



# Home School Agreement

## AIMS

- 1 To involve parents / guardians in the children's education as much as possible.
- 2 To create a partnership with parents to provide consistency and continuity of behaviour management.
- 3 To provide opportunities for parents to meet with staff at their instigation or the instigation of the school
- 4 To encourage meetings to be pre-arranged to ensure quality time for parents and the staff to discuss relevant issues
- 5 To provide regular communication between home and school

At The Beacon, parents / guardians are always welcome to visit the school and active partnership is encouraged. Links with parents are vitally important in the development of The Beacon School pupils.

These links are encouraged in many different ways, through formal and informal channels.

Parents are initially invited to the school when their child is going to be offered a place at The Beacon. The Head of School or MAST Representative or Class Teacher shows the parents around the school and discusses their child with them.

Parents are given an admission pack which contains information about school practices and procedures.

The annual review meeting is the most formal meeting of the year where parents are invited to meet with their child's class teacher, discuss the written report and set targets for the coming year. This meeting is chaired by a member of staff and outside agencies are invited to attend.

Parents are invited to a termly open evening to discuss their child's progress with the class teacher and TA. In the Autumn and Spring Terms an appointment system is operated, giving each parent a period of time to meet individually with staff. Staff fill in a concerns/comments sheet for each pupil whose parent attends the open evening so that the meeting is structured and any current issues are discussed with the parents. Parents are also invited to offer their concerns which are noted by the teacher during the meeting. Any further action by either the school and/or the parent is noted so this can be followed up afterwards. All discussion sheets are passed to the SLT for monitoring and follow up action.

Parents have been asked to fill in questionnaires about home / school liaison so that the school can meet the requirements of parents and pupils when reviewing practices and procedures.

Parents are invited to attend the Awards Evening at the end of the Summer Term, where pupils are awarded cups, shields and certificates to recognise their achievements throughout the year.

Direct links between parents and their class teacher are encouraged through home / school books. These are used mainly with pupils in KS1 and KS2. Some of the pupils in KS3 and KS4 also have home / school books, if this is felt appropriate, by negotiation with parents / guardians. The home / school books note any messages and provide positive communication about the children's achievements.

If preferred parents may receive a daily or weekly telephone call or email from the teacher to discuss their child's progress and behaviour. Other parents attend regular meetings with staff to support their child's attitude and behaviour in school.

Parents are also welcome to make an appointment to discuss issues at any time with the Head of School, Assistant Head Teacher or their class teacher. An appointment ensures that there will be a member of staff available. Parents may telephone the school at any time.

As many of the pupils and their families are supported by the Social Services Department, home / school liaison often involves their Social Worker, who may attend annual review meetings, regular monitoring meetings and open evenings. Regular telephone contact between the social worker and the Assistant Headteacher is maintained.

When pupils are in foster care, their parents are invited to Open Evenings and Annual Reviews along with the Social Worker and Foster Carers, where appropriate

On an informal basis, parents are invited to attend regular school events such as Sports Day, Christmas Carol Concert, Christmas Fair, some school assemblies. These events offer parents the opportunity to meet together at the school.

### **HOME / SCHOOL LIAISON**

Home / School Liaison is vitally important in the development of The Beacon pupils.

It is encouraged in several ways to meet the needs of individual pupils and their families: -

### **HOME / SCHOOL BOOKS**

Home / School books are usually used with pupils in KS1 and KS2.

They may also be used for pupils in KS3 and 4 if this is felt necessary.

It is important that positive communications are noted and that any messages of a delicate, or personal nature, which need to be written are discussed with the Senior Leadership Team.

**Confidential information should not be written in the home / school book.**

Extracts from home / school books are often used for reports to outside agencies.

## **HOME LIAISON SHEETS**

These should be used to record discussion with parents and / or other agencies as well as telephone calls.

Any confidential information may be recorded on these sheets which will then be files in the confidential files.

Please date and sign all home liaison sheets.

## **PARENTS**

Parents are invited to the school to attend their child's annual review meeting, open evening once a term and at other times when it is felt necessary i.e. if there is concern about a pupil. It is advisable to discuss concerns about pupils with SLT before contacting parents directly. If a telephone call is made to parents, please make notes on home / liaison sheets of the conversation.

## **PARENTS IN SCHOOL**

Parents are always welcome to visit the school and active partnership is encouraged. If staff wish to invite parents into school for any reason please discuss with SLT before contacting parents.

## **HOME VISITS**

Occasionally staff may wish to make a home visit. They **must not** be arranged without consulting the SLT.

## **BENHAVIOUR / DISCIPLINE**

The school operates an Assertive Discipline plan which is under constant review. The School Behaviour Policy has recently been reviewed.

The school operates a reward system whereby "Golden Time" can be earned by good behaviour and effort in class.

## **PASTORAL SUPPORT PROGRAMMES**

With some pupils it is necessary to identify priorities for behaviour programmes and contracts. The rewards and sanctions will be individually negotiated with each pupil and may include parental support.

## **LETTERS HOME**

If a child's behaviour is causing concern and the child is referred to Senior Management, parents are notified by letter and their support is requested. Further discussion may then take place with the child, parents and the school. It may be decided then to involve other supportive agencies including the Department of Child and Family Psychiatry and / or Social Services.

## **INCIDENT REPORTS**

It is often necessary to write reports on more serious incidents, so that clear details can be related to parents, guardians or any outside agencies we need to involve.

It is important that these are signed, dated and the time is recorded.

### **The Beacon Equality Statement**

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

**UPDATE SCHEDULE**

<b><u>Version</u></b>	<b>Reviewed</b>	<b>Reason for Update</b>	<b>Next review date</b>	<b>Governor agreement</b>
1	Nov 16	Update for The Beacon	Nov 20	21.01.16