



St Mary's Catholic Primary School

*Headteacher: Mrs Helen Armstrong
Diocese of Plymouth*

2nd November 2017

Dear Parents and Carers,

All Together: united against bullying

St Mary's Catholic Primary school is embarking on the All Together anti-bullying programme provided by the Anti-Bullying Alliance (ABA). ABA is a charity that works to reduce bullying in schools. It is based at the National Children's Bureau (NCB).

In order to make sure that we improve the support we offer, we want to find out the levels of bullying in our school and to find out how our pupils feel about school. For this reason, we are inviting pupils at our school in years 3 to 6 to complete an anonymous survey. We will then ask pupils to complete the questionnaire again in the summer term of 2018.

The following information is important since it will explain about the survey and how the information gathered will be used.

Why we are writing to parents/carers

We are asking for your permission for your child to be invited to complete the survey questionnaire. **If you are happy for your child to be invited to do this then you do not have to do anything. However, if you do not want your child to complete the questionnaire then please let us know by November 17th.**

If we do not hear from you we will assume you are happy for your child to be invited. Please be assured that you or your child choosing not to take part in the survey will not disadvantage you or your child in any way.

Why has my child been asked to take part and what will they do?

The survey has been specially designed by the Anti-Bullying Alliance for all pupils in years 3 and above. It is an online survey which should take about 15 minutes to complete. The answers your child gives to the questionnaire will not be seen by their friends, teachers or you unless your child chooses an adult to help them complete the questionnaire.

What are the downsides of taking part?

The survey has been very carefully designed so that it will be easy for children to answer. If there are questions they don't like, they can leave these out. They will also be able to stop answering the survey questions at any time if they wish. Completing the survey should not cause them any distress, however, if they should become upset, school staff will be on hand to offer support. Information will also be provided about other sources of advice and help – e.g. about talking to their family, calling ChildLine and so on.

What are the possible benefits of taking part?

One advantage is that your child will help shape the approaches we use as a school when trying to prevent and tackle bullying, for example, it will help us to make sure that the school's anti-bullying policy covers all the important areas that concern children in our school. By asking these questions, pupils will also know we take incidents of bullying seriously as a school and that we care about our pupils' wellbeing.

What will happen with the information that your child gives us?

As we have said, the information from the survey will help our school to improve its work to tackle bullying. All information collected will be kept confidential and will be carefully stored by on a secure system held by the Anti-Bullying Alliance in accordance with the Data Protection Act 1998.

The school will not have access to individual completed questionnaires and whole year group reports will be sent back to them anonymously.

Some of the headline results may be shared with key people, like the school's governors and Ofsted. Again this information will be anonymised and it will not be possible to identify any individual pupils.

What we need parents/carers to do

We hope that you have found this information useful and that you will be happy for your child to be invited to take part in this survey. However, as explained at the start of this letter, if you do not want your child to participate in this survey, you need to contact the school by **November 17th**, to let us know (office@st-marys.poole.sch.uk).

If you decide you would like your child to take part you are still free to withdraw your child at any time and without giving a reason; simply let us know that you do not wish them to participate.

If you are unsure about whether you would like your child to take part and you have some questions about the survey, you are welcome to contact me (via the school office) – I will be very happy to answer any questions you may have.

Yours sincerely,

C.Lakatos

Mr C Lakatos
Anti-bullying Lead