



Home-School Agreement Policy

Start date: 11/09/2015

Date of Next Review: Autumn Term

Responsible Committee: Quality & Standards

Department:
Inclusion

Signature:

Purpose

This agreement encapsulates our belief that parents are a child's first and most important educators. It is designed to help achieve the highest possible standards of achievement through close communication and effective partnership with parents.

Who was consulted?

In drawing up this agreement we surveyed parents and carers to clarify their expectations of the school. In addition, the staff reviewed current practices in communicating with parents and students. Students were invited to comment on the extent to which the school council provides an effective vehicle for consulting them and involving them in decision-making.

Main ECM outcome: Enjoy and achieve

Relationship to other policies

This agreement relates most closely to the homework, student discipline and registration policies. It impacts on our approach to the prospectus and the school profile. It is also relevant to many other school policies such as assessment, child protection, equality, nutritional standards, racial equality, target-setting, and teaching and learning.

Roles and responsibilities of the Principal, other staff, Governors

The **Principal** will ensure that the home-school agreement and other significant communications with parents and students are reviewed at least every two years in consultation with parents, students, staff and Governors.

Methods of consultation will include:

- Parent forums and informal discussion at open evenings
- Surveys
- School council meetings and circle time
- Telephone contacts
- Staff meetings.

In addition feedback will be sought from parents on the effectiveness of:

- The prospectus
- The school profile
- Newsletters
- Reports of student achievements.

Where parents do not read English, translations will be produced or the contact will be oral.

With guidance from the Principal the **Governing Body** will be involved in the consultation process, such as by helping to draft, carry out and collate surveys

Arrangements for monitoring and evaluation

The Community/Communications Committee of the Governing Body will monitor the number of HSAs that are signed and the reasons given when they are not signed. It will receive summary reports of the consultations and surveys and will report annually to the whole Governing Body. Where appropriate, action points will be carried forward to the school improvement plan.



HAILBURY TURNFORD HOME-SCHOOL AGREEMENT

(In accordance with the school's policy and working documents)

	As a parent/carer(s) I/we shall undertake to ...	As a student I shall do my best to ...	As a school we shall ...
Preparing for the school day	<p>Ensure my/our child leaves home in full school uniform.</p> <p>Ensure my/our child is fully equipped for school.</p>	<p>Always wear full school uniform to and from school and during school.</p> <p>Bring the correct equipment, planner and books to school.</p>	<p>Ensure full school uniform is worn at all times.</p> <p>Advise your child of the relevant and necessary equipment.</p>
Attendance and Punctuality	<p>Ensure my/our child attends school on time every day.</p> <p>Avoid taking holidays during term time.</p> <p>Contact the school when my/our child is absent and provides a note upon their return.</p>	<p>Attend school every day on time and be punctual to lessons.</p>	<p>Encourage and reward good attendance and insist on punctuality.</p>
Lunchtimes	<p>Tell my/our child to remain on the premises unless we have obtained a home lunch card, in which case I/we will ensure he/she comes home for lunch.</p>	<p>Regard my parents' wishes with regard to lunchtimes.</p>	<p>Provide supervision for students who remain on site.</p>
Class and Homework	<p>Take an active interest in the work of my/our child and encourage him/her to always do their best.</p> <p>Provide suitable conditions for the completion of homework and ensure my/our child completes their homework on time and to the best of their ability.</p> <p>Check and sign my/our child's planner weekly.</p>	<p>Listen to my teachers and work hard.</p> <p>Write all homework in my planner, do my homework to the best of my ability and hand it in on time.</p>	<p>Provide your child with high quality teaching in every subject.</p> <p>Set appropriate work which will be marked regularly.</p> <p>Provide a homework timetable and set and mark homework regularly.</p> <p>Prepare your child in a range of subjects that will allow him/her to succeed in national attainment tests and public examinations.</p>
Behaviour	<p>Encourage my/our child to maintain high standards of behaviour, good manners and consideration for others.</p> <p>Inform the school if I/we know or suspect my/our child is being bullied.</p>	<p>Behave well inside and outside of school and follow the code of conduct.</p> <p>Look after other students and under no circumstances bully other students.</p> <p>Tell someone if I am being</p>	<p>Encourage and insist on high standards of behaviour, good manners and consideration for others.</p> <p>Deal promptly with incidents of bullying.</p>

		bullied or know of anyone else who is being bullied.	
	As a parent/carer(s) I/we shall undertake to ...	As a student I shall do my best to ...	As a school we shall ...
Pastoral Support	Inform the school if there are any problems likely to affect my/our child's learning or if I/we have any concerns about my/our child.	Let my teachers know if I have any worries.	Ensure the security and happiness of your child, listen to and respond quickly to any concerns.
Links with School	Attend Parents' Evenings and other relevant meetings. Read letters from school and reply if requested to. Contact the school if we have a complaint rather than complain to our child.	Take letters home to parents and return replies. Accept sanctions without argument and complete them promptly.	Hold regular Parents' Evenings. Report regularly on your child's progress, effort, attendance and punctuality. Inform you of any worries or concerns the school has about your child and work with you to overcome any difficulties.
Extra-curricular activities and the life of the school	Participate, wherever possible, in activities organised by parents, staff and students for the ultimate benefit of all the students in the school.	Support and help at school events. Find out what opportunities are open to me.	Inform you of events that the school is involved in. Provide you and your child with professional advice about continuing educational opportunities and guidance about careers.
ICT	Read, sign and return the Internet Code of Conduct.	Follow the Internet Code of Conduct.	Monitor responsible use of the Internet.

Parents' signature _____ **Date** _____

Student's signature _____ **Date** _____

Signed on behalf of School _____ **Date** _____