



Home/School Policy

Last Reviewed	July 2023
Next Review Date	July 2026
Ratified by the Headteacher	September 2024

Home/School Policy

1 Aims

During the time students are at Horsforth School we believe it is very important to develop a positive and meaningful partnership between parents/carers, students and teachers. This agreement sets out some of the specific ways in which we can all work together for the benefit of all young people in the school.

2 Context

Horsforth School operates within guidance and procedures set out by the Department for Education

3 Evaluation

This policy/procedure will be evaluated every two years by the Headteacher to ensure it is still fit for purpose.

4 Authors

This policy has been updated by SAN in September 2024.

5 Procedures

Appendix I Home School Agreement

By accepting your son/daughter's place at Horsforth School you and your child agree to comply with the School's Home School Policy.

Parents/Carers Responsibilities

- Ensure that my son/daughter attends school, properly equipped and in full uniform.
- Ensure that my son/daughter attends school every day and meets the school attendance target of at least 96%.
- Ensure that my son/daughter is at school between 8am - 8.20am and no later than 8.20am.
- Ensure that my son/daughter arrives each day with the Student Planner and current equipment.
- Provide a prompt explanation if my son/daughter is absent, calling the absence line by 8.30am on each day of absence.
- Communicate and update the school on any absences, medical information and change of contact details.
- Let the school know about any concerns or problems that might affect my son/daughter's work, progress, health, attendance or behaviour.
- Support the school's aims, expectations, policies and guidelines, e.g. homework, uniform, positive behaviour and sanctions as outlined in the Student Planner and on the website
- Log into the Class Charts App and monitor the feed on my child's achievements, behaviour, homework and detention notices daily.
- Support my child to access Class Charts at home via their own App to encourage self-reflection, organisation and responsibility.
- Support the school's procedures on mobile phones, including appropriate use of 'parental safety controls' on electronic devices with independent access to the Internet beyond the control of the school.
- Support my son/daughter with their homework and other opportunities for home learning.
- Attend Progress Evenings for Parents/Carers and any meeting to discuss progress, attendance or pastoral concerns.
- Take an interest in my son/daughter's life at the school and encourage them to try best.
- Understand that I cannot take my son/daughter out of school during term time for holidays.
- Understand that the DfE grants teachers the power to discipline students for misbehaviour.
- Understand that the DfE gives schools the power to issue out of school hours detentions and that parental consent is not required for these.
- Understand that wherever possible, arrange medical appointments out of school hours.
- Work with my child to ensure that all equipment is looked after, that borrowed books and equipment are returned and understand that I may be charged for lost or damaged items.
- Keep up to date with school by reading school emails and letters from the Headteacher.
- Respond to emails and phone calls, engage with school in meetings and home visits.

School Responsibilities

- Support your son/daughter to achieve the best possible outcomes and/or examination results and ensure that your son/daughter has every opportunity to reach his/her full potential as a valued member of the school community.
- Positively and actively enforce the school's anti-bullying policy, safeguarding and positive behaviour policy.
- Keep Class Charts updated daily and provide feedback and notices via Class Charts.

- Provide a safe and inclusive learning environment and an atmosphere which is caring, secure, consistent and fair, irrespective of race, religion, ethnicity, gender, sexuality, disability or background.
- Set curriculum-related targets for his/her achievement and inform you of his/her progress towards them.
- Provide a broad and balanced curriculum for your son/daughter.
- Contact Parents/Carers if there is a problem with progress, behaviour, attendance, punctuality, uniform or equipment; through the Student Planner and/or personal contact (by text, email or letter).
- Send home results of statutory assessments and an Annual Report.
- Set, mark and monitor classwork and homework and provide facilities for your son/daughter to do homework in school, if required; arrange Progress Evenings for parents/carers during which progress will be discussed.
- Keep Parents / Carers informed about school activities through the prospectus, texts, website, letters home, and notices about special events.

Student Responsibilities

- Follow the School's expectations, codes, and policies as outlined in my Student Planner and explained by my teachers.
- Behave in a safe, mature and responsible way, so as not to jeopardise the health and safety of the school community.
- Follow the School's behaviour policy; accept and complete sanctions for misdemeanours.
- Follow all safety rules.
- Attend school every day and on time.
- Bring all the equipment I need every day.
- Wear the full school uniform and be tidy in appearance.
- Bring my student planner every day.
- Use the Class Charts App to record or monitor, track my homework, my achievements, behaviour, detention notices and to help manage my time.
- Complete my class work and homework to the best of my ability and hand it in on time.
- Be polite, respectful and helpful to others. Actively show the school's 6 character builders.
- Keep the school and community free from litter and graffiti.
- Abide by all school rules including specific the classroom and corridor codes.
- Do not use mobile phones or smart watches on school site and do not use phones, or i-pads to take photos or videos of other students or staff at school at any time.
- To read and uphold the safety internet and acceptable use of school ICT posters
- To not use Class Charts app in school.
- To not bring the school into disrepute; behave in a respectful and civil way when wearing uniform outside of school.
- Understand that school can sanction poor behaviour even when it occurs outside of school.
- Take responsibility and care for any borrowed books and equipment.

Media and Publicity

The school may, on occasion, photograph or video your child for school use relating to the positive promotion of the school in communication and marketing materials. This may be for use on the school website and for school promotions online and in print. Any photographs/videos

taken will be done so using school equipment that is maintained and monitored and photographs/videos will only be used for the reasons stated above and kept for an appropriate length of time. Photographs/videos will only be used if we had received parent/carer consent and will be used for a maximum of five academic years, after the current academic year. Once the photographs/videos are no longer required in school they will be disposed of appropriately.

You will already have filled in permission for photos when you completed the new student details when your child started school. If you wish to change your permission please advise the school in writing via: info@horsforthschool.org A note will be placed on your son/daughter's school record which will be valid for the duration of their time at Horsforth School.