

HAVELOCK INFANT SCHOOL

Home-School Policy

Havelock Schools; unlocking the door to lifelong learning - a place where everyone is inspired to reach their full potential

Mission and Aims

- To provide creative, personal, physical, moral and spiritual development
- To promote learning that excites, inspires and motivates all
- To empower and value individuality in order to develop confident learners prepared to face our changing world
- To create a welcoming and nurturing community where children feel safe and valued and diversity is celebrated
- To provide an engaging and progressive curriculum that promotes curiosity, challenge and choice
- To have high expectations that develop positive resilient thinkers who are not afraid to fail, have motivated minds and a passion for learning
- To encourage and motivate independence by promoting positive thinkers, problem solvers and resilient learners able to reach their full potential
- To share and value experiences as part of a collaborative team, showing mutual respect for all members of our learning community

Our School Responsibilities are central to our philosophy:

Responsibilities

- Be ready
- Be respectful
- Be safe

Our school values are taught each term and build into our whole school ethos. They are:

Cycle 1: Happiness, Friendship, Respect, Resilience, Thoughtfulness, Loyalty

Cycle 2: Love, Co-operation, Honesty, Tolerance, Kindness, Trust

Aims of Home-School Policy:

- to develop positive links between the home and school, irrespective of disability, ethnic and cultural origin
- to make the school accessible, welcoming and responsive
- to keep parents well informed about school activities, their children's progress and Government initiatives related to schools and the curriculum
- to encourage parents to become actively involved with their child's education and school activities

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- to encourage parents to inform the school regarding any issues which may affect their child's education.

Contacts with Parents

We consider it of vital importance to develop and maintain good relationships between the home and the school. Good relationships form the basis of positive communication between parents and staff creating confidence and openness. Such communication helps to ensure consistency of approach at home and school.

Staff are normally available to speak to parents briefly at the start of the day and informally at the end of the school day. Where this is not possible an appointment can be made to meet with the class teacher as soon as possible.

As a school, we have a parent code of conduct in place (Appendix 2) which encourages a positive working relationship and outlines how we will work together. We aim to establish respectful working relationships between staff and parents.

Parent Consultative Group

In September, parents in each class are asked to put themselves forward as parent representative on a consultative group. From the 2nd half of the Autumn term, this group meets once a term (5 times per year) and shares the views and concerns of the school community with members of the Strategic team. The school can also share information with the group, to be shared with our wider community. The parents are asked to represent other parent's views or can also be there to speak on behalf of one other.

Home-School Agreement

Our Home-School Agreement aims to cement a strong working partnership between the home and the school for the benefit of each child.

Agreements are included in every child's home school link book for reference. Agreements are also signed by the school and parents during the first half term of entry into Reception Year 3 or at the time of registration if entering at any other time. (Appendix 1)

Home-School Liaison Opportunities

During the course of a year the school provides a wide range of formal and informal opportunities for home-school liaison.

The school has access to an Inclusion Team and Family Link Worker who supports families in a variety of different areas including behaviour management and encouraging positive role models etc.

Safety

The school has a number of policies and risk assessments in place covering a range of Health and Safety issues related to the school day.

The safety of children entering or leaving school is of paramount importance and procedures are put in place to ensure this.

Pupil Welfare

Any pupil who becomes ill or has an accident during the course of the day will receive attention from the staff. Parents are always contacted should it be felt that the child needs to go home or if further treatment is thought to be necessary. The parent will be notified at the end of the day if they have had a head bump or anything other than a minor accident.

The school has up-to-date information with respect to home address, telephone numbers and emergency contacts, this is checked annually and updated as and when circumstances change.

No medicines should be brought to school by the children. If a child is fit to attend school and medication is still to be administered, parents must personally contact the office personnel for such requests to be considered. (Administration of Medication Policy)

The school nurse is also available, by appointment, to provide support and advice with regard to children's specific medical issues. Referrals can be made by the Family Link Worker or the Special needs team.

Behaviour

Children are expected at all times to behave in a socially acceptable manner. Should a child's behaviour fall below the expected standard then parents will be informed if a child persistently misbehaves and appropriate action will be taken. The school's behavior approach follows an approach based on restorative practices. Each member of staff is aware of the behavior blueprint and has a stepped sanctions system to follow to encourage positive behavior. If children struggle to make changes to their behaviour in line with the approach, parents will be informed. Persistent and more serious unacceptable behaviour will result in further consequences as outlined in the schools Behaviour Policy.

Parent Helpers

Parent/Carers are encouraged to help in school, although they are not encouraged to help in their child's year group. A letter is sent to all parents during the first half of the Autumn Term. A rota is then drawn up and a guidance pack is given out to welcome parent helpers to the school. Appropriate safety checks are made inline with The Pathfinder Schools Trust guidance, before parents are invited into school to help. Parents/carers can volunteer in a variety of ways such as helping on trips, hearing readers, helping in class.

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School Prospectus

The school prospectus provides a wide range of information about the school and the curriculum. Copies are issued to parents of all Reception children as well as those who register at other times during the year.

Home Learning Opportunities

These are aimed to extend and support learning experiences within school while providing opportunities for parents and children to work together to enjoy learning.

Home learning opportunities vary for each year group on a week by week basis and are set on TEAMS.

Curriculum letters are issued to all classes at the beginning of each term. They provide guidance and ideas for parents to help them support their child with the teaching and learning across all subjects.

- Reception: 10 minutes reading each evening plus 20 minutes homework
- Reading activities: to share, read, and listen to others read, their home reading book. Weekend learning book each week.
- KS1: 10 minutes reading each evening plus 30 minutes homework & 10mins handwriting practice.
Daily practice of home reading book - which may also include learning to read common exception words. Weekend learning book each week which may include English, Maths or Topic related activities. My Maths is also used as a home learning tool.
- KS2: 15 minutes reading each evening plus 45 minutes homework.
Daily practice of home reading book. Homework is a mix of English, Maths or other topic areas and may include the online My Maths website

Absences

In the event of a child's absence through:

- a) a short illness or a planned holiday taken during school times; children will not be given any additional home activities
- b) an extended period of illness, hospitalization, COVID isolation or family crisis; children will be given home activities after close liaison between the school, parents and (if necessary) hospital staff in order to maintain contact and some continuity and progression with their learning. This work can be accessed via the schools learning platforms on Microsoft TEAMS

Please refer to the attendance policy for further details.

Guidance and Support

Key Stage relevant guidance linked to learning is included in the front of every child's Home/School link book and this is updated annually. At the beginning of each academic year group curriculum letters will contain additional information to explain the

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classroom/year group specific procedures and at the beginning of each term curriculum news letters are issued in each year group. The school website <http://havelockschools.org.uk/> contains a wealth of information and parents are welcome to ask for any further information from class teachers.

Organising Classes and Transition

Each year classes are re-organised in order to ensure that learning opportunities are maximised for all children and children can mix and socialise with a wide range of children over their time at the schools. Many different aspects are taken into consideration including boy:girl ratio, age, attainment mix and relationships. Where possible, children will be asked to write down three friends for who they wish to be with the following year. Class teachers will ensure the pupil is with at least one name on their list. The building of new classes takes a lot of time and consideration so therefore pupils moving classes after they have been published will only be considered in cases where there is a serious factor which may prevent a child progressing and remains the decision of the school.

It is school procedure to liaise with parents of multiple birth children (eg twins, triplets) to decide together how best to organise the children. This is done each year. If both parents and teaching staff agree as to whether the children should be split or remain together action will be taken accordingly. If there is a difference in thoughts, the 'Together or Apart' checklist will be completed by both parents and Class Teacher and a meeting will be held with the Class Teacher, Parents and a Senior Leader taking into account the results from the checklist.

Staff meet together during their summer term to do class handover meetings to share about each pupil in their class. Information about the new class teacher will be given to pupils during the summer term. Pupils will also spend time in their new class groups before breaking up for the summer holidays.



Home-School Agreement for

Name:

The Parents/Carers

Whilst at The Havelock Schools:

I/We will

- ensure that my child arrives at school on time, and attends regularly
- let the school know of any concerns that may affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support the child with their home learning activities
- attend Open Evenings to discuss my child's progress
- inform the school promptly when my child is absent.

The school will

- encourage your child, as a valued member of the school community, to do their best at all times
- encourage your child to respect others, and their surroundings
- let you know about any concerns that are affecting your child's work, or behaviour
- inform you, through regular letters, about school activities and special events
- build strong links with you by providing home learning opportunities, Open Evenings and an annual written report for your child.

Signed _____  Head Teacher

Signed _____ Parent/Carer

Signed _____ Parent/Carer



Parent Code of Conduct

A kind reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

At The Havelock School we want to promote an atmosphere where parents, carers and visitors:

- 😊 Respect the caring ethos and values of our school
- 😊 Understand that both teachers and parents need to work together but that teachers also need time to prepare lessons and mark work at the beginning and end of the day
- 😊 Show respect for others
- 😊 Realise that your children's version of the truth is only one point of view
- 😊 Support our behaviour policy
- 😊 Approach the school office between 8:30 and 4:00pm in the first place to help resolve any issues of concern. Members of staff will get back to you as soon as possible
- 😊 Be responsible for your own child's behaviour at the beginning and end of the day
- 😊 Avoid using staff as threats when reminding your children how to behave

We would kindly ask that parents, carers and visitors don't:

- 😞 Use disruptive behaviour or swear when visiting school
- 😞 Threaten members of staff or other parents
- 😞 Damage or destroy school property
- 😞 Send abusive emails or letters to staff
- 😞 Bad mouth the school on Facebook or other social media
- 😞 Approach other parents or children if there is a problem – please bring it to the attention of the school and let us address the issue
- 😞 Smoke or vape on the school site
- 😞 Bring dogs on to school premises (including staff car park)

Should any unacceptable behaviour occur on school premises we will talk to you in the first instance and then take the necessary action to ensure our children and staff are safe in school.

Thank you for helping us implement this guidance and by being a positive role model for your children; it will make all the difference to their conduct in our community.

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Your continued support of the school is highly valued.