

Caerleon Comprehensive School
Ysgol Gyfun Caerllion



Official School Policy

Home School Agreement

May 2013

ADOPTED 16th May 2013

Home School Agreement

This is Caerleon Comprehensive School's Non Statutory Home School Agreement.

Our full title and address for sending all comments on or requests for clarification about any aspect of this document (and / or to request any other policy document) is:

FAO: Headteacher's PA
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Policy Administration, Owners and Contributors

The nominated person in school responsible for the on-going maintenance and administration of this policy is:

Mrs R Hughes Deputy Headteacher

This policy has been developed in the school by

- Governing Body's Policy Committee
- Headteacher
- Deputy Headteacher
- Leadership Team

Policy Review Period

This policy will be reviewed every three years. The policy review will be undertaken by the Policy Committee, Headteacher, Deputy Headteacher and other school staff identified as needing to be involved with policy changes. The policy document will then be amended accordingly, annotated with an updated *revision ident* and reprinted and reissued as soon as practically possible thereafter. This policy will be next reviewed no later than: 31st May 2016.

GUIDELINES FOR STUDENTS SCHOOL RULES AND PROCEDURES

The school operates on the premise that students are here to learn and to prepare themselves for their future lives as responsible members of the community. As a part of this process, students need to adopt and follow certain common rules for the benefit of all. These rules are intentionally broad, and are not intended to be prescriptive, but to provide a framework within which students are encouraged to develop self-discipline, a proper regard for authority and an appreciation of the rights of all members of the school community.

1. Full time attendance is compulsory; all absences have to be authorised by a note or a telephone call from a parent or carer. No notification will result in an unauthorised absence, which may be pursued by the Education Welfare Officer. Leave of absence to attend interviews or medical appointments other than emergencies should be sought beforehand.
2. Any student who persistently truants or is regularly late, will normally be subject to appropriate sanctions. Persistent offenders will be referred to the Educational Welfare Officer and either the student or their parents may be prosecuted for non-attendance at school.
3. We do not believe that, under normal circumstances, parents should take their children out of school for holidays during term-time. We strongly recommend that parents should only make requests for absence for holidays when there is no alternative available. Further guidance on holiday requests is available from the school office.
4. Students are expected to behave in a responsible and acceptable manner in all aspects of their school life, both in the classroom and outside. We have in place a positive behaviour management system that seeks to encourage the highest standards of behaviour through the use of praise and reward. However, on the few occasions when students do not meet the expected standards, there are appropriate sanctions that may be used and details of these and the rewards system are made available to all parents when their child joins the school.
5. Exclusion from lessons, whether internally through the school's Learning Support Base or through the imposition of a short-term external exclusion is rarely used, and only in exceptional circumstances. Permanent exclusion will only be considered when all other strategies, including the option of a managed move, have failed. The following are examples of situations that may lead to an exclusion being considered:
 - Persistent disruptive or unacceptable behaviour either in school or on the journey to and from school;
 - Verbal or physical abuse against a member of staff, (incidents of physical abuse against staff will be reported to the police for further investigation);
 - Involvement with the use or supply of tobacco, alcohol or illegal substances during school hours (whether on or off the school premises);
 - Deliberate acts of vandalism or theft;
 - Acts of sexual harassment or racism;
 - Bullying or acts of physical aggression against other students;
 - Behaviour that may bring the school into disrepute.
6. Any incidents of misuse of technology will be treated as a serious breach of security. This includes unauthorised use of images, recordings or graphics. Students are not permitted to use mobile phones

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in the classroom, any recordings using mobile technology will result in disciplinary procedures. Use of images taken in or around the school premises for social networking sites is strictly forbidden **unless prior consent has been obtained from the Headteacher** Any derogatory comments made or posted on the internet are strictly against school policies and will be dealt with in accordance with national cyber-bullying safeguards.

7. Full school uniform is compulsory and it must be worn correctly both in school and on the way to and from school. Full details of the school's uniform requirements are made available to parents when their child joins the school.
8. Students are expected to bring appropriate equipment to all lessons, presenting work of the highest possible standard in school, and meeting deadlines for completion of homework and coursework. Students who fail to meet these requirements may be subject to appropriate sanctions.
9. Students who arrive in school at any time after registration, for whatever reason, must report to the Junior Office to sign in before going to lessons. Similarly, if any student leaves school for any reason he/she must present their parent/guardian consent letter to the junior Office, and sign out. They will at this stage be issued with a "red card" that authorizes their absence from school; there are to be no exceptions to this rule. Students arriving in school before 8.15 am may only enter the canteen area of the school site.
10. Any student who is ill must report to the school nurse who will then make the appropriate arrangements for the student's collection from school by parents. Students must not contact parents themselves to arrange for collection.
11. Students in Years 7-9 may not leave the school premises without permission during the lunch break. Students may place their bags and other belongings in the hall for the duration of the lunch break. No valuables should be left unattended. Coats may be taken into, but not worn, in the canteen, during the lunch break.
12. i-Pods, MP3 players, chewing gum, aerosols or any articles deemed unnecessary or dangerous are banned from the school premises, and will be confiscated if found. Any confiscated items will only be returned to parents.
13. The school is prepared to accept that parents may wish for their child to have a mobile phone in their possession in case of emergencies on the way to or from school. However, during the school day, once students are on the premises, phones are to be switched off and kept out of sight (either in a bag or a pocket), or handed in for safe keeping. Any phone seen at all during a school day, whether being used or not, will be confiscated. In the first instance, the phone will be returned to the student at the end of the day; for repeat offences, the phone will only be returned to parents in person.
14. Students may enter classrooms prior to the arrival of their teacher, (with the exception of laboratories and workshops) at the start of lessons, but must sit down quietly at their desks until their teacher arrives.
15. Students whose progress, commitment or behaviour needs to be monitored will be placed 'on report'. Should this not lead to discernible improvement, parents will be contacted and appropriate sanctions may be imposed.
16. For Health and Safety reasons, the following areas in and around the school are OUT OF BOUNDS to students during normal school hours: car parks; playing fields and other grassed areas (depending on seasonal conditions); community areas; golf course; Caerleon AFC ground and stand; Remembrance Gardens; all Roman remains.
17. WET WEATHER PROCEDURES. Students should not remain outside whilst it is raining. and should remain in the hall, canteen, cloakrooms or corridors. In severe weather students will be asked to use certain classrooms.

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18. The highest standard of behaviour is expected of students both on buses and at bus stops, as it is not possible to provide staff supervision. Where seat belts are provided, they must be worn. Students should not leave their seats other than for leaving buses at designated stops, and then only after the vehicle has come to a halt. Students must not approach an oncoming bus until the vehicle is stationary.
19. Meetings with members of staff
- Any parent/carer who may have a concern about their child should contact the Head of Year in the first instance.
 - The Head of Year will ensure that the issue raised is addressed by the relevant person and report back to the parent/carer.
 - If a parent/carer needs to speak to the Head of Year or a senior member of staff, an appointment must be made.
 - On arrival at the school for a meeting, parents/carers should report to reception.

**The Headteacher's discretion is final with regard to instances
which may fall outside these broad guidelines.**