

ST COLUMBA'S CATHOLIC PRIMARY SCHOOL



HOME-SCHOOL AGREEMENT

2013/14/15

St Columba's Catholic Primary School

Home-School Agreement

I. School Vision

ST COLUMBA'S CATHOLIC PRIMARY SCHOOL MISSION STATEMENT

Our school works with families, parishes and the community to provide all our children with opportunities which will help them grow in the knowledge and love of God and each other.

We will help them to develop as a whole person by providing a curriculum which will embrace the individual needs of all pupils.

This will be done within a Catholic setting which seeks to follow the love and teachings of Jesus Christ.

"I have come so that they may have life and have it to the full"
(John 10 : 10)

2. School Ethos

ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

AIMS

The practice of the Roman Catholic faith is fundamental in the whole life of the school and with this in mind the following aims have been drawn up:-

To help children in their human and spiritual growth to become independent, self-motivated and self-disciplined.

To create a praying community where children and staff deepen their knowledge and love of God and express it in prayer, daily life and their relationship with each other.

To develop the partnership of home, school and parish. To prepare the children for a life where they can make best use of their skills at work and in their leisure time.

To develop an awareness of the relationship of all creation to God through an understanding of the world in which they live and its cultures. To be concerned for the future of the environment.

To develop a curriculum in which children acquire the basic tools of learning in which they develop enquiring, imaginative and creative minds.

To create and maintain an environment in which children enjoy learning and where care and respect for others, particularly those with special needs, is evident.

To prepare them for adult life by developing a sense of responsible freedom and the ability to question rationally and make sound choices.

To develop a wide range of physical skills and an understanding of the need for a healthy life style.

To develop aesthetic awareness and participate in creative arts.

The religious and secular elements of the curriculum should not be separate and the message of Christ should be reflected in every aspect of school life and work.

All children should be helped to be aware of and celebrate the achievements and talents of themselves and each other.

For the school to achieve a positive ethos it is essential that all members of the school community work well alongside each other and develop positive working relationships (this includes all staff and other adults working in the school, pupils and parents/carers). Having a positive ethos helps to ensure good behaviour from pupils in school. Young people learn by example and as such, having high standards of expectations from all parties involved in their education will create adults with similarly high standards.

3. Introduction

This Home-School Agreement has been developed in consultation with pupils, parents, staff and governors and reflects key policies within the school. The Agreement is designed to support all members of the school community and to be clear about and fulfil their role in ensuring each young person can be 'the best they can'. It is assumed that all members of the school community agree with this document in its entirety, and will, if an issue arises conform full to its expectations. Where this is not the case, parents/guardians must communicate this to the school, in writing, stating precisely the concern they have and stating their reason for not supporting the contents of this Agreement fully.

4. Behaviour

The commitment of staff, pupils and parents is vital in order to develop a positive whole school ethos which is built on a shared commitment to displaying courtesy, care, kindness and consideration at all times to all people within the school and wider community. The expectations of staff, pupils and parents/carers are outlined below. Further information on the behaviour standards expected from all members of the school community may be found in our Whole School Behaviour Policy, which is available on request.

4.1 What Pupils Can Expect from School

Pupils can expect staff and other adults working in the school to:

- treat them fairly with care, courtesy and kindness
- use a range of non-verbal and verbal cues to encourage good behaviour and limit inappropriate behaviour;
- be approachable and listen to them at appropriate times;
- always take seriously any complaints of bullying or inappropriate behaviour witnessed or reported to them;
- set high expectations, clear boundaries and regularly agree classroom and behaviour expectations;
- use rewards and, where necessary, sanctions consistently;
- model the behaviours they wish to see.

4.2 What School Expects from Pupils

School expects pupils to:

- try to be kind to one another;
- follow instructions given by staff and other adults;
- put up their hand to indicate that they wish to speak;
- use appropriate language;
- follow classroom rules and procedures and not disrupt the learning of other pupils;
- tell the truth and learn from their mistakes;
- care for the classroom and resources, respecting others' property;
- lead by example creating a good role model for younger pupils in the school;
- accept responsibility for their behaviour;
- consider the needs of all the other people in the classroom;
- use ICT in accordance with school procedures;
- report to a teacher or other adult any bullying behaviour by others including bullying with the use of technology (cyber bullying);
- behave appropriately when outside school;
- be ambassadors for the school.

4.3 What School Expects from Parents/Carers

School expects parents/carers to:

- treat staff and other adults in the school with respect;
- treat other parents, pupils and visitors to the school with respect;
- behave responsibly whilst on school premises;
- ensure that their child arrives at school on time;
- ensure that their child is dressed appropriately, in school uniform with any necessary equipment, and has their full P.E. kit in school when required;
- ensure that their child attends school regularly and contacts the school in the event of an absence or lateness;
- encourage their child to have high standards of behaviour in and out of school;
- support the actions of the school if the school has to use reasonable sanctions to address their child's behaviour;
- work with school staff to help their child accept responsibility for their behaviour and actions;
- support the sanction applied where a child has been unfair, unjust, physically violent or discriminatory, thus ensuring their child receives a clear and powerful message that this type of behaviour will not be tolerated at school or at home;
- inform the school of any concerns or problems that may affect the child's work or behaviour;
- support the school in its use of rewards and sanctions;
- take some responsibility for the behaviour of their child;
- discuss any issues of concern with the class teacher or Head teacher calmly;
- share any concern about the way that their child has been treated, in a courteous and discrete manner (i.e. discussing the disagreement with the teacher out of earshot of the child) in the first instance with the class teacher;
- report any incidents of bullying including cyber bullying as soon as they are discovered so that the issue can be dealt with promptly by school staff;
- refrain from smoking on the school premises or around entrances/exits, especially at busy times before and after school
- refrain from using foul language in earshot of any young person at any time in or around the school premises
- refrain from bringing dogs onto the school premises (regardless of their size or temperament).
- Refrain from using camera mobile phones on the premises or at school performances (to ensure safeguarding procedures are followed).
- consider the implications of posting inappropriate or defamatory details on Social Network sites and the detrimental effect inappropriate comments can have on individuals and the school as a whole;
- comply with any sanctions which may be imposed as a result of non-compliance with this home-school agreement

4.4 What Parents/Carers Can Expect from Staff and other adults in the School

Parents/Carers can expect staff and other adults working in the school to:

- care for their children;
- treat them with respect;
- set high standards of work and behaviour for all children in their care;
- deal promptly with any incidents of bullying regardless of whether their child is seen as either the bully or the victim;
- impose sanctions consistently in accordance with the Whole School Behaviour Policy and the school system;
- promote positive behaviour and consistently reward such behaviour in accordance with the Whole School behaviour Policy and the school system;
- promote positive behaviour beyond the school gates and impose sanctions for inappropriate behaviour which reflects negatively on the school and its values;
- discuss their child's actions with them, give a warning and ensure that their child knows what the penalty will be should they continue to misbehave. All penalties will be carried out;
- let them know if there are any concerns about a child's work, attendance or behaviour;

5. Learning

Learning is the core purpose of the school. It is the aim of all members of staff and other adults to ensure the highest standards of progress and attainment are reached with each and every child. In order to achieve this, a strong link needs to be maintained between home and school and each child must be motivated towards learning

5.1 What Pupils can Expect from School

Pupils can expect school staff and other adults working in the school to:

- care for them;
- encourage a sense of belonging throughout the school community;
- arrive at lessons on time;
- have a well organised room;
- plan thoroughly for the long, medium and short term and deliver good to outstanding lessons which engage and motivate them to achieve;
- allocate sufficient time for each task;
- pace lessons appropriately taking into account the individual needs of each pupil;
- provide every child with equal access to the curriculum;
- set tasks according to the pupil's needs, abilities and interests, where appropriate;
- be enthusiastic and develop positive working relationships with pupils and their peers in their classes;
- celebrate the success of pupils in lessons, after school activities and assemblies;
- encourage all pupils to contribute to the work in hand;
- set and review individual targets and communicate these to the parents
- communicate both successes and concerns with parents;
- use assessment information to support pupils in their future learning;
- display their work; or provide working walls to support learning
- mark or give feedback on work as soon as possible;
- set homework appropriate for the age and abilities of each pupil;
- eliminate or control hazards which may cause them harm;

5.2 What School Expects from Pupils

School expects pupils to:

- arrive at lessons on time;
- enter the classrooms quietly;
- sit where they are told to sit by the teacher or any other member of the school staff;
- have equipment and books for lessons, including pupil/student planners;
- listen attentively to the teacher who will explain the lesson, what you are going to do, why and how;
- listen to others' ideas and work co-operatively;
- value other individuals and their contributions to lessons;
- complete homework or other activities as requested and in within the time limits set.

5.3 What School Expects from Parents/Carers

School expects parents/carers to:

- encourage their child to achieve their very best in school;
- encourage children to approach learning in school in an enthusiastic and motivated way;
- ensure children have the correct equipment for school at all times;
- ensure children have pieces of homework on the timetabled evenings;
- help their child complete, thoroughly check and return homework on or before the deadline;
- read to and with their child on a very regular basis;
- support the child's homework and other home-based learning activities;
- share any issues about completing homework with the class teacher as soon as practicable;
- attend all meetings relevant to their child's education. Where this is not possible, to make suitable alternative arrangements with the school to keep up-to-date with their child's progress;
- read and respond to annual school reports.

5.4 What Parents/Carers Can Expect from Staff and other adults in the School

Parents/Carers can expect staff and other adults working in the school to:

- provide a balanced curriculum in order to meet the needs of each child;
- encourage their child to do their best at all times;
- keep them informed about general school matters, and their child's individual progress;

6. Attendance

It is a statutory obligation for all children to receive a full-time education. It is essential that all parents with children at St Columba's Catholic Primary School ensure that their children receive a full-time education, keeping them away from school only for significant medical reasons or exceptional circumstances. If attendance drops below 85% parents will be asked to come into school for a meeting with staff.

6.1 What Pupils and Parents/Carers can Expect from School

School staff and other adults working in the school will:

- work closely with parents to resolve issues that prevent pupils attending school on time or regularly;
- work closely with the LA and others to ensure that each pupil receives their entitlement to full-time education.

6.2 What School Expects from Parents/Carers

School expects parents/carers to:

- accept their responsibility to ensure that their child attends school on time (between 8.55am and 3.20pm) every day – arrival between 8.55am and 9.45am will be marked late; arrival after 9.45am is recorded as absent in accordance with the school's attendance procedures;
- be ready to collect their child at 3.20pm
- notify the school if they will be late collecting their child from school, giving an approximate time of arrival;
- notify the school if a different person is picking up their child at the end of the school day;
- notify the school by letter or telephone by 10.00 a.m. if their child is not attending school on that day, giving the reason for absence;
- keep their child at home for at least 48hours after the last episode of sickness/diarrhoea;
- arrange holidays during school holidays unless there is a genuine exceptional reason – any absence within the first two weeks of the autumn term or within weeks where tests/examinations are programmed **will not** be authorised by the school.

7. Communication

Good and effective communication between home and school is paramount in ensuring each child receives an effective education. St Columba's Catholic Primary School prides itself on being open, friendly and welcoming, whilst consistently sharing information with parents/carers on issues concerning their child. Whenever there is a concern either from the school or home, this should be shared at the earliest opportunity, which ensures that members of the school community can be effective in supporting each child's individual needs and education.

7.1 School will provide parents with:

- a dedicated website which contains accurate information linked to areas of school life

www.stcolumbas.cumbria.sch.uk

- regular letters that share accurate information in a timely manner. Parents are requested to share one or more email addresses in which they would like to receive any 'mail shot';
- formal parent/teacher meetings per year to discuss their child's progress with their child's class teacher;
- a range of assessment reports;
- a prompt response to any concern;
- a time to meet the appropriate member of staff;

7.2 Parents/carers will:

- contact the school immediately when a concern arises, preferably in writing e.g. e-mail. The school office e-mail address is: admin@stcolumbas.cumbria.sch.uk;
- contact the school after a child's absence to collect any correspondence which might have been missed;
- read all appropriate correspondence carefully and take action where necessary;
- complete the Annual Parent Feedback Form;
- attend all meetings relevant to their child's education.

School has a Facebook Noticeboard on which we post important reminders – please read below about behaviour on this site. Any concerns should not be posted on this site but detailed to staff members.

By signing this Home / School contract you are signing to say:

'We will support the school's approach to E-safety and will not upload or post to the Internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute'.

'We recognise the need for securing and will not create online media "on behalf" of the school without the Headteachers express permission.'

Head Teacher's Signature:

Date:

Parent Signature:

Date:

Pupil Signature (where appropriate):

Date:

School Rules

St Columba's Catholic Primary School

- Do your best at all times
- Dress smartly in your uniform
- Be respectful to everything and everyone
- Move around the school in a sensible way
- Change quickly and quietly for P.E
- Be polite to everyone you meet
- Listen carefully to those who are speaking
- Remember your manners

This is your school – Be proud of it!



School Uniform

St Columba's Catholic Primary School expects all pupils to wear the St Columba's School uniform at all times during the school year. The uniform has been kept simple so that it is easy to find and buy at a number of local outlets and to keep the cost of uniform to the minimum. Parents are expected to send their children into school correctly dressed and we ask that you inform us by telephone or in writing if, for any reason, the appropriate school uniform cannot be worn.

| BOYS – Uniform | GIRLS - Uniform |
|---|--|
| Grey trousers /shorts | Grey skirt/trousers/pinifore |
| Emerald green polo shirt | Emerald polo shirt/cotton shirt Blue or Green summer dress |
| Grey sweatshirt with school logo | Grey sweatshirt with school logo Grey cardigan with school logo |
| Sensible shoes are recommended for all pupils | Sensible shoes are recommended for all pupils |
| PE Kit | PE Kit |
| Navy blue Shorts | Navy blue Shorts |
| Emerald green t-shirt | Emerald green t-shirt |
| Plimsolls for indoor use | Plimsolls for indoor use |

Jewellery

St Columba's Catholic Primary School has a no jewellery policy.

Pupils may wear a single pair of stud earrings that they must be able to remove for PE and games lessons. Children are permitted to wear jewellery so long as it is sensible and safe. If staff feel it is not sensible and safe it will be asked to be removed

Earrings, watches and jewellery must be removed for PE/games lessons.

Do not allow your child to have pierced ears if they are unable to take them out and put them in easily.

Only have your child's ears pierced at the beginning of the summer holidays so they do not miss any PE lessons.