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When does the school day start and end?

This can often confuse people, the Department for Education gives clear guidance on this.

Teachers have the power to discipline pupils for misbehaving outside of school premises “to such an extent as is reasonable”. This can relate to any bullying incidents occurring anywhere off the school premises, such as on public transport, outside local shops, or in a town or village centre. This also applies to any out of hours school activity.

If a pupil is seen after school hours in school uniform or is recognisably from our school, and is seen to be posing a threat to another pupil or member of the public, you should report it to your Pastoral Lead.

We work with the Police to ensure the safety of all of our pupils.

Personal Safety and Wellbeing at Wyvern

Issue 1 For pupils

What does the Law tell us?

The word bullying is used quite often to describe a certain element of bullying. Cyber bullying, verbal bullying, physical bullying etc are phrases we often hear.

The word bullying is often used incorrectly.

It is often used to describe something not very nice that has happened as a single incident or a minor incident.

So what is bullying? In July 2017 the Department for Education told us this:

*Bullying is a behaviour by an individual or group, repeated **over time**, that intentionally hurts another individual or group whether physically or emotionally.*

That means if you have reported an incident and the pupil has been warned and continues to do the same thing over time—then it’s bullying.

The key thing is to report any incident that hurts you emotionally or physically. We can’t do anything to help if you don’t speak out! Don’t just pass it off as ‘banter’ or ‘messaging about’.

Every minor incident you report gets recorded and that helps your Year Leader build up a picture and step in before it becomes a bullying issue.

You can find out more about this by visiting this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf

Bullying can happen at any time to anyone. In school, After school and on line (cyberbullying). There is always someone to reach out to.



Go to the back page to find some other useful contacts that may help you.

Where can I find out more?

Your first port of call should always be your Form Tutor or Pastoral Year Leader. Year Leaders have all had safeguarding training and can tell you exactly what you need to know about Personal Safety. These people are:

- Y7: Mr Willis
- Y8: Mrs Delacy
- Y9: Miss Cox
- Y10: Mrs Burford
- Y11: Miss Agnew

Assistant Headteacher Pastoral:
Mrs Philips

E-safety and Cyber Bullying



Keep yourself safe And the internet fun!

Cyber bullying is rife on the internet and most young people will experience it or see it at some time. Cyber bullying can happen 24 hours a day, 7 days a week and it can go viral very fast.

Mobile phones and computers are a part of everyday life. Used correctly, they are an exciting source of communication, fun and educational, but used incorrectly, or in the wrong hands they can be a threat to your safety. You might receive insulting or abusive texts or emails, or you may talk to someone in a chat room or social networking site who isn't who they say they are and who is not a safe person to be talking to.

10 TOP TIPS

For keeping safe online and on the phone

- Don't put up with abusive texts, photos or videos. Show them to an adult and make sure the person who sent them knows you are taking action to stop them. Keep, don't delete until the problem is sorted.
- Think about the language you use in texts. If you wouldn't like it said about you, don't say it to anyone else.
- Don't lend your mobile to anyone unless it is an emergency
- Don't reveal your full name, address or phone number to people you meet on the internet unless you check it with your parent or another adult first.
- Don't allow anyone online to trick you into doing something against your wishes or something you know you shouldn't do.
- Remember that any emails you send or photos you upload to the internet can't be destroyed. They are there forever. Think before you post something, you might regret it later.
- Never arrange to meet up with someone you meet online until you tell your parents or
- Block any users who you are unsure about and break off contact with anyone who makes you worried
- Don't use your real name in chat rooms or use any handle or nickname that reveals personal details, such as the town or street you live in.
- **You can report internet abuse at the click of a button on a really good website**

**YOU. YOUR FRIENDS.
THE INTERNET**



Safety and Welfare

We believe that your safety and welfare is very important.

Schools have a special responsibility to safeguard and promote the welfare of all students. This means we should notice if you are being treated badly, listen to you if you want to talk to us about a problem and take advice from other professionals if you need extra help.

Young people are nearly always safe at home, at school and in the community, but sometimes things can happen to make them worried, upset or afraid.

When young people are hurt in some way by an adult or an older young person this might be called child abuse. If we think a pupil has been harmed or is at risk of being harmed we have a

set of rules we follow to help protect you. These rules are called safeguarding procedures and a copy of our safeguarding policy is available on our web-site.

Although your safety is the responsibility of adults there are ways you can help yourself to keep safe too so we have given you some tips to think about.

A list of people you can talk to if you are worried, upset or afraid is included on the back page.

Remember, you don't need anyone's permission to talk about your worries and you have the right to talk to anyone you wish.



10 TOP TIPS

For keeping yourself safe

- Look confident. People are less likely to pick on you.
- Try to go places with friends. If you do go out alone always tell someone where you are going and what time you will return.
- Talk to a trusted adult—someone in the family or someone at school—if anyone says or does anything that worries or frightens you.
- Don't worry about breaking the rules if you feel afraid. It's OK to shout at or run away from an adult who is trying to hurt you.
- Carry a mobile phone and put in emergency numbers - your parents, police, a

trusted adult on speed dial so you can make a quick call if you need to.

- If you are taking a bus or train, make sure you have enough money for the return journey. Don't accept money from someone you have never met before.
- Don't accept a lift from someone you've never met before. Call someone to pick you up.
- Stick to well lit areas where there are people around if you need help
- Remember that alcohol and drugs can harm your health and can encourage people to take unnecessary risks

- Remember, if an adult or an older young person tries to hurt you it's not your fault. You don't have to do what they say just because they are telling you to do it.

Who can help me in school?

The Safeguarding Team

Mrs Delacy
Miss Cox
Mrs Burford
Miss Agnew (Deputy (DSL))
Mr Willis
Mrs Grant

Designated Safeguarding Lead :
Mrs Phillips

What does the law say about attendance at school ?

Schools have to regularly inform the Local Authority of any pupils who are regularly absent from school, have irregular attendance, or have missed 10 school days or more without the school's permission.

Schools also have a **safeguarding duty**, under **section 175 Education Act 2002**, to investigate any unexplained absences.

Good attendance and punctuality are key issues to successful progress through school. Pupils who are regularly absent from school are in danger of falling behind in their studies and also of becoming labelled a "Persistent Absentee" which is any on who has less than 90% attendance.

Every School Day Counts:
There are 365 days in each calendar year.
190 are school days

100% = 190 days of education.

95% = 180 days in school = 10 missed = 2 weeks absent

90% = 171 days in school = 19 missed = 4 weeks absent

85% = 161 days in school = 29 missed = 6 weeks absent

80% = 152 days in school = 38 missed = MORE THAN ½

A TERM ABSENT

75% = 143 days in school = 47 missed = Over 9 weeks absence from school!

At the end of the year - 75% attendance = 9 weeks of LOST

LEARNING.

Punctuality

Over a school year:

5 minutes late every day = 3 days lost from your school year

10 minutes late every day = 6 ½ days lost

15 minutes late every day = 10 days lost = 2 whole weeks

20 minutes late every day = 13 days lost

30 minutes late every day = 19 days lost learning = 1 whole month of education missed.

Who do I speak to?

Mrs Zoe Grant

Family Welfare and
Attendance Champion
Wyvern Academy

grantz@wyvernacademy.
org



Useful contacts

- ⇒ Childline: Help and advice on a number of issues. You can call for free anytime 0800 1111 | <https://www.childline.org.uk/>
- ⇒ NCPCC: Advice on a number of issues <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>
- ⇒ Are you worried about online sexual abuse or the way someone has been communicating with you online? Make a report to one of CEOP's Child Protection Advisors <https://www.ceop.police.uk/safety-centre/>
- ⇒ How to stay safe from abuse: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>
- ⇒ Thinkuknow is the education programme from CEOP, a UK organisation which protects children both online and offline.: <https://www.thinkuknow.co.uk/>
- ⇒ LGBT Help and advice—Stonewall <https://www.stonewall.org.uk/>
- ⇒ EACH Educational Action Challenging Homophobia <https://each.education/>

When will we update this?

If there are any new national or local guidelines or laws which change we will update this guidance and our policies

YOU. YOUR FRIENDS.
THE INTERNET



There is a lot more to know and a lot more help out there than we could fit in this leaflet—please ask you Head of Year