



**BURTON
BOROUGH
SCHOOL**

Home School Agreement Policy

Policy Reviewer	Ben Morgan	Date of Review	June 2017
Date Presented to Governors	26 June 2017	Date of next Review	Annually

This document lays out the agreements held between school, parents and students for the coming year. It will collate basic personal information and emergency contact details.

It will also cover agreements regarding:

- Social Time Code of Conduct
- Mobile Device Consequences & Agreement
- Media
- Web publication of work and photographs
- School Performance Protocol
- Prior consent for the administration of Paracetamol
- Privacy notice – Data Protection Act 1998

All of these will be required to be completed annually.

Home School Agreement

The Home School Agreement is an important part of the home school partnership we have for your child's education. Please take the time to read and understand this with your child and both should sign the agreement page at the end of this document to show acknowledgement of this agreement.

Aims

The Burton Borough School is dedicated to giving each pupil the highest quality education. We aim to be a happy community which is secure, orderly and civilised. We want our pupils to enjoy learning together so that individually they discover and achieve their maximum potential.

As a parent/guardian you can support your child by getting involved:

- Don't let your child skip breakfast. It gives them energy to learn.
- Keep pens, pencils and calculators handy at home.
- Use a dictionary for checking meanings and spellings of unusual words.
- Check bags regularly for letters and other forms of communication from school.
- Talk about your child's work and look through his/her books together.
- Take opportunities to meet teachers and see school work.

The Parent/Guardian agrees to work in partnership with the school to:

- Support and encourage my child in maintaining this agreement.
- Ensure my child attends regularly, punctually and refreshed for learning.
- Ensure no family holidays during term time.
- Contact the school on the first day of any absence of my child.
- Support the school's policies and guidelines for behaviour and personal study.
- Support the school's uniform policy

- Support the school's policies on appropriate use of mobile phones and electronic devices and appreciate that the school is unable to take responsibility for the loss or damage of such items.
- Ensure that the school's policy on piercings and extreme hairstyles is followed.
- Check the Personal Study Diary regularly and sign it weekly.
- Inform the Community Learning Lesson Tutor of any events or concerns which may affect my child's education.
- Attend Parent Evenings, return reply slips and participate in the life of the school as fully as possible.
- Pay for a replacement of any lost or damaged loaned items from the Learning Resource Centre at Burton Borough at the current cost.

The Student agrees to be a positive, active member of the Burton Borough School, and will:

- Attend school regularly and on time.
- Wear the correct school uniform and be tidy in appearance.
- Accept that the only piercings allowed to be worn are one pair of gold or silver ear studs, with one in each ear.
- Arrive at lessons on time, fully prepared and with the correct equipment.
- Behave in class so that everyone can make the best use of their time, and will do all the classwork and personal study to the best of my ability.
- Be a good home/school communicator, complete my Personal Study Diary daily and have it signed weekly.
- Think before I act and look out for others who may need my help.
- Support and encourage others and share my own concerns and problems.
- Respect everyone's rights to hold their own beliefs and viewpoints.
- Treat other people's belongings with care.
- Help to keep our school a clean and pleasant place.
- Behave properly and with consideration going to and from school.

Burton Borough School agrees that it will work in partnership with parents to:

- Create a happy, well-disciplined and safe learning environment.
- Provide a broad balanced curriculum and opportunities for your child to reach his/her full potential.
- Keep you informed of your child's progress and value your participation in his/her education.
- Uphold everyone's rights to hold their own beliefs and viewpoints.
- Encourage students to treat everyone's belongings with care.
- Enable your child to become a confident, responsible and independent person.
- Value your child as an individual and expect him/her to do well.
- Work hard to achieve the objects set out in our Aims Statement.

Top Tips to Help Your Child

- Children need a place to do homework.
- Help with homework but do not do it for him/her. Ask for explanations to encourage your child to think things through more clearly.
- Use everyday activities, like going to the shops, to help your child put his/her learning into practice.
- Go out and about on visits to places of interest together. Enjoy learning together.
- Look out for TV programmes, videos and DVDs which have something to do with school work.
- Educational games, books and things to do on the internet can make learning really enjoyable, but please monitor usage and be aware of cyber bullying.
- Help keep your child safe online

Social Time Code of Conduct

Social time at Burton Borough School is an important part of school life. It gives us all a break from our studies, a chance to refuel and refresh, and allows us the opportunity to form lifelong friendships in a safe and secure environment.

As a school, we promote these times of the school day as important for social development and provide various places to eat, a large contingent of committed duty staff to support and also places to go for all should the weather be inclement.

With over 1100 students all having social times together it is vital that we all follow the school rules to ensure everyone feels safe and secure in School. This code of conduct has been written following discussions with the student council.

As a Burton Borough Student I will	As a Burton Borough Student I will not
Respect all staff.	Ignore, confront, or be rude towards any member of the school staff.
Respect all students.	Behave in a way which may be intimidating to others, particularly those younger students. Bully another student by any means.
Move around the school building in an orderly way.	Behave in an anti-social way such as congregating in big groups, running around the school building, or chanting.
Respect the school environment.	Leave any room or designated social area/wet weather room in an untidy way. Drop litter.
Demonstrate Burton Borough values through my behaviour during social times	Be intolerant to others; show a lack of good manners or politeness.

Mobile Device Consequences & Agreement

Mobile devices can be brought into school and can be used appropriately in social times, but must not be used in the teaching buildings. If they are used or visible in the teaching buildings, they will be confiscated regardless of whether the phone belongs to the child or not. There is a “ratchet” of consequences which are:

- 1st confiscation: handed back to student at the end of the day. Letter sent home to parents/carer and a lunchtime Behaviour Intervention given.
- 2nd confiscation: available for parent/carer to collect from Helpdesk at the end of the following day after confiscation. Parent/carer to sign the confiscation form to confirm they understand the implications of further confiscations. SLT Detention (one hour) given.
- 3rd confiscation: mobile device confiscated for up to 3 weeks. Parent/carer to sign the confiscation form to confirm that they understand the implications of further confiscations. SLT Detention (one hour) given.
- 4th confiscation: mobile device confiscated for a period specified by the Headteacher. Parent/carer to sign the confiscation form to confirm that they understand these implications. SLT Detention (1 hour) given.

Furthermore, should the device be confiscated again, there may be additional consequences as deemed by the Headteacher.

Please note: We do not wish to confiscate mobile devices for any length of time, but have no choice if the policy is being flaunted. We recognise the difficulties this creates at home, but will not make exceptions. If a student cannot be trusted, then simply don't bring the device to school.

We are very fortunate that we have (almost) universal support from parents/carers regarding such issues. This is vital if we are to send clear messages to the students.

Please also note students must use their phones responsibly and appropriately, this means they should not be using them for such things as photographing staff, bullying other students or playing loud music.

Media Agreement

The Burton Borough School may develop, participate in or be the subject of media and/or electronic based (Internet) presentations such as the school web site and events that highlight various educational activities that take place during the school year. These presentations/events are of two types:

1. Those developed by The Burton Borough staff and /or students which may include but are not limited to: videotapes, computer generated presentations which may include scanned photographs and video clips, computer based productions transmitted via telecommunications, photographs, slide/tape presentations, web pages designed at school. These media based presentations may be used in: staff presentations, the school web site, the school prospectus, parent programs, staff development activities, media festivals, public relations (newspaper articles, TV presentations etc) etc.
2. Those produced by commercial media for use in news or feature story presentations or articles. (Note: professional media presentations may require an additional release.)

Parent's Consent for Web Publication of Work and Photographs

Burton Borough School request your consent to use your child's photograph/film and/or publish their work and/or other personal information in any school or other school related publicity material.

From time to time, for one reason or another there may arise the need to include individual student's *pertinent personal information, including photographs, in the schools own publications or other school related publicity. On occasions this maybe the press or other media reports/articles, publicising achievements, school facilities and amenities.

(*Pertinent information would include information such as name, age, class, successes, school teams, etc. It would not include private addresses, telephone numbers, medical needs, special needs or any other similarly sensitive information.

School Performance Protocol

Burton Borough school allows its parents/guardians, grandparents and other close family members the privilege of being able to take photographs and/or videos of their children when involved in School performances, events and other activities that are the subject of an invitation to attend to the School's 'parent body' only. The privilege is given on the strict understanding that such photographs and/or videos are taken for the personal use only of the family as described.

This privilege is not, however, given to anyone in respect of any School performances, events and other activities that are open to the 'general public' for which there is no permission given to take photographs or videos.

This privilege is given on the strict understanding that:

- 'for personal use only' means restricted solely to the family as described above (viz parents/guardians, grandparents and other close family members only)
- Any such photographs or videos taken are, therefore, for the personal use of the family only, as described above.
- Whilst the family, as described above, may share such photographs and videos amongst themselves they shall not publish any photographs and/or videos taken of school performances, events and other activities on any 'social networking' websites (eg. Facebook, Bebo, Myspace, You Tube etc) unless the website controls to restrict access only to the family as described (viz - parents/guardians, grandparents and other close family members only) are put in place and maintained thereafter.
- Should there arise a need, for any justifiable reason only, to publish any such photographs and/or videos taken more widely than the above conditions allow the consent of the parents of any other children captured in the photographs and/or videos must be sought and obtained before doing so and if such consent cannot be obtained publication will not take place.
- If, I the undersigned or, any member of my family, as described above, abuse this privilege in anyway including not abiding by these conditions, I understand that this privilege will be withdrawn from the whole of my family as described above until such time as the Headteacher can be satisfied that such abuse will not recur.
- I also understand that if the privilege is subject to widespread abuse by parents and their families as described it will be withdrawn from the parent body as a whole until such time as the Headteacher can be satisfied that such abuse will not recur.

In signing this document I confirm that I have read and understood fully the School's privilege protocol in relation to the taking of photographs and videos of my child when involved in School performances, events and other activities to which the parent body of the School have been given invitation to attend. I also understand that this privilege does not extend to performances, events and other activities open to the general public for which permission to take photographs and videos is **not** given.

Prior Consent for the Administration of Paracetamol

Schools have now been permitted to stock a reasonable supply of Paracetamol to administer to students with the prior consent of parents/carers. We therefore require you to indicate **whether or not** you give consent for the school to administer Paracetamol to your child.

Following consent from parents/Carers Paracetamol may be administered by members of staff who have received the required First Aid training in the event of: headaches, earaches, toothaches, stomach cramps or muscular pains. This letter of consent will be effective for the duration of your child's education at Burton Borough School.

Normally **one** tablet will be given to your child. For hygiene reasons we do not break tablets in order to administer a half-tablet dosage. However, in giving your consent you are authorising the school to administer the recommended dosage of Paracetamol for their age. If Paracetamol is requested often we will contact you in case there is a medical reason for this.

Recommended dosages are as follows:

- Children 6-12 years ½ to 1 tablet every 4 hours.
- Adults & Children over 12 years 1-2 tablets (500 mg to 1 g)

These doses are to be taken orally with water every 4 hours.

If your child is unable to take tablets please supply either soluble or liquid forms of Paracetamol as neither are kept at school.

Privacy Notice - Data Protection Act 1998

We Burton Borough School are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data to:

- Support your learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well we are doing.

Information about you that we hold includes your contact details, national curriculum assessment results, attendance information¹ and personal characteristics such as your ethnic group, any special educational needs you may have and relevant medical information. *If you are enrolling for post 14 qualifications the Learning Records Service will give us your unique learner number (ULN) and may also give us details about your learning or qualifications.*

In addition for Secondary and Middle deemed Secondary Schools

Once you are aged 13 or over, we are required by law to pass on certain information to providers of youth support services in your area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the names and addresses of you and your parent(s), and any further information relevant to the support services' role. We may also share data with post 16 providers to secure appropriate support on entry to post 16 provision.

However, parent(s) can ask that no information beyond names, addresses and your date of birth be passed to the support service. This right transfers to you on your 16th birthday. Please tell Mrs Wycherley, Asst Business Manager, if you wish to opt out of this arrangement. For more information about young people's services, please go to the National Careers Service page at

<https://nationalcareersservice.direct.gov.uk/aboutus/Pages/default.aspx>

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

We are required by law to pass some information about you to our Local Authority (LA) and the Department for Education.

If you want to receive a copy of the information about you that we hold or share, please contact Mrs Wycherley, Asst Business Manager.

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www.telford.gov.uk/>

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you cannot access these websites, please contact the LA or DfE as follows:

- Telford & Wrekin Council, Addenbrooke House, Ironmasters Way, Telford, Shropshire TF3 4NT. Telephone 01952 380000
- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Student Personal Information

PLEASE RETURN THIS PAGE

Student Details

Surname **Date of Birth** / /

Forename (s) **Male/Female**

Home Address

Postcode

Home Tel No.

Religious background **Home Language**

Ethnicity

Travels to school by: Walk / School Bus / Cycle / Car / Public Bus / Taxi / Other
(please circle)

Currently receive Free School Meals? Yes / No **Eligible for Free School Meals previously?** Yes / No

Medical Conditions / Regular Medication (please continue on a separate sheet if required)

Parental/Guardian Details

Name of Parent/Guardian **Name of Parent/Guardian**

Mr/Mrs/Miss etc **Mr/Mrs/Miss etc**

Surname **Surname**

Forename **Forename**

Address **Address**

If different from above **If different from above**

Home Tel No. **Home Tel No.**

Mobile No. **Mobile No.**

Work No.

Email

Do you serve in the Armed Forces?

Y / N

Work No.

Email

Do you serve in the Armed Forces?

Y N

Daytime Emergency Contacts

1st Contact

Mr/Mrs/Miss

Surname

Forename

Address

Home Tel No.

Mobile No.

Work No.

Email

Relationship to student

2nd Contact

Mr/Mrs/Miss

Surname

Forename

Address

Home Tel No.

Mobile No.

Work No.

Email

Relationship to student

3rd Contact

Mr/Mrs/Miss

Surname

Forename

Address

Home Tel No.

Mobile No.

Work No.

Email

Relationship to student

4th Contact

Mr/Mrs/Miss

Surname

Forename

Address

Home Tel No.

Mobile No.

Work No.

Email

Relationship to student

If you would like to add further contact details, please submit these on a separate sheet, which is clearly marked with your child's name.

Also, if any of these details need to be changed at any time, please let school know immediately via admin.bbs@taw.org.uk or your child's tutor.

Consent Forms

Student Name	
Date of Birth	

I have read and understood the information regarding the below. Yes / No

I agree in that taking advantage of the Performance Protocol I and my family will abide by the conditions of the privilege protocol as set out.

I do / do not given my consent to:

	Yes	No
Home School Agreement		
Social time Code of Conduct		
Media Agreement		
Parent's Consent for Web Publication of Work and Photographs		
School Performance Protocol		
Prior Consent for the Administration of Paracetamol		
Privacy Notice – Data Protection Act 1998		
I confirm that I have completed the Student Personal Information as is currently correct and will inform School of any changes as they arise.		

Parent/Guardian Name	
Parent/Guardian Signature	
Student Name	
Student Signature	
Date	