



Policy Statement

Havelock Infant & Junior Schools

Home/School Policy March 2024

Adopted & Ratified by: Local Academy Board

Date: 5th March 2024

Signed: _____ (GB Chair)

Policy Review Due Date: Spring 2027

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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 linked to our Havelock Learner Model. All Havelock Learners are supported to be

- Resilient
- Reflective
- Responsible

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

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- to encourage parents to become actively involved with their child's education and school activities
- 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 Feedback

Throughout the year, parents in each class are invited to attend informal meet the Senior Leadership Team coffee mornings. This is a chance to chat in an informal setting to gain feedback on our schools and to foster positive relationships. There are also regular surveys sent to parents throughout the academic year to listen to parent voice and adapt systems as a result of the feedback. There is a clear concerns policy in place that is shared with parents regularly in order for parents to be able to work with school at the earliest opportunity.

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 pastoral team and Family Link Worker who supports families in a variety of different areas including behaviour management and encouraging positive role models etc.

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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 and two contacts are held as a minimum for each child.

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 and 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 and other school based online platforms.

Curriculum information is posted at the start of each term on class Teams channels to share information about the learning that will be taking place each term. Home learning expectations across the schools:

- Reception: 10 minutes reading each evening plus 20 minutes homework weekly set via Teams
- KS1: 10 minutes reading each evening plus 30 minutes homework weekly set via Teams
- KS2: 15 minutes reading each evening plus 45 minutes homework weekly.

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 or sent home as a physical pack.

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. Additional year group letters/emails will contain additional information to explain the classroom/year group specific procedures throughout the academic year. 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

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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 _____ *Ed King* _____ Head Teacher

Signed _____ Parent/Carer

Signed _____ Parent/Carer



CODE OF CONDUCT FOR PARENTS, CARERS AND VISITORS

The schools within Pathfinder Schools are strong nurturing and learning communities. We believe pupils learn best in a safe and supportive environment based on respect and trust and underpinned by an effective partnership between parents, staff and the school community. High standards of behaviour are required of pupils and staff are expected to act professionally at all times. The positive support of parents and carers is needed and highly valued by the school.

This 'Code of Conduct for Parents, Carers and Visitors' has been adopted and agreed by the Trust Board. It provides a reminder to all parents, carers and visitors to our schools about the conduct expected of them. It sets out both what they should aim to do, and conduct which will not be tolerated. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

This code complements the Trust's 'Complaints Policy' which is designed to handle parental concerns or complaints in a sensitive and mutually supportive manner (see the school or Trust website or contact the school office).

Expectations

We expect parents and carers (and, where appropriate, visitors) to:

- Respect the caring ethos and values of our schools
- Work together with school staff for the benefit of their children
- Treat all members of the school community with respect using appropriate language and behaviour
- Approach the school to help resolve any issues of concern
- Where appropriate, clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Promote good behaviour of your own children at all times, especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour (but avoid using teachers as a threat if your child misbehaves).

In order to support a peaceful and safe school environment, the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises
- Approaching another parent or child in order to discuss or chastise them because of an issue between the children (such an approach to a child may be seen to be

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an assault on that child and may have legal consequences) – please talk to a member of staff to resolve problems

- Using loud or offensive language or displaying temper
- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil
- Using physical or verbal aggression towards another adult or child, including physical punishment of your own child on school premises
- Any other behaviour, verbal or otherwise, which could be considered to be inappropriate, offensive, or abusive
- Sending abusive or threatening e-mails, text/voicemail/phone messages, or other written communications to anyone within the school community
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/carers/staff at the school on Facebook or other social media (See Appendix below)
- Damaging or destroying school property
- Smoking, taking illegal drugs or the consumption of alcohol on school premises (alcohol may only be consumed during authorised events)
- Taking photographs with phones or other devices on school premises without permission from the school

If we are unable to resolve issues in a reasonable manner, the school may have to ban parents/carers/visitors from entering the school grounds, and in extreme cases we may need to involve the police.

We trust that parents, carers and visitors will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

We ask that parents and carers ensure they make all persons responsible for collecting their children aware of this policy.

Appendix: Inappropriate use of social network sites

Social media websites are being used increasingly to fuel campaigns and complaints against schools, head teachers, school staff, Trust staff and in some cases other parents/pupils. The Trust Board consider the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the Trust community. Any concerns you may have should be made through the appropriate channels by speaking to the class teacher, the head teacher or the chair of governors at your child's school, so they can be dealt with fairly, appropriately and effectively for all concerned.

Libellous or defamatory posts

In the event that any student or parent/carer of a child being educated at the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.

On occasion, and depending on the comments, a complaint to the Police will be made.

Cyber bullying

We take very seriously the issue of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.