

# Libra

## Policies and Procedures

Coordinator Kirsty Crosby

Head Teacher Kirsty Crosby

Nominated Director Joan Wilkes

Last Review Date 27.05.18

Next Review Due 25.05.19

Mid-year updates

## **Home School Agreement**

We believe this policy relates to the following legislation:

- School Standards and Framework Act 1998

The following documentation is also related to this policy:

- Home-School Agreements: Guidance for Local Authorities and Governing Bodies (DfE)

We believe it is our duty as stated in the School Standards and Framework Act 1998 to have in place a home-school agreement and parental declaration. A home-school agreement is a statement explaining the school's aims and values, the school's responsibilities towards its pupils who are of compulsory school age, the responsibility of each pupil's parents and what the school expects of its pupils.

We have consulted with all parents before adopting the present home school agreement. Further consultation will take place if there is a need to revise the present agreement.

We have high expectations for all pupils who attend this school and we believe a home school agreement provides a sound foundation for establishing effective working partnerships between home and school.

We understand that the contents of a home school agreement must cover the ethos of the school, attendance, punctuality, discipline, behaviour and homework.

We will ensure parents receive a copy of the home school agreement once they have signed it but must be made aware that if they refuse to sign they will still have to abide by the school rules. No sanctions will be taken against any parent if they refuse to sign.

We believe that pupils should be given the opportunity to also sign the agreement if they understand its contents and are prepared to accept what is expected of them.

We will ensure that the home-school agreement is updated every two years after undertaking surveys with parents, school personnel, pupils and governors.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We aim for an outstanding judgement in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by having in place a home school agreement that all parents and pupils have signed up to.

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We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To share good practice within the school and with other schools.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority (LA) to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Directors**

The Directors have:

- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- delegated responsibilities to the Headteacher to ensure all parents and pupils are given the opportunity to sign the home-school agreement;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities Manager to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy

#### **Role of the Headteacher and Senior Management Team**

The Headteacher and the Senior Management Team will:

- ensure all school staff, pupils and parents are aware of and comply with this policy;
- ensure all parents and pupils are given the opportunity to sign the home school agreement;
- ensure the agreement is updated every two years after consultation with parents, pupils and directors;
- work closely with the link directors and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy;
- annually report to the Directors on the success and development of this policy

#### **Role of School Staff**

School staff will:

- comply with all aspects of this policy;

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- work hard to maintain a positive ethos;
- work hard to maintain a safe and respected school environment;
- show respect for all members of the school community;
- develop positive working relationships with pupils, school staff, parents and directors;
- plan and deliver good to outstanding lessons;
- have expectations of their pupils;
- achieve high standards;
- celebrate the success of pupils in lessons
- work hard to maintain a positive ethos;
- work hard to maintain a safe and respected school environment;
- promote good behaviour;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy
- be polite and well behaved at all times;
- show consideration to others;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- learn to take pride in their work;
- produce work of a high standard;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- hand in homework properly completed and on time;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- obey all health and safety regulations in all areas of the school;
- co-sign and abide by the Home School Agreement;
- wear correct uniform
- liaise with the school council make suggestions about improving school behaviour;
- take part in questionnaires and surveys

### **Role of the School Council**

The School Council will be involved in:

- determining this policy with the Directors;
- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Directors

### **Role of Parents/Carers**

Parents/carers will:

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- be aware of and comply with this policy;
- be encouraged to take an active role in the life of the school by attending:
  - parents and open evenings
  - parent-teacher consultations
  - class assemblies
  - school concerts
  - fundraising and social events
- be encouraged to work in school as volunteers;
- be encouraged to organise after school clubs or groups;
- be asked to take part periodic surveys conducted by the school;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- expect their child to hand in homework on time;
- join the school in celebrating success of their child's learning;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- ensure correct school uniform is worn

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic events
- school events
- meetings with school staff
- communications with home such as newsletters
- information displays in the main school office

### **Training**

All school staff:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### **Equality Impact Assessment**

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Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school. (See Initial Equality Impact Assessment)

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and Directors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Directors for further discussion and endorsement. (See Policy Evaluation)

### **Linked Policies**

▪ Admissions	▪ Attendance and Truancy
▪ Dress Code	▪ Ethos
▪ Homework	▪ Parent Involvement (Engagement)
▪ Parent-Teacher Consultations	▪ Pupil Behaviour and Discipline
▪ School Prospectus	▪

<b>Home-School Agreement</b>
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<b>Name of Pupil</b>

The aim of our school is:

To include everyone, staff, pupils, pupils, parents, directors and the wider community in providing a caring, stimulating environment which enables everyone to feel valued and achieve their full potential.

This goal will only be achieved if:

- there is a shared commitment by pupils and parents and the school
- a high quality education is provided as the right of every child
- effective learning is achieved by positive discipline

We ask you to share with us a commitment to a quality experience for your child.

### **Pupil and Parent Expectation of our School**

The school will provide:

We will:

- provide a safe, well ordered and caring environment where learning can take place
- provide a place where each pupil is valued as an individual
- maintain a happy and enjoyable school ethos
- follow the Every Child Matters outcomes for all our pupils
- provide access to broad and balanced curriculum
- provide a range of opportunities and challenges to enable pupils to achieve their full potential
- provide regular information about progress and performance
- provide opportunities to express views on wider school issues
- provide work of a suitable standard for each child so that they can engage with the work and be challenged by it
- provide opportunities for parents to discuss their child's progress, conduct and achievements and to provide an annual written report
- listen to any parental concerns and we will act upon them

### **The School's Expectations of Parents and Pupils**

We expect you to:

- ensure regular and punctual attendance
- notify school on the first day of absence
- have holidays in term time and authorised by school
- act as appropriate role models with regards to being caring, considerate and co-operative on and off the school premises
- encourage effort, achievement, self-discipline and a sense of responsibility for one's own actions
- encourage completion of homework and return it to school
- take responsibility for the pupil's behaviour both inside and outside of the school
- provide the right conditions for homework to take place
- hand in homework on time
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

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- promote good behavior and a proper regard for authority
- participate in discussions concerning progress and attainment
- monitor your child's efforts through their half termly education reports
- ensure correct school uniform is worn
- work in partnership with the school to assist in maintaining high standards of behaviour
- keep the school informed regarding any relevant pastoral or education issues
- Be aware of and adhere to all relevant Policies (and procedures) including Safeguarding, Anti-Bullying, Cyber-Bullying, E-Safety, ICT and Internet Acceptable Use, School Council, School Uniform, Safer Recruitment, Staff and Visitors Code of Conduct, Complaints and to request further copies if required.

### Code for Classroom Behaviour

- Listen carefully to all instructions given by the teacher
- Ask for further help if you do not understand
- Raise your hand before speaking
- Participate fully on all lessons
- Treat others, their work and equipment with respect
- Talk to others without shouting, use language which is neither abusive nor offensive
- Hand in work including homework properly completed and on time
- Wear correct uniform
- Work hard to achieve the behaviour targets set
- Work hard to achieve the short term subject targets set to aid progression
- Strive to achieve your potential

### Out of Class Conduct

- Pupils should always act in ways, which bring credit to the school
- Pupils should behave in an appropriate manner at lunch times
- Pupils should not bring valuable items in to school as school cannot be responsible for their safety.
- Pupils should try to involve themselves in activities offered beyond the curriculum
- Pupils should remain litter free

I/we agree to support all the issues contained within the Home School Agreement			
<b>Parent/Carer</b>		<b>Date</b>	
<b>Headteacher</b>		<b>Date</b>	
<b>Pupil</b>		<b>Date</b>	

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### Initial Equality Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
<b>Home School Agreement</b>	As stated			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	

Question	Equality Groups																		Conclusion							
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
			✓			✓			✓			✓			✓			✓			✓			✓		
Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

<b>Conclusion</b>	<b>We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.</b>
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### Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	✓			
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Coordinator carries out role effectively	✓			
• Headteacher and coordinator work closely	✓			
• Policy endorsed by directors	✓			
• School staff aware of this policy	✓			
• School staff comply with this policy	✓			
• Pupils aware of this policy	✓			
• Parents aware of this policy	✓			
• Visitors aware of this policy			✓	
• Local community aware of this policy			✓	
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook	✓			
• Policy available from the school office	✓			
• Policy available from the school website	✓			
• School Council involved with policy development	✓			
• All stakeholders take part in questionnaires and surveys			✓	
• All associated training in place	✓			
• All outlined procedures complied with	✓			
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			
<b>A statement outlining the overall effectiveness of this policy</b>				
It is effective and suitable for purpose				