

HOME SCHOOL AGREEMENT

Willow Primary School



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Section 1 HOME/SCHOOL PARTNERSHIP AGREEMENT

Child's name _____

Date of Birth _____

At Willow Primary School we believe that children learn best in a safe, secure, stimulating and challenging environment and the best way to achieve this is by teachers, parents/guardians and pupils working together. We ask you to give us your full support by discussing this agreement, including the School Behaviour Plan, with your child; signing and returning the detachable declaration on page 11 to the school office.

The School's Responsibility

We aim:

- To ensure that your child reaches his/her full potential by personalised and appropriate learning opportunities.
- To work together with you to achieve the highest standards of work and behaviour within a safe, secure environment.
- To welcome and encourage parents' and carers' interest and involvement in the school.
- To inform you quickly of any concerns or problems we have regarding your child's work or behaviour and to deal with problems calmly and fairly.
- To provide an annual report on your child's progress and arrange consultation evenings to discuss their achievements.
- To set regular homework activities and experiences which complement and enhance each child's learning.
- To provide you with termly overviews of the curriculum along with lists of targets for your child each half term and regular newsletters notifying you of special events and activities.
- To provide a safe clean, tidy, stimulating and welcoming environment.

The Pupil's Responsibility

- Each child at Willow must:
- Try to uphold the three core school rules at all times.
- Do his or her best to make the most of their learning opportunities at school.
- Behave well at all times to enable everyone to learn in a calm and purposeful environment.
- Complete his/her homework and ensure that it is handed in on time.
- Wear full school uniform and be tidy in appearance (see website).
- Be honest when they have made mistakes and take responsibility for them.

The Parents'/Carers' Responsibility

- As parents and carers, you agree to work in partnership with the school to :
- Ensure that your child attends school regularly and punctually with all necessary equipment.
- Notify the school of any problems that may affect your child's work or behaviour.
- Support your child with home learning activities.
- Attend consultation evenings and discussions about your child's progress and achievement.
- Support the three core school rules and supportive caring ethos.
- Ensure that your child wears the full Willow Primary School uniform and has the appropriate PE kit all of which is marked with your child's name (see website for uniform details).
- Ensure that long hair is tied back at all times

Section 2 Attendance

It is your responsibility to ensure your child attends school every day and arrives punctually.

Children are expected to come to school on time. Arrive 5 minutes early at the drop off points. Children who are late must come to the main office to be registered accompanied by an adult. Failure to do so will result in your child being marked absent in the register.

Willow and Slough Borough Council (SBC) have a minimum expected attendance of 96%. If your child is away from school for any reason, it is your responsibility to contact the school on the first day of absence preferably using the school app, or email/phone giving a specific reason for absence and then at least every other day to keep the school informed. You must provide any medical evidence and also send a note if you phoned - absences remain unauthorised until this is received. All children aged 5 years and above whose attendance drops below 90% will be referred to SBC attendance officer.

SBC and Willow do not authorise any planned absences during term time and SBC may prosecute parents who still choose to do so.

All attendance emails to be addressed to officewillow@marishandwillow.co.uk

Section 3 Willow Primary School - Simply Behave-behaviour plan

Willow has three school rules:

- Show good manners at all times
- Follow instructions straight away
- Care for everyone and everything

Rewards

Individual rewards

Children who follow these rules will be rewarded by staff with stamps to go onto their class stamp chart.

On achieving 25 stamps, they will receive a **bronze** certificate and a fun size chocolate prize.

On achieving 50 stamps, they will receive a **silver** certificate and a prize from the class treasure box.

On achieving 75 stamps, they will receive a **gold** certificate and have their choice of a new book.

Class rewards

Each class will have a plastic jar with 30 bouncy balls to go inside. The class can be awarded bouncy balls for following the school rules. This is a team award and is used when groups of children show good behaviour. If the jar is filled with its 30 bouncy balls in one week, the children will be awarded 10 minutes of reward time. If the jar gets filled twice in one week then the children will receive a prize from the class treasure box or negotiate an alternative reward with their class teacher. Should the class fill the jar a third time, they will receive a £10 voucher for the class. This money can be spent on games, stationary items or a treat for the whole class to enjoy. If at 3:15 on Friday afternoon, a class has a partially filled jar this will be carried forward into the next week. They do not have to begin again, but this will become the first jar in the next week, regardless of the number jar it was. Second and third jars cannot be carried forward except as a first jar.

The class who achieve the most jars in any half term will receive a class reward of a 'cinema treat' at Langley Grammar.

Repercussions

Each classroom has the school rules displayed clearly. If these rules are not followed, then the children will be moved up the 5 steps accordingly. The hierarchy is progressive and starts with a warning. The **repercussions** become gradually more significant for the second, third, fourth, and fifth time that a child chooses to break a rule. The age of the child and individual circumstances will determine at what stage parents are informed. However, the school commits to let parents know if a child gets to step 5.

Step 1 – If a child chooses to break any of the three rules they will have a verbal warning. Their name will be moved to step one in the classroom.

Step 2 - If a child chooses to break any of the three rules they will have a written warning. Their name will be moved to step two in the classroom and written in the class step two book. This book will be regularly looked at by the headteacher and deputy headteachers.

Step 3 - If a child chooses to break any of the three rules they will have up to 10 minutes time out where they can reflect on the three school rules. Their name will be moved to step three in the classroom. The class teacher will speak to the children's parents at the end of the day.

Step 4 - If a child chooses to break any of the three rules they will spend 10 minutes (KS1) or 20 minutes (KS2) in a class from the next year group, except for year 6 who will go to reception. They will spend this time reflecting on the school rules by completing a Step 4 reflection sheet. Their name will be moved to step four in the classroom. A letter will be sent home stating which school rules they did not follow to reach step four.

Step 5 – The child is taken to a designated member of the Senior Leadership Team with a referral slip which states their name, rule broken and a brief statement of the incident. The parents will be informed by telephone that their child has reached step 5. Parents will be requested to attend a meeting to discuss their child's behaviour.

Severe clause and Exclusions: In some circumstances, such as bullying or violence, a child may immediately progress to step five. In addition, the school reserves the right to internally and externally exclude a child for a further fixed term period or even permanently, in the interests of protecting the health and safety, wellbeing and education of the other children.

Section 4 Information about Parental Engagement

Parent Engagement at School (PEAS)

All parents and carers, staff and governors of children who are on roll at Willow are automatically members of the PEAS. This organisation was formed in summer term 2016 and has two main functions; fundraising and the provision of parent volunteer helpers as Willow continues to strive to improve parental involvement in all school's activities. The PEAS are actively involved in all events held at school, helping to plan, organise and set up on the day. The PEAS are constantly looking to expand its members and welcome anyone who would like to volunteer time to attend meetings or help set up on the day of events. Should you wish to become more involved with the PEAS in any way, please contact the school office for details.

As well as the PEAS, Marish Academy Trust recognises the importance of parental involvement in every child's learning. Willow is striving to achieve excellent communication skills with parents by holding regular workshops to help support parents with how to help their children at home, including open evenings/afternoons for parents to see their child's work. To continue to ensure parents are fully informed of all aspect of their child's education, all letters that go home to parents can also be found on the school app. Throughout the school year, parents are encouraged to speak to staff whenever they need to and Willow welcomes feedback to build upon relationships.



Myschoolapp

In keeping with our drive to strengthen communications with parents we have signed up for a free app that parents can download from App store or Google play. All parents must download this app to stay in contact with school and receive regular school communication.

After downloading the mySchoolApp, choose WillowPrimary school from the drop down menu and use the password/pin provided by school office to register.

This will enable us to let you know about school news, events and important school information on your smartphone, wherever you are.

The benefits to you include:

- Instant access to an up-to-date school calendar
- Read our school news in an easy to use format and enjoy the pictures in the image gallery
- Report your child's absence to the school on the app
- Easy access to school documents and policies
- Receive instant messages sent by the school direct to your phone.

Section 5 ParentPay

Marish Academy Trust is a cashless environment. All parents must register and activate their child's account in ParentPay. Lunch bookings for all children (Reception-Year 6) must be made via ParentPay at least one day in advance-we do not allow same day lunch bookings as meals are cooked to order.

Parents must ensure their child's lunch account is regularly topped up and in credit.

All school payments for trips, clubs etc. should also be made using ParentPay.

Section 6 Extended school services

Before School Provision

Willow Breakfast Club

Our Breakfast Club runs Monday to Friday from 7:45am. We are able to provide places for children from all year groups at a cost of 50pence per day or £15 per half term. This includes a healthy breakfast and childcare provided by our team of staffs until school starts. A wraparound care facility is available from 7.00am to 7.45am for an additional cost of £3/day.

Due to its huge popularity, it is essential that all sessions are booked and paid for in advance using ParentPay. Forms are available in the office and also on our website.

Only children that have been booked in advance will be accepted into Breakfast Club.

After School Provision

Wombats After School Club

Wombats runs from 3.10pm each night after school until 6pm Monday to Friday and is available to children from Year 1 to Year 6.

Children can enjoy playing games, socialising, art & craft activities and even do their homework. We provide a small snack and drink to keep them going until dinner time.

Prices are as follows:

£20.00 per half term, this provides your child a place in our club everyday up until 4.00pm.

For the provision after 4.00 pm:4.00 pm – 6.00 pm is £3.00/day.

Parents should book a place in advance for a term. Forms are available in the school office and on our website.

Children's University clubs

We provide a broad range of sporting and fun/academic activity clubs for children from Reception to Year 6. Our clubs run for 10 weeks in a term Monday to Friday. Bookings are made a term in advance. Most of the clubs are offered by our staff but we also have some external providers who provide their service via the school. Information about Children's University clubs is available on our website.

The club learning hours are counted towards the Children's University graduation at the end of the academic year.

Section 7 E-Safety at Willow

ICT and Internet use is an everyday tool which is essential for every child's education. All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the E-Safety Rules below have been understood and agreed.

E-Safety Rules:

- Children and parents agree that the child will not use the internet at school without permission or direct supervision of an adult.
- If a child accesses something inappropriate by mistake or sees something on a computer screen that worries them, they will tell an adult without delay.
- If a child deliberately or repeatedly tries to access the internet without permission, use of the internet at school may be withdrawn temporarily or permanently.
- All parents agree that if their child is involved in an E-safety incident, that they will attend an E-safety workshop at the school within half term of the incident being notified to the school.

Please discuss these rules and the issue of internet safety with your child before sending the signed permission slip back to the office.

Please also remind your child about how to stay safe online regularly and make sure you are aware what they are accessing when online.

School can provide advice and support on internet safety and cyber -bullying. Please do not hesitate to contact us if you are concerned about these issues.

Section 8 Specific one-off permissions sought for local / regular excursions

Risk assessments are made for every offsite visit your child makes.

During your child's time at Willow there will be opportunities for them to walk locally to another school or to look at the local environs either as a class or as a group. We would like your permission to take your child out of school for this purpose.

School trips are an important part of the curriculum and in KS2 children travel by coach for their swimming lesson. We require your permission to take your child out of school and travel with staff on fully registered transport. Therefore we ask you to sign the enclosed declaration form giving repeat permission for local excursions on foot or by coach/school minibus within the Slough and the local environs. Any trips which are further afield will require separate permission and will possibly attract a voluntary contribution towards costs.

Photograph Permission and Use

We would like your permission to take photographs and videos of children taking part in activities during the school day, which may be published in local newspapers and on our website, notice boards or in our prospectus, this includes any sporting events and off site events. Additionally you may take photographs/videos of your child and other children during productions, assemblies and events at school, as long as you undertake to keep these images for personal and family use only.

U Certificate films

From time to time in school, your child may have the opportunity to watch U certificate films either for educational purposes or as part of a reward or celebration experience.

DATA PROTECTION ACT

Willow Primary School holds information on pupils in order to support its teaching and learning. This information includes contact details, national curriculum assessment results, attendance information, individual characteristics such as ethnic group, special educational needs and any relevant medical information. Willow processes information on pupils and in doing so has to comply with the Data Protection Act 1998.

Willow will not give information about any pupil to anyone outside the school without the appropriate consent, unless the law and our school's rules permit it.

In order to administer National Curriculum tests, the school is required to provide some of this data to the Qualifications and Curriculum Development Agency (QCDA). This is the body responsible for the national curriculum and associated assessment arrangements.

QCDA uses information about pupils to administer the National Curriculum assessments portfolio throughout key stages 1 to 3. This includes both statutory and optional assessments. The results of these are provided to the Department for Education (DfE) to compile statistics on trends and patterns in levels of achievement. QCDA uses the information to evaluate the effectiveness of the National Curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Pupils, as data subjects, have certain rights under the Data Protection Act. This includes a general right of access to personal data. Parents can exercise this right on the child's behalf if the child is too young to do so. If parents wish to access the personal data held about their child, they should contact the Headteacher in writing.

In order to fulfil its responsibilities under the Data Protection Act, QCDA may first seek proof of the requestor's identity and any further information required to locate the personal data requested. This is a formal procedure which is started in the first instance by contacting the Headteacher at Willow Primary School.

Please cut along the line and return completed slip to school office

PLEASE RETURN TO THE SCHOOL OFFICE

DECLARATION

I am the parent/carer of

I have read and understood the information contained within this booklet. I have also discussed the information with my child and consent for my child to participate in all activities in school as described below:

1. My child and I agree to be bound by and support the school’s behaviour plan, Simply Behave.
2. My child and I agree to be bound by and support the school’s e-safety rules as outlined under Section 7.
3. I give permission for my child to go on local walks and repeated excursions, such as swimming, within the Slough area and local environs.
4. I give permission for my child to visit other schools within the Trust
5. I give permission for my child’s image to be used as outlined on page 9.
6. I give permission for my child to watch U certificate films.
7. I give permission for my child to travel in the school’s minibus

I also undertake to fulfil my parental responsibilities to work in partnership with the school by agreeing to:

- Attend parent consultation evenings each term.
- Ensure my child attends school every day and is on time
- Not take my child out of school for a planned absence during term time
- Only use photographs taken in school for personal and family use.
- Communicate with the school on a daily basis if my child is ill or unable to attend for any reason.
- Support the school community ethos by upholding the three core rules.
- Inform the school if I am concerned about my child’s E-safety.
- Provide feedback to the school leadership through questionnaires as requested.
- Support the development of partnership between parents and the school by supporting the Parent Engagement at School(PEAS)association as far as I am able.
- Download and register on mySchoolapp to access any school related communication.
- Register my child on ParentPay for school lunches or any other school related payments.
- Attend an e-safety workshop if my child is involved in an e-safety incident inside or outside school.

Signature _____
(Parent/Carer)

Date _____

Signature _____
(Child)

**This page is the back of the permission slip which needs to
be returned to the school office at
Willow Primary School.**

Please provide your e-mail in the box below to receive information from the school electronically.
Please remember to update this information if you change your email address.