

# HOME SCHOOL AGREEMENT

# Willow Primary School



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Executive Headteacher: Mrs H G Denham

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## **Section 1 HOME/SCHOOL PARTNERSHIP AGREEMENT**

At Willow Primary School, part of Marish Academy Trust, 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 12 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 or 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 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 98%. If your child is away from school for any reason, it is your responsibility to contact the school on the first day of absence. You must telephone the office giving a specific reason for absence and then every day to keep the school informed. You must provide any medical evidence and also send a note if you have telephoned - absences remain unauthorised until this is received.

All children aged 5 years and above whose attendance drops below 90% will be required to attend a meeting and then referred to an SBC attendance officer who is likely to issue a fine. SBC and Willow do not authorise any planned absences during term time and SBC may prosecute parents who still choose to do so.

### **Section 3 Willow Primary School - Simply Behave-behaviour plan**

Willow has three school rules:

- Show respect and good manners at all times
- Follow instructions straight away, with thought and care
- 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.

**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. On occasions, behaviour may warrant a child immediately being placed on a step 3. Specific behaviours and their sanctions can be found in every classroom and on the school website.

**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, racial incident, 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 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, Willow Primary School 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 website. Throughout the school year, parents are encouraged to speak to staff whenever they need to and Willow welcomes feedback to build upon relationships.

## **Section 5- Healthy living agreement**

### **Healthy Living Agreement**

We believe that every child has the right to the best possible health, including access to clean water, nutritious food and exercise. At Marish Academy Trust, we hope that we can not only provide our children with this basic right but support them in having positive attitudes towards food and exercise and ensure they leave our school able to make healthy choices related to diet and exercise.

As a school we will:

- Plan and teach a broad and balanced curriculum which will ensure children leave the school with the knowledge needed to make healthy choices and lead a healthy life. Ensuring that all children know what is required for a diet to be considered healthy and balanced.
- Plan and teach a curriculum which begins to support children in understanding and developing the skills need to plan, prepare and cook healthy meals.
- Ensure that drinking water is accessible throughout the day either using a bottle brought in from home or water fountains around the school.
- Have the opportunity to order a school dinner. School dinner providers will offer a range of healthy meals for pupils to choose from.
- Ensure lunch times are closely monitored by staff to ensure that all children eat a good portion of their lunch and will feedback any concerns to parents.
- Ensure children have the opportunity for physical activity at all playtimes and through 2 hours of taught PE lessons in school.
- The school will support parents with ideas for healthy food for children and offer events to showcase these.

As a parent, we ask you to:

- Ensure your child receives a nutritious breakfast (either at home or at breakfast club) so they are ready to learn when school begins.
- Provide a healthy morning snack of fruit or vegetables.
- Ensure your child receives a balanced lunch either from the school diner or in a packed lunchbox.

- If providing a lunch box, ensure it is balanced with a sandwich or alternative (as carbohydrate) as well as foods from other groups such as fruit, vegetables and dairy.
- Ensure your child understands that treats can be enjoyed in moderation as part of a healthy balanced diet.
- Ensure your child comes to school with a clean, fresh water bottle.
- Ensure that your child has the right equipment to take part in physical activity in school every day (e.g. PE Kit).
- Encourage your child to take part in physical activities every day as part of a healthy lifestyle.

All members of the school community will respect this agreement by ensuring that no children come to school with:

Fizzy Drinks, Chewing gum, Sweets/ Large chocolate bars, Nuts of any kind or foods containing nuts.

## **Section 6 Extended school services**

### **Before School Provision**

#### **Willow Breakfast Club**

Our Breakfast Club runs Monday to Friday from 7:30am. We are able to provide places for children from all year groups. This includes a healthy breakfast and childcare provided by our team of staffs until school starts. A wraparound care facility is available from 07:00am to 07.30am. All prices are available on request.

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 3.00pm until 5:30pm Monday to Friday during term time 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.

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

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

#### **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 ParentPay**

Willow Primary School 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 8 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.

## **Pupil mobile phone usage**

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Willow Primary does not permit pupils bringing mobile phones in year groups below Year 5 & 6.

When a child needs to bring a phone into school, the phone must be left in the school office at the start of the day (from 8.20 am) and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Willow Primary accepts no liability for the loss or damage to mobile phones which are brought into school or onto the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil and handed to a member of the Senior Leadership Team. The pupil may collect the phone at



the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. If this practice continues more than twice, then the school will confiscate the phone until an appropriate adult collects the phone from a Senior Leader at the school office.

Pupils are not permitted to use their phones whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile phone of either other pupils or staff, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or staff have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

### **Acceptable Use Agreements**

Pupils in Years 5 and 6 are required to sign (along with their parents) the Mobile Phone Acceptable Use Agreement before being allowed to bring their mobile phone to school. All pupils are required to sign an Acceptable Use Agreement as part of their learning in computing and the wider curriculum. This agreement sets out the acceptable use of the school tablets and other school-based electronic devices and the associated protocol.

### **Section 9 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.

## **Section 10 General Data Protection Regulation (GDPR)**

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 2018. (The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation.)

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.

Further documentation and information on GDPR can be found on the school website.

# Privacy Notice and Data Protection

## Marish Primary School – Privacy Notice



### Data Protection Act 2018: How we use pupil information

We collect and hold personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE). We use this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

This information will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group and any special educational needs they may have as well as relevant medical information.

We will not give information about our pupils to anyone without your consent unless the law and our policies allow us to do so. If you want to receive a copy of the information about your son/daughter that we hold, please contact: **Mrs Adams - Executive administrator**, on the school number 01753 551584 or email [officewillow@marishandwillow.co.uk](mailto:officewillow@marishandwillow.co.uk) or, our **Data Protection Officer, Nicola Cook** on [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com).

We are required, by law, to pass certain information about our pupils to our local authority (LA) and the Department for Education (DfE). The DfE may also share pupil level personal data with third parties. This will only take place where legislation allows it to do so and it is in compliance with the Data Protection Act 2018. Decisions on whether the DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to pupil level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please

visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) pupil level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

If you need more information about how our local authority and/or the DfE collect and use your information, please visit our local authority at <http://www.slough.gov.uk/council/data-protection-and-foi/> or the DfE website at <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

**PLEASE RETURN TO THE SCHOOL OFFICE**

**DECLARATION**

I am the parent/carers 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 meetings 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 or mobile phone use.
- Sign the acceptable use agreements for pupil mobile phone usage.
- 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.
- 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.

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