

## The JRCS Home/School Agreement

For students to achieve success at school, it is important that parents, students and the School are able to work together, each playing an equally important role in the partnership. In order that this partnership can work effectively, we must be supportive and committed to work in the best interests of all concerned. This statement sets out what the School will provide and our expectations of parents and students.

The School commits itself to:

- Providing a safe, well ordered and caring environment;
- Having clear aims and objectives for all students;
- Publishing a weekly newsletter every Friday that the school is open;
- Informing you at an early stage of any matter relating to your son/daughter;
- Responding to letters or calls within three working days (one day for letters or emails to the Headteacher);
- Offering you the opportunity to express your views on School issues;
- Demonstrating that each student is valued as an individual;
- Sending you an annual report on progress in all subjects, including examination results;
- Ensuring all students are involved in monitoring their own progress by reviews with parents and form tutors.

Parents/carers are expected to commit themselves to:

- Seeing that their child goes to school regularly, on time and properly dressed;
- Letting the School know about any concerns or problems which may affect their child's learning or behaviour;
- Supporting their child in the completion of their homework;
- Providing other opportunities for home learning;
- Attending parents'/carers' sessions for discussions about student progress;
- Supporting behaviour policies and other School practices;
- Ensuring their child attends all 'core' School trips and after school detentions as required;
- Not publishing unacceptable information on social media or other public forums.

Students are expected to commit themselves to:

- Showing that they are willing to work to the best of their ability;
- Trying to get on with others within the School community;
- Taking a pride in their own appearance by wearing School uniform;
- Attending regularly and being on time to school and lessons;
- Being conscious of the need to play their part in helping to create a caring community;
- Acting as ambassadors for the School.

### Attendance and punctuality

JRCS recognises the importance of excellent attendance and punctuality. School and parents work together to ensure students recognise the impact of excellent attendance on achievement.

### Reporting absences

It is a parent/carer's responsibility to report their child as absent on the **first** and each subsequent day of absence. A call must be made to the absence line on 020 8724 1531 before 9am. This line has an answer machine which will ask you for the name, form class and the reason for the child's absence. The exact reason must be left in on the message, ie,

bad cold or sore throat; saying just unwell is not acceptable. Failure to report an absence may result in you being visited by at home by our Student Services Manager. See the Student Planner for information on **medical appointments**.

### **Punctuality**

A student is late if they do not arrive at registration by 8.35am and notification from parents/carers has not been received. A follow up call may be made by the Pastoral Assistant throughout the day to verify details and if there is no reason for the lateness, the student may be retained for a discussion about the issues for up to 20 minutes at the end of that day. Students who are persistently late to school or lessons will be placed on punctuality report and may incur further sanctions.

### **Absence checks**

We do spot checks on absences, so please do not be offended if your child is absent from school and we phone home to discuss the matter with you. We are just doing one of the various checks we carry out to prevent a pupil truanting from school.

### **Student Services Department**

The Student Services Department monitors registers on a daily basis. When the attendance of a student causes concern, the Student Services Manager may make a home visit or request a meeting in school to address the issues. Failure to follow the school's requests may result in legal action being taken.

### **Holidays during term time**

The school will **not** authorise families to take holidays during term time. The Local Authority has a clear policy on this which the Governors have agreed to adopt.

If a student is withdrawn from School for a family holiday, they lose the right to attend extra-curricular trips and other activities for a period of up to six months from their date of return to School. The Governors also reserve the right to impose fines on parents who do not follow the School's policies in this respect.

### **Internet Permission**

It is very important that security methods are in place to protect students' safety. When students have access to online resources like websites, e-mail and live communication, there is always a danger that they will be exposed to unsuitable material. We recognise this danger and we use a range of protective measures and tools to minimise it. In primary schools, close adult supervision is one of those measures, but at secondary level, as students often need to be able to work independently, different approaches are appropriate.

At Jo Richardson we operate 'filtering'. Filtering prevents inappropriate words being used by students when searching for information. A filtering service is provided by the London Borough of Barking and Dagenham so that content is filtered before it reaches the school computers. In addition to this, we have an in-house filtering service for added security. We also provide a secure gateway to the internet through the Jo Richardson Intranet (which is an internal internet providing students with appropriate school specific web sites and school based support materials). We monitor student use of the internet and any students who abuse the internet will have their access removed.

### **Keeping your child safe on the Internet**

In March 2001 the Task Force on Child Protection on the Internet was established by the Home Office. It is a unique partnership of government, industry, police and charitable organisations, working together to help parents advise their students on the using the internet safely. As part of the campaign, a booklet has been produced which provides additional tips and advice. If you would like a free copy of this booklet, please call 0800 77 1234. For further advice on the internet and its safety, please contact the ICT department.

### **Student**

As a School user of the Internet, I agree to comply with the School rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the School.

### **Parent/Carer**

As the parent or legal guardian of the student, I grant permission for my son/daughter to use electronic mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some materials on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

### **Showing of Films**

Occasionally the School will use extracts from a film which may be classified above the age of the class to which it is being shown. This will only occur when the teacher has chosen to show an excerpt from a film for a particular educational reason, and where the particular part of the film being shown is judged by the teacher to be suitable for the class. I agree to the above.

### **Use of Photographs/Filming**

I agree to my son/daughter's photograph or filmed image being used in the School's weekly newsletter, in local or national newspapers or as part of the School's promotional activities or for other government agencies or organisations linked directly to the school. These images will usually be used as part of our celebration of individuals' successes, or by non-profit making organisations involved with education.

### **Off Site Visits**

There will be occasions when students will be involved in local off site sporting, arts and curriculum visits. Please read the following section, which details your agreement to your son/daughter taking part in these activities.

I understand that, while the School staff in charge of the party will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my son/daughter which occurs as a result of the visit.

I also agree to authorise members of staff during the course of the visit to approve such medical treatment for my child as deemed necessary in an emergency or on the advice of a qualified practitioner. I set out in the Admission Form any medical condition from which my child is suffering together with details of the treatment required.

### **Dropping Off and Collecting Students by Car**

Wherever possible, I agree that my son/daughter will either:

- walk
- cycle, or
- use public transport to School

In the event that it is necessary to travel by car, I agree to drop off and collect my son/daughter at a pre-agreed point on Gale Street, and certainly not on Goresbrook Road.

This will help to avoid the inconvenience caused to local residents and ensure that the area is as safe as possible for the students.

### **Use of Personal Information by Connexions Service and other Government Agencies**

The Careers Service is a government funded organisation which provides careers information for young people. We are required to pass on to them the name and address of each student and any other information which may be appropriate to their role. From time to time we may also share information with OFSTED, QCA, DCSF, Barking and Dagenham Council and the Learning and Skills Council. Parents do have the right to withhold all information other than name and address. Should you wish to request this, please contact the School in writing.

I understand that certain information will be passed by the School to the Careers Service and other Government Agencies.

### **Library Learning Agreement**

I have read the Library Guidelines as outlined in the Student Planner. I agree to my son/daughter becoming a member of the JRCS Library and ensure he/she will abide by the rules for the use of these facilities.

### **Mobile Phone Policy and Banned Items**

From 8.30am, students should leave their mobile phones at the bottom of their school bag or in their locker and they must remain switched off at all times until they leave the school building at the end of the day. Students are not allowed to use mobile devices to record in or around the School without specific written permission in their planners from a member of staff. Students in detention may ask to use their phone if they need to contact home and should then turn them off until the end of the detention. Normal school rules apply during detention. Should a phone be **seen or heard** by a member of staff on the School site, including the library, prior to the end of the school day it will usually be confiscated and locked in the School Office. Where the situation was accidental, parents will be able to collect it. Students themselves will be allowed to collect phones on the last day of each half-term as part of our confiscation amnesty. If a phone has been used deliberately for any purpose, it will be confiscated until the end of that half-term

We regret that any student who contravenes any of the above rules will be given either a Head of Year detention or a two hour SLT detention.

### **Jewellery**

Students are not allowed to wear any jewellery or accessories whilst at school or involved in a school run activity. This includes piercings of any kind. Consideration will be given to students who wish to wear jewellery of significant religious importance.

### **Personal appearance**

No make-up, nail varnish, false nails or eyelashes should be worn for School and only natural coloured hair dye is allowed. We ask parents to make sure that make-up is not applied before school.

### **Uniform**

Uniform is an important part of belonging to JRCS and we have high expectations of all our students. Our uniform promotes a positive image and supports the ethos of the school whilst reflecting the practical needs of the students. Students should remember that correct uniform must be worn to and from school as well as whilst in school. For opening times of the uniform shop sited in the Castle Green foyer, please call 020 8724 1500 or visit the school website.

In the rare event that a student is unable wear correct uniform, parents/carers **must** complete the appropriate section of the 'Permissions' page in the planner. If this procedure is not followed, then we regret we will **confiscate** incorrect items, whatever the weather. Confiscated items will be available for collection from the Office by students at the end of the school day. **All items of uniform must be clearly marked with students' names.**

*All students admitted to JRCS must have an Admission Form completed before they start at the School. If, when reading the various sections of the form, parents find a part of the agreement with which they are unhappy, they should contact the Headteacher immediately. No Admission Form should be handed in until it the back page has been signed, or a special arrangement has been agreed with the Headteacher.*