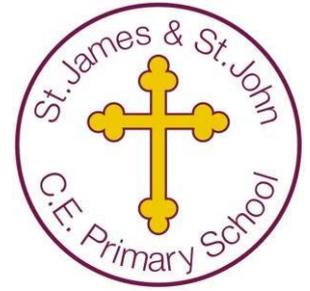


St. James & St. John
Church of England Primary School
4 Craven Terrace London W2 3QD
Tel 020 7641 6218 Fax 020 7641 6220
Headteacher: Mrs V de Angelis BA (Hons) PGCE



HOME SCHOOL AGREEMENT

This agreement has been drawn up from the written policies under which the school operates. They are available through the school office for you to read, or take home. If any part of these policies, or this agreement is not clear or acceptable, the head teacher will be pleased to discuss them with you.

1) **Safeguarding**

Every aspect of the school's work is concerned with keeping children safe. The school works closely with children's agencies, e.g. social services, school nurses, child protection teams to ensure the protection and safety of all children. Communication between children's agencies and the school is vital and regular.

We are required by law to pass some information about your child to the Local Authority and the Department for Education (DfE). When your child leaves St James and St John their school record (and the information it contains) is passed onto their next school.

2) **Attendance, Punctuality and Illness**

We expect your child to attend school every day, unless they are ill. If your child is absent you must contact the school before 9.00a.m., on the first day of absence to give a reason for their non-attendance.

If your child becomes unwell at school, we will always contact you. It is essential therefore, that we have up-to-date contact details for you, and/or the person you have designated as your emergency contact.

The school will not authorise any extended leave taken outside of the allocated school holidays. If an emergency that requires your child to be absent occurs, permission must be obtained from the Head Teacher. Recurring unauthorised absence may result in your child's name being removed from the school roll.

We expect your child to arrive in school punctually. Late arrivals disrupt class, and has an adverse effect on your child's integration and learning process. Any late arrivals that exceed five minutes will count as an absence. Recurring lateness may result in your child's name being removed from the school roll.

3) **Medication**

The school follows national guidelines on managing medicines at school.

Parents must advise the school if their child has a medical condition that requires the taking of medicine to maintain the child's health, and meet with the Home School Liaison Officer as soon as possible. A care plan drawn up by the hospital or G. P. is required, and a Parental Agreement signed before any medication can be given. We only administer medicines that are prescribed by a doctor. More information is available from the Home School Liaison Officer.

4) **Behaviour Policy and Exclusion**

We expect your child to behave in a responsible manner, showing respect, consideration and courtesy to others at all times. Please ensure the school is aware of any concerns or problems that might affect your child's school work or behaviour.

We consider the following to be serious transgressions of acceptable behaviour:

- Racist behaviour – words or actions that cause offence to others, whether deliberately, or otherwise, on the basis of race, religion, colour, ethnicity or family origin.
- Bullying – the wilful, conscious desire to hurt, threaten or frighten someone else.
- Swearing.
- Physical violence of any kind.
- Any behaviour that might place oneself or others in danger.
- Repeated misbehaviour

5) **Exclusion**

The exclusion of a child is a very serious matter and will, in general, be imposed only if the child has put himself/herself, or another member of the school community in danger, or after all else has failed.

6) **School Uniform**

School uniform is compulsory; it instils a sense of belonging, promotes equality and gives a positive image of the school within the wider community.

Jewellery, other than stud earrings is not permitted, although a religious medal may be worn so long as it is not on display.

Extreme hair fashions including dyed hair, closely shaven hair and images/shapes cut into the hair are not permitted. All children, whether girl or boy, with shoulder length or long hair they must have it tied back.

7) **After-School Learning Opportunities**

We believe that homework can consolidate concepts learned in school, and have a homework schedule that is appropriate to your child's age. We expect your child to complete the tasks set by the staff. If homework is not completed, a note should be sent to the class teacher to explain why.

We ask you to encourage your child to take part in the many after-school clubs the school provides.

8) **Home School Liaison and School Visits**

We believe it is essential to have strong working links with the home, and we undertake to keep you informed of special events and outings. Meetings with class teachers, at which you can discuss your child's academic progress, are held termly.

We have a Home School Liaison Officer/ Parent Support Office who is available to work closely with parents. Please contact her through the school office.

For the safety and security of everyone, visitors to the school must report to the school office, and sign in. We expect all visitors to be courteous and respectful to all members of the school community. The safety of our staff is of the utmost importance, and we view any attack, whether physical or verbal, as being extremely serious.

9) **School Outings**

We expect you to give permission for your child to attend school visits to local places during school hours. For visits to places beyond walking distance from the school, or to large public places, we will send a letter home giving details, and asking you to sign and return a permission slip.

10) **DVDs and other Audio Visual Items**

There are occasions when we allow the children to watch these in school, supervised by a member of staff. Only items categorised as "U" or "PG" will be used.

11) **Children's Images and Internet Access**

These are covered by their own separate agreements, which you will be asked to read and sign.

12) **Complaints**

We always try to achieve the objectives set out in our Mission Statement. In doing so, we hope to prevent any situations that may cause dissatisfaction arising.

However, if you do have a complaint, we will do our best to ensure that it is considered fully, fairly and carefully, and is quickly resolved. Please ask at the school office for our detailed complaints procedure.

I have read and understand all parts of this agreement, and I will honour it.

Parent / Guardian Signature _____ Date _____

Please Print Name of Parent/Guardian _____

Head Teacher Signature _____ Date _____