Skippers Hill Manor Preparatory School

Criers Lane, Five Ashes, Mayfield, East Sussex, TN20 6HR
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www.skippershill.com

## School and staff email contacts

For all general enquiries, please contact office@skippershill.com or phone 01825 830234.
For specific queries regarding your child the following tiers are available to you:
1. Contact your child's Class Teacher/Form Tutor in the first instance (or check The Week Ahead for information).
2. Pastoral Coordinators or Academic Coordinators
3. Deputy Head – Mr Leggett
4. Headmaster - Mr Hammond

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|---|---|---|
| Mark Hammond | Headmaster and Teacher<br>Deputy DSL<br>Senior Leadership Team<br>Health and Safety Officer | mark.hammond@skippershill.com |
| David Leggett | Deputy Head and Geography Teacher<br>Designated Safeguarding Lead<br>Senior Leadership Team | david.leggett@skippershill.com |
| Loraine Pincott | Head of EYFS<br>Reception Class Teacher<br>Senior Leadership Team | loraine.pincott@skippershill.com |
| Sarah Hammond | Registrar<br>Senior Leadership Team | sarah.hammond@skippershill.com |
| Holly Barnett | Year 5 Form Teacher<br>Art and DT Coordinator<br>KS2 English | holly.barnett@skippershill.com |
| Beth Beazleigh | Year 3 Teacher | beth.beazleigh@skippershill.com |
| Antonia Convert | Girls' Games Teacher | antonia.convert@skippershill.com |
| Sarah Davis | Year 6 Form Tutor<br>Science Teacher | sarah.davis@skippershill.com |
| Linda Francis | Music Teacher (EYFS and KS1) | linda.francis@skippershill.com |
| Alex Gurran | PE Coordinator and Games Teacher<br>Head of Churchill House<br>Year 6 Form Tutor | alex.gurran@skippershill.com |
| Emma Harvey | Academic Coordinator Year 6-8<br>Year 7 Form Tutor<br>Languages Teacher | emma.harvey@skippershill.com |
| Louise Hemsley | Pastoral Coordinator Years 1-4<br>Year 2 Class Teacher | louise.hemsley@skippershill.com |
| Tiffany Henry | SENCO<br>Year 4 Class Teacher | tiffany.henry@skippershill.com |
| Carolyn Holleyman | Music Coordinator | carolyn.holleyman@skippershill.com |
| Matthew Minister | Enrichment Coordinator<br>Pastoral Coordinator Year 5-8 | matthew.minister@skippershill.com |

*Where individuality is cherished*

| | Head of Livingstone House<br>Year 8 Form Tutor<br>Games and Maths Teacher | |
|---|---|---|
| Jessica Newton - May | Year 4 Class Teacher | jessica.newtonmay@skippershill.com |
| Alison O'Neil | KS2 and Humanities Teacher | alison.oneil@skippershill.com |
| Danielle Puttock | Academic Coordinator Year 1-5<br>Year 3 Class Teacher<br>History Teacher | danielle.puttock@skippershill.com |
| Katharine Randolph | Science Teacher | katharine.randolph@skippershill.com |
| Sue Reis | Kindergarten Leader | sue.reis@skippershill.com |
| Amy Stuttle | French Teacher EYFS and Juniors<br>Swoove Instructor | amy.stuttle@skippershill.com |
| Laura Tasharrofi | Year 1 Class Teacher<br>Head of Drake House<br>Games Teacher | laura.tasharrofi@skippershill.com |
| Nick Tier | Year 7 Form Tutor<br>Maths Teacher<br>ICT Coordinator | nick.tier@skippershill.com |
| Helen Van Dyk | Year 8 Form Tutor<br>English Teacher | helen.vandyk@skippershill.com |
| Ben Barden | Games and Drama Assistant | ben.barden@skippershill.com |
| Grace Brickell | Teaching Assistant | grace.brickell@skippershill.com |
| Sieona Cooper | Teaching Assistant | sieona.cooper@skippershill.com |
| Camilla Hill | Teaching Assistant | Camilla.hill@skippershill.com |
| Ben Martin | Games Assistant | ben.martin@skippershill.com |
| Megan Ovenden | Kindergarten Key Worker | megan.ovenden@skippershill.com |
| Jackie Parker | Teaching Assistant and Year 6 Form Tutor | jackie.parker@skippershill.com |
| Michelle Rocchiccioli | Teaching Assistant | michelle.rocchiccioli@skippershill.com |
| Frances Plummer | Marketing and Admissions | frances.plummer@skippershill.com |
| Kim Martin | Operations and Finance Manager | kim@skippershill.com |
| Caroline Crisp | Secretary | office@skippershill.com |

Groundsman and Handyman:     Chris Walker
Assistant Caretaker:               Steven Long
Bus Drivers:                         Chris Walker, Steven Long
Matrons:                             Ruth Walker, Clare Dale
School Cook:                        Wendy Credland
Catering Assistants:              Hazel Browning, Louise Corbey
Breakfast Club Supervisor:     Hazel Browning, Jackie Parker

Peripatetic staff (please contact through the Office)

## <u>Responsible Internet Use</u>

Dear Parents,

As part of your child's curriculum and the development of ICT skills, we provide supervised access to the Internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Please would you read the attached Internet Responsible Use Policy and talk about it with your child. If you are satisfied with this, **please sign and return the consent form so that your child may use the Internet at school.** Further detailed guidance on our E-safety policy is contained within our Safeguarding policy, available on the website at: http://www.skippershill.com/admissions/policies-and-procedures/

There are often concerns about pupils having access to undesirable materials, but we take positive steps to deal with this risk in school. Our school Internet provider operates a filtering system that restricts access to inappropriate materials.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the accessibility of inappropriate materials, the school cannot be held responsible for deliberate misuse. The school will not be liable for any damages arising from abuse of our rules.

Our rules also concern the types of communications that pupils make using computers and other technology. We would like your support in helping to ensure that the children at school are using technology in a responsible and polite manner and never in a way that could upset another person or spoil their work.


Yours sincerely,

Mark Hammond

## Parent Consent for Internet Access

I have read and understood the school rules for responsible Internet use and give permission for my son / daughter to access the Internet. I understand that the school will take all reasonable precautions to ensure pupils cannot access inappropriate materials. I understand that the school cannot be held responsible for the nature or content of materials accessed through the misuse of the Internet. I agree that the school is not liable for any damages arising from the misuse of the school's Internet facilities.

Name of parent:

……………………………………………………………………………………………………..

Signed:

……………………………………………………………………. Date: ………………………………………………

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## Pupil Consent for Internet Access – Year 2 upwards

I have read and understand the school rules for responsible computer use. I will use the computer system and internet in a responsible way and obey these rules at all times.

Name of pupil: ……………………………………………………………………… Year group:…………………………….

Signed:

……………………………………………………………………. Date: ………………………………………………

# Internet Acceptable Use Policy

*(Please also refer to Safeguarding Policy for further detail)*

Providing access to the internet in school raises educational standards. Pupils and staff will have access to web sites world-wide including art galleries and museums which offer educational resources.

All staff involved in supervising or teaching children accessing the internet will be provided with the school Internet Acceptable Use Policy. The school policy will be available to everyone who is a stakeholder in the school to read and is available on the school website: http://www.skippershill.com/admissions/policies-and-procedures/

In common with other media, material that is unsuitable is available on the internet. To avoid access to these unsuitable materials the following measures are to be adopted:

- No pupil is allowed on the computers at any time without supervision by a teacher

- Children using the internet will be working with a class or subject specialist teacher and will be supervised at all times

- All staff will guide the students to sites which are appropriate for their age and maturity

- Staff will be particularly vigilant when pupils are undertaking their own search and will check that the pupils are following the agreed search plan

- Pupils will be taught through their ICT and other lessons to use the internet responsibly to reduce risk to themselves and others

- Rules for responsible use will be reinforced to the students throughout the curriculum

- The ICT coordinator will monitor the effectiveness of internet access strategies

- The Head -teacher will ensure the policy is implemented effectively

Methods to quantify and minimise risk will be reviewed with colleagues.

The main server has an effective filter to ensure authenticity and suitability of sites. The school also uses the GoGuardian monitoring and filtering system to ensure that pupils are protected and monitored.

It is the experience of other schools that these measures are highly effective. However due to the international nature and linked scale of the internet, it is not possible to totally guarantee that particular types of material will never appear on screen.

A very important element of the rules and responsibility of internet use is that students will tell the teacher in charge of the class if they accidentally access material they are uncomfortable with.

The school can not accept liability for the material accessed or consequences thereof through misuse.

It is important that pupils play their part in minimising the risk by following the instruction of the teacher in charge of the class. If pupils abuse the privilege by failing to follow the rules or failing to follow the agreed search plan then sanctions will be taken against the pupil. Access to the internet could be denied for a short period or in the worst situation indefinitely and parents or carers informed.

Access to the internet is a privilege not a right and so requires a responsible attitude and acceptable behaviour is to be demonstrated.

**Rules**
- Students should not enter the Library without a teacher present.
- Pupils are to use the internet for school work and homework only.
- Pupils will only use the internet with the permission of their teacher.
- Users will use the sites they have been directed to and follow the searches agreed by the teacher.
- Students will not access newsrooms/chatrooms at any time and e-mails can only be accessed through the teacher and will be used in their school work.
- Only approved e-mail addresses generated for the benefit of teaching are to be accessed by students and teachers on school computers. No personal e-mails are to be accessed at any time.
- Pupils will not download any materials unless specifically agreed by the teacher.
- Pupils must log off the internet at the end of a session and all stations must be shut down. The teacher will ensure this happens and also turn off any relevant peripheral equipment as directed by the ICT Co-Ordinator.