



Christ Church CE VC Primary School

Home School Agreement and Handbook for Parents and Carers

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CONTACT INFORMATION

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INTRODUCTION

“Parents are extremely supportive of the school. They agree that the care and welfare of all pupils are strengths of the school.”

“The behaviour of pupils is outstanding. Pupils respond exceptionally well to the school’s expectations of how they relate to each other. They demonstrate outstanding courtesy and display impeccable manners.”

“Parents spoke very positively about the welcome, care and approach offered by the school staff. As one parent said, ‘They love school so much, my children want to come to school every day’.”

(Ofsted Report November 2014)

At Christ Church School we actively encourage a positive partnership between the staff, governors and parents/carers. Our ‘Home School Agreement’ sets out what the school, parents/carers and children can expect of each other as we all work together to ensure the best for each child and for the whole school community.

This document is the school’s ‘Home School Agreement’ which we ask all new parents/carers to our school to read and discuss with their children. We then ask that you and your children sign the form that accompanies this booklet, to signify that you have read and understand its contents and will support the school’s policies and procedures both in spirit and practice. Mr Baker, the Head Teacher, has also signed the agreement on behalf of all the staff at our school.

There is also a ‘General Consent Form’ that relates to the contents of this booklet, which we would also ask you to read, sign and return to the school office.

This booklet includes the following documents and procedures:

1. Our ‘Home School Agreement’
2. Attendance
3. Food Tasting
4. Head Lice
5. Home Learning
6. Local Visits
7. Responsible Use of the Internet, Internet safety and social media
8. Photographic images
9. Uniform
10. Concerns, complaints and compliments
11. Additional information on:
 - Prohibited items
 - Medicines in school
 - Free school meals and school dinners
 - Emergency closure
 - Wrap around care
 - School clubs and music

Copies of many of the school’s policies can be found on our website www.christchurch.wilts.sch.uk together with a complete list of all of our school policies and hard copies can also be obtained from the school office.

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1. HOME SCHOOL AGREEMENT

THE SCHOOL

As members of staff at our school we will do our best to:

- ★ Provide a safe and secure place for your child in which they can grow, develop and learn about themselves as individuals, understand their place in the world and the impact that they can have both on others and their environment;
- ★ promote values in line with the school's status as a Church of England School and our school's Golden Rules;
- ★ promote values which reflect life in modern Britain;
- ★ keep parents/carers informed about the progress of their child, what it is we are aiming to teach them each term and activities and events taking place at school;
- ★ advise parents/carers on how you can support their child in their own learning;
- ★ contact parents/carers as soon as possible if we are concerned about your child's learning or their behaviour;
- ★ offer your child a broad and balanced curriculum which meets their needs, as well as activities designed to enrich their learning experience;
- ★ teach your children how to use the internet safely and understand the impact of social media
- ★ be open and welcoming at all reasonable times and keep parents/carers informed about general school matters and
- ★ set regular home learning in line with the school's curriculum

PARENTS AND CARERS

In order to help and support our child at school, we will do our best to:

- ★ support the school in its efforts to develop within them care and respect for their environment;
- ★ comply fully with the school's Attendance Procedures;
- ★ ensure that they wear the correct school uniform in line with the School's Uniform Protocol;
- ★ support the school's policies and support the school in maintaining good behaviour and discipline;
- ★ approach the school directly with any queries, concerns or problems that we might have;
- ★ help control the spread of head lice by following the school's procedures when advised of an outbreak;
- ★ attend parents' evenings to discuss their progress at school and to find out how we might be able to support them in their learning
- ★ comply with the school's procedures regarding the taking of photographs and videos at school events,
- ★ reinforce the school's teaching regarding internet safety and social media and
- ★ ensure that their child does not bring any 'prohibited items' to school as detailed in the school's Behaviour for Learning Policy.

PUPILS

As a pupil of Christ Church Primary School I agree to:

- ★ stick to the school's Golden Rules;
- ★ wear my school uniform and PE kit with pride;
- ★ respect others equally and treat them as I would like to be treated;
- ★ be polite and well-mannered towards others;
- ★ do my home learning and hand it in on time;
- ★ take responsibility for my own learning;
- ★ stick to the school's rules regarding the safe use of the internet and social media;
- ★ arrive at school on time and get to lessons on time and
- ★ welcome new people and visitors to the school.

Signed on behalf of the school: (Neil Baker – Head Teacher)

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2. ATTENDANCE

The importance of regular attendance:

- Education prepares children for life, is precious and is a right to which every child is entitled. In order to reap the full benefits of education, it is vital that children attend school regularly so that they are exposed to the many opportunities that school has to offer them. Without regular attendance, a child cannot be expected to maximise their learning, nor will they be able to participate confidently alongside their peers.
- The school works closely with the Educational Welfare Service (EWS) and the Local Authority (LA) to ensure that absences are kept to a minimum. As parents/carers who have chosen to have your child educated at school, you have a legal responsibility to ensure that your child/children attend school regularly.
- You need to ensure that your child/children arrive at school on time and that they are collected on time. You should also ensure that their child arrives appropriately dressed and in a 'condition to learn' (i.e. not too tired or too hungry).

Absence from school due to illness:

- In the event of illness or any other reason for absence, parents/carers must telephone the school office before 9.00am to inform the school of their child's absence and the reason for that absence. If the absence is to continue for more than one day, parents/carers should telephone the school on subsequent days, again before 9.00am, unless they are able to give an exact length of time on the first day of absence.
- There is a dedicated messaging service to report absences that can be accessed 24 hours a day. It is also possible to report an absence by email to absence@christchurch.wilts.sch.uk
- Parents/carers need to inform the school if a child's absence is due to some traumatic event which the school needs to deal with sensitively so that the school can respond appropriately to the emotional needs of the child on their return to school.
- Where the school has not been notified of a child's absence, parents/carers will be telephoned to confirm that a child is absent and the reasons for that absence from the numbers that you have made available to us. Please make sure that you update the school with changes to any phone numbers. Where the school has not been notified and it is not possible to contact parents/carers to establish the reason for absence, the school is obliged to mark the child's absence as 'unauthorised'.

Extended Absence from School:

- Schools may only authorise absence in exceptional circumstances. These include:
 - family emergencies
 - the funeral of a close family member
 - the wedding ceremony of a close family member
- The school will also authorise absence within reason for external exams such as ballet and music and to attend elite events (e.g. National Youth Orchestra or representative sports events)
- Holidays will not count as a reason to authorise absence in term time, with the exception of the children of armed forces personnel on leave from active service.
- When applying for absence you must complete an 'Absence Request Form' which can either be obtained from the school office or downloaded from the school website. You must complete one form per child and the form should be handed in to the school office at least 5 days in advance.

Penalty Notices:

- The school is required to report 'unauthorised absences' to the Local Authority (LA) and if your child has more than 10 unauthorised absences (which is equivalent to 5 school days) in a school year, the LA can issue a 'Penalty Notice' to parents. **Each parent** can be fined £60 per child as long as the fine is paid within 21 days, or £120 per parent if it is paid after 21 days and before 28 days from the date of issue. Failure to pay could lead to prosecution. This fine is administered and retained by the Local Authority.

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- You can find out more about what constitutes an 'unauthorised absence' by reading the guidance notes that the LA has issued. These can either be obtained from the school office or download via the school website.

3. FOOD TASTING

- During your child's time at Christ Church Primary School, as part of the curriculum they will participate in the making and subsequent tasting of food and drink so it is important that you make us aware of any food allergies that they have and keep us informed of any changes over their time with us. Please complete the relevant section on the 'General Consent Form' and ensure that you list any allergies that they might have.

4. HEAD LICE

- It is not uncommon for there to be outbreaks of head lice amongst children at primary school, but with your support we can try to reduce them. However, this is not possible unless we have the support of all parents/carers. When we become aware that a child has head lice, you will receive a letter via 'parent mail' or, if you are not signed up for it, a copy will go in your child's book bag advising you of the situation and asking you to check your child's hair and treat it. You will also need to check and, if necessary, treat all other children in your family. It is important to note that eggs can take up to 3 days to hatch, so whilst you may not see head lice in their hair on the first inspection, you should continue to check for several days to ensure that none appear.
- If you find that your child has head lice, please ensure that all living lice are removed from their hair before returning them to school. If you do not wish to use commercially available products or have none to hand, conditioner is a very effective alternative. Put a substantial amount of conditioner on to damp hair and comb through with a nit comb to remove lice and eggs. Further information and help can be found on the NHS nits website: <http://www.nhs.uk/conditions/Head-lice/Pages/Introduction.aspx>

5. HOME LEARNING

- Information regarding your child's home learning will be provided in their curriculum newsletter at the beginning of each term and will always include reading, practicing multiplication tables, phonics (age applicable) and spelling keywords. We would be grateful if you could support your child in any home learning they might have and in ensure that is completed on time. There will be occasions (for instance where home learning is linked to their topics) that your may require additional support from parents/carers and we would be grateful if you can find the time to provide such support.

6. LOCAL VISITS

- When the opportunities present themselves during the school day, we may take your child out of school on short trips around the local community, for example trips to the town centre, St Laurence School or the Church. In order to do so, we need your permission and would ask that you do so by signing the relevant section on the 'General Consent Form'.
- In addition, there are occasions during the year when cluster sports events are organised within the school day and where we would walk your child up to another local school. This is also included in the 'General Consent Form' together for a request for any information regarding any medication they may take on a regular basis.

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7. RESPONSIBLE USE OF THE INTERNET, INTERNET SAFETY AND SOCIAL MEDIA

- All the staff at Christ Church Primary School regard 'E-safety' as extremely important and we are committed to ensuring that all staff, parents/carers and children understand their responsibilities.
- Parents/carers and pupils need to be aware of the school rules for the 'Responsible Use of the Internet', including guidance for video, sound and images for web publication.
- Parents/carers and are asked to sign a consent form giving permission for their child/children to use the Internet and to adhere to these rules at all times and the school will keep an up to date record of all pupils who are granted Internet access. Without your consent, your child will not be allowed to access the internet.
- Pupils are asked to read the 'Responsible Use of the Internet Rules' that can be found at the end of this document and to sign the consent form to show that they have. In Foundation Stage and Key Stage 1 we would ask that parents/carers take the time to read and explain these rules to them.
- To support parents/carers we also provide annual information sessions in order to update you with the latest changes and developments and the opportunities and threats that these represent.
- In common with other media, such as magazines, books and video, some material available via the Internet is unsuitable for pupils. We will take all reasonable precautions to ensure that users access only appropriate material, however due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor Wiltshire Council can accept liability for material accessed or any consequences of internet access.

Responsible and safe use of the Internet

- The school's Internet access has been designed expressly for pupils' use and includes a filtering system appropriate to the age of the pupils.
- Pupils will be taught what is acceptable and what is not acceptable and are given clear guidance and objectives when using the internet:
 - at the beginning of each academic year pupils will be reminded of the school rules regarding safe internet use, through appropriate key stage assemblies and follow up lessons, with additional reminders throughout the school year
 - children who break the rules should understand that they may, as a result, be banned from using the Internet;
 - where the children are required to carry out research by visiting a range of sites, they will be supervised at all times by an adult;
 - where use of the Internet is restricted to pre-selected sites, children may work without constant supervision but with a clear understanding that they do not navigate away from those sites;
 - staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity ;
 - at Key Stage 1 access to the Internet is mostly through adult demonstration and/or with directly supervised access to specific approved online materials;
 - pupils will not be issued with individual email accounts, but will be authorised to use class email addresses under supervision;
 - copies of the rules for 'Responsible Use of the Internet' will be displayed in all areas where Internet access is possible;
 - children will not be allowed access to public or unrestricted chat rooms
 - the school will participate in annual 'E-safety' initiatives including assemblies and will address issues of cyber bullying through its regular anti-bullying initiatives and through its 'E-safety' initiatives and pupils will be taught about how to keep personal information safe when using on-line services.

Email

- Pupils may only use approved email accounts on the school system.
- Pupils must immediately tell a teacher if they receive any offensive emails or emails that give them cause for concern.

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- Pupils must not reveal details of themselves or others (such as addresses and/or telephone numbers), or arrange to meet anyone in email communication.
- Pupils may not access external personal email accounts from any school computers.
- Any emails sent to an external organisation should be written carefully and appropriately.
- The forwarding of chain letters is banned.

Mobile phones

- Pupils do not need mobile phones during the school day so are not permitted to bring them to school. However, if they are required in the event of an emergency, they must be handed in to the school office at the start of the day and collected once the school day has finished.

8. PHOTOGRAPHIC AND VISUAL IMAGES

- Parents/carers need to understand the legal background, the schools position and the rights and responsibilities of parents/carers regarding the taking of and use of photographs and videos within school and at school events.

The legal background:

- Photographs and video recordings come under the definition of 'images' and as such are covered by the 'Data Protection Act' (DPA). Where the school uses images of children in, for example, its prospectus, on an exhibition board or on its own website and when an individual can be identified, they are required to take 'reasonable steps' to get the permission of that individual, or in the case of children, their parents/carers. However, to get the permission of every person in a large crowd would be viewed as unreasonable. The legislation only applies to featured individuals.
- There are two notable exceptions where the DPA does not apply. Firstly, publication by any person of any journalistic, literary or artistic material is exempt. This means that the DPA allows newspapers and broadcasters to publish photographs to publicise activities without seeking permission from the individual. Secondly, personal data which is only used for research purposes (and this includes 'images') is also exempt and furthermore may be kept indefinitely.
- In order to comply with DPA we will seek your permission to take and use photographs and images of children when your child joins the school, either at the beginning of their school life or when they transfer from another school.

What would we use images for?

- During the school year, we take photographs and videos of the children engaged in various activities such as fetes or fairs, musical events, plays, sports days and other educational activities, both within groups and as individuals. These images may be used to publicise and promote the school and its activities in our prospectus and on our web site as well as being used within the school on exhibition boards or in our newsletters to parents/carers. In some instances they are sold to parents/carers as a permanent record of an event.
- As a school we take practical steps to ensure that pictures and images taken of children are done so in a way that reflects the protective ethos of the school.

Your consent:

- When your child joins our school, either at the Foundation Stage or when they transfer from another school, along with this explanatory leaflet you will receive our 'General Consent Form' which we would ask you to complete in line with your wishes and return to the school. If you do not complete and return it, it is assumed that you are withholding your consent and we will **not** be able to include images of your child in any way to promote the schools activities, including those issued to the media.
- Please note that the 'General Consent Form' seeks permission for the school to allow images and names of the child/children to be given to the media, including class photos at the start of their school life and you have the choice of agreeing to either your child's first name or full name being used. In general, when images are publically available, for example in press and magazine articles and websites, the school would normally just use the first

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name. However, some newspapers will not use photographs of children when only the first name is supplied which could include those to mark the start to school.

Your rights and responsibilities as parents/carers:

- As already advised, the school is required to seek your consent and you have the right to withhold it and to change your mind at a later stage as long as you inform the school in writing.
- As a parent and carer you will attend many school events over the time that your child is with us and at those events it is only natural that you and other members of your family will wish to take photographs and/or make video recordings to keep as a personal record. As these photographs are for personal use, they are not subject to the DPA.
- As a school we understand you wish to take photographs or record particular events and we believe in taking a common sense approach. However, there may be some parents/carers who will not wish their children to be photographed or recorded at all. Consequently there may be times when the school will advise you in advance of a particular event whether the capturing of images is to be permitted or not and we would ask parents/carers to support us in the decisions we make.
- When you do take pictures or make recordings, we would also ask that you think carefully about how you use any photographs and videos that capture images of children other than yours, or other adults and that they are not used in any way that could be seen as inappropriate. We would also ask that you are sensitive to the possible danger or offence to others of placing such images on personal websites and social media sites that are accessible to a much wider audience.

Finally:

- These guidelines relate only to images taken or commissioned by the school themselves for publication. The school is not liable for images taken by parents/carers or others at schools events, as it is those who own and publish the images that are subject to the DPA.
- Please do not hesitate to contact us should you have any questions regarding any of the above and we will be happy to help.

9. UNIFORM

- We believe that school uniform is important because:
 - it contributes to a sense of belonging and fosters and feeling of pride in the school;
 - it takes away the need for children to decide what to wear on a daily basis;
 - children need not be worried about issues of fashion or competitive dressing;
 - it promotes equality of opportunity; and
 - it looks smart and makes a firm distinction between work and home, promoting a more business like attitude to work.
- We ask that all parents/carers support the school by ensuring that their children wear the uniform and we encourage them to maintain a good standard of clean and tidy dress in school. The existence of a school uniform does create an even greater need for all items of clothing to be marked with the owner's name.
- Uniform for any individual may be modified in the light of cultural or disability issues or special needs. Parents/carers should contact the Head Teacher to discuss their child's needs.
- Extremes of dress or appearance are not acceptable and the governors reserve the right to decided what constitutes 'extreme'.
- Our school uniform colours are dark green, grey, black and white. The acceptable dress for boys and girls is given below:

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BOYS	SHOES
White shirt or polo shirt Green polo shirt Grey trousers Grey or black shorts Green school sweatshirt Grey, black or white socks	Plain black, brown or navy shoes with a flat heel and no platform. Flat sandals are allowed but not 'jellies'. Plain black boots are allowed during the winter.
GIRLS	PE KIT
White shirt, blouse or polo shirt Green polo shirt Grey skirt, trousers or pinafore Grey or black shorts Green school sweatshirt or cardigan Grey or green tights Grey or white socks Green and white summer dress in either check or stripe	Plain T-shirt or polo shirt in house colours Black shorts or cycle shorts A plain sweat shirt in house colours Black jogging bottoms for colder weather In FS and KS1 trainers (with Velcro fastening) are strongly advised for safety reasons (although daps are permitted). Trainers are required in KS2
HAIR & HAIR ACCESSORIES	HATS AND SCARVES
Hair should be tidy and contained. Extravagant styles and/or dyed hair are not considered appropriate for school. Hair accessories such as slides, ribbons, bobbles, etc. should be simple and if possible in school colours. Head scarves are not permitted.	Hats are not to be worn inside the school building and scarves should be removed on arrival at school and not worn during lessons. In hot weather we particularly recommend that hats be worn outside. Any hat is permissible as long as it is fit for purpose.
MAKE UP	HOT & COLD WEATHER
Make up and nail varnish are not allowed to be worn at school.	Please ensure that your child is sent to school in clothes appropriate to the weather, with hats in the summer and warm coats, hats and gloves during the winter.
Where can you purchase school uniform?	
School Uniform is available from Trowbridge Schoolwear. Second hand uniform sales are held by FOCCS several times a year and these dates are advertised in the school newsletter and on the school website.	

10. CONCERNS, COMPLAINTS AND COMPLIMENTS

Concerns

- If you have any concerns about your child's well-being whilst at school, either educational or personal, we would ask that you discuss them with their class teacher or the adult who was dealing with them at the time. This might also include problems that they are having with other children at school. Hopefully this will result in the problem being sorted out at an early stage.

Complaints

- However, if after discussing your concerns with your child's class teacher, you are not happy with the outcome of that discussion and wish to take the matter further, the school does have a Complaints Procedure which would need to be followed. Copies of our Complaints Policy can be found on our school website or hard copies can be obtained from the school office.

Compliments

- There may also be times when you are very happy about something that we have done for your child at school and, just as we like to know when we get things wrong, we also like to know when we get things right. It helps us when reviewing our practice and procedures, which we do constantly. If possible, please do take the time to send us a note or an email or to speak to us in person. We would very much appreciate it.

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11. ADDITIONAL INFORMATION

Prohibited items:

Staff at the school (with the permission of the head teacher) have the legal power to search pupils without their consent if they have reasonable grounds for suspecting that a pupil has a 'prohibited item' in their possession. Under our Home School Agreement the following items are prohibited:

- knives
- alcohol
- illegal drugs and 'legal highs'
- stolen items
- tobacco, cigarette papers and 'e-cigarettes'
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to or damage to the property of any person including the pupil themselves.

Medicines in school:

- In accordance with Ofsted regulations, the school follows guidelines on the administration of medicines as directed by Wiltshire Council. This means that the school is only able to administer medicines in exceptional circumstances. Medicines where the doctor has prescribed a dosage of 3 times a day can be given before school, after school and again at bedtime. However, we do accept that occasionally there may be a specific reason that treatment is required at lunchtime, e.g. Ritalin tablets for ADHD. If your child must be treated at lunchtime then we will require this in writing from your doctor or the time stipulated actually on the medication itself.
- In some cases it may be necessary to complete an Educational Health and Care Plan (EHCP) for your child and in such circumstances medication will be administered according to that plan.
- Medication will only be accepted if it is clearly labelled with the child's details and instructions for use.
- Parents/carers are also responsible for ensuring that medicines such as Ventolin Inhalers and Epipens are labelled and up to date.

Free school meals and school dinners

- Through Sodexo, the school is able to offer hot school dinners or alternatively the children are also able to bring in a packed lunch.
- All children in the Foundation Stage and Key Stage 1 (Years 1 and 2) are now entitled to free school meals and they are provided with hot dinners.
- Your child may be eligible to free school meals and further information, together with an application form can be found on the school's website or by contacting the school office. Even if your child is in the Foundation Stage or Key Stage 1 where they automatically get a free school meal, we need to know if you would be eligible under the criteria that are set by the Local Authority. This is because the school attracts additional funding for all eligible children which can be used to support their learning. This funding is known as the 'Pupil Premium'.
- You will receive a copy of the latest menu via the school newsletter and additional information and links are also available via the school website.

Emergency Closure

- In the highly unlikely event that we are required to evacuate the school due to an emergency situation either at the school or in the local neighbourhood, the children would be walked either to the Church or St Laurence School. Parents/carers would then be contacted via 'Parent Mail' (if they are registered for it) or by telephone. If you are

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not currently registered to receive information from the school via 'Parent Mail' please contact the office should you wish to sign up.

'Out of hours' care

- Through an external provider we are able to offer a 'Breakfast Club' which is open from 7.30am as well as after school care until 6pm in the evening.
- These services are provided by 'FUNdays Ltd' and you can obtain further information from our website or by contacting them directly on 07874 222782 or via email on enquiries@fundaysclub.co.uk

School clubs and music

- The school offers a range of clubs both during the school day and after school. Information is sent out to parents/carers 3 times a year at the start of terms 1, 3 and 5. There are also opportunities for your child to have individual music lessons both with county music teachers and with peripatetic teachers and further information can be obtained on the school website or via the school office. Some of these clubs are provided free of charge whilst others are charged at cost and this will be made clear to you in the information provided.

AND FINALLY

We do hope that you find this booklet useful. If there is any additional information that you think might be useful to include, please do let us know.

We do understand the importance of good communication between the school, parents/carers and children and work hard to make sure we keep you informed and would be grateful if you could ensure that we too are informed of anything that is likely to have an impact on your child's learning and we would very much appreciate your support in all of the above.

Please do not hesitate to contact us with any questions you might have.

Thank you

Neil Baker
Head Teacher

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OUR GOLDEN RULES

We will always treat people with respect.
We will always be honest.
We will always be kind to others.
We will always look after our surroundings and equipment.
We will always behave and act considerately.
We will always try to do our best.

RESPONSIBLE USE OF THE INTERNET – RULES FOR PUPILS

RESPONSIBLE USE OF THE INTERNET

We use the school computers and Internet connection for learning. These rules will help us to be fair to others and keep everyone safe.

- I will only enter Internet sites which have been approved by my teacher or which are connected with the work that I am doing as directed by my teacher.
- I will not look at or delete other people's files.
- I will not bring any removable media of my own into school (memory sticks etc) without permission,
- I will only email people I know or who my teacher has approved and the messages that I send will always be polite and sensible.
- I will not give my home address or phone number, or arrange to meet anyone.
- I will ask permission before opening an email or email attachment sent by someone I don't know.
- I will not use Internet chat rooms.
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a teacher immediately.
- I will not make, store, post, download, upload or pass on material, remarks or images that may be offensive or upsetting to an individual or group.
- I know that the school may check my computer files and may monitor Internet sites I visit.
- I will take care of school equipment and will not download or install anything without the permission of a member of staff.
- I understand that if I deliberately break these rules I could be stopped from using the Internet or computers.

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