, the police can identify the phone if they find it. You can get this by dialling \*#06#.

#### Useful websites

There are a range of useful websites that provide information for parents and children:

[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.digizen.org](http://www.digizen.org)  
[www.childnet.com](http://www.childnet.com)  
[www.ceop.gov.uk](http://www.ceop.gov.uk)  
[www.getsafeonline.org](http://www.getsafeonline.org)  
[www.dcsf.gov.uk/ukccis](http://www.dcsf.gov.uk/ukccis)

