

# HOME SCHOOL AGREEMENT

At Ark Victoria Academy, we want to work with pupils, parents, staff and governors to create an environment that ensures teaching and learning is of the highest quality, where pupils enjoy the classroom experience and feel intellectually challenged and stimulated.

We believe in the importance of equipping pupils with the values and skills that will help their development and learning for life. We want to build self-esteem and confidence and create opportunities where pupils, parents and staff know that they are valued. We believe that this can happen when parents, pupils and staff agree to work together in partnership. This is our partnership agreement.

## **The Academy (Staff and Governors):**

The Academy has high expectations of all pupils and will strive to provide a secure, supportive and stimulating environment in which all pupils are encouraged to grow.

We will provide high quality teaching and a curriculum that is appropriate to the needs of all of our pupils, including those with additional needs.

We will keep parents/ carers informed about their child's progress and will inform them if there are any concerns regarding their work, learning, behaviour, attendance or punctuality.

We will respond promptly and professionally to contact we receive from families.

Pupils will be treated with respect by the staff body.

We will accept no responsibility for the recovery of mobile phones and other items of value if pupils and parents/ carers choose to bring them onto academy site. They are the responsibility of the owner.

We will communicate between home and academy through phone calls, face to face encounters, notices, newsletters, letters and the academy website.

Will provide an inclusive environment where pupils feel safe and understand how to stay safe.

## **Student Safety**

The academy follows the procedures for Child Protection of the Birmingham Education Authority and Birmingham Safeguarding Children Board. If at any time we believe that a child is at risk of harm as a result of abuse or neglect we will share our concerns with Social Services. In the interest of safety for both pupils and staff we may restrain a student if we feel that they are endangering or will endanger themselves, others or property. On occasions, we may make appropriate physical contact with a child either because they are in need of help or comfort or because we are giving them emergency medical treatment.

Form Tutor Signature: \_\_\_\_\_ SLT Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **The Pupil:**

I shall:

Attend the academy every day and be on time.

Attend the academy in a positive frame of mind with a growth mind-set.

Abide by the academy rules, standards and expectations and our Code of Conduct.

Behave in a way which shows that I am proud to be a member of the academy community both inside and outside of the academy. Be polite, helpful and treat other people and academy property with respect.

Wear academy uniform and take pride in my appearance.

Be prepared for school and come to the academy properly equipped. This includes my Passport, PE Kit and my reading book. Keep the academy and its environment free from litter and graffiti.

Not bring any banned article or substance into academy. I understand that this includes tobacco, cigarette papers, lighters, vape pens, shisha pens, alcohol, Khat (Qat), illegal drugs and other mind altering substances.

Not bring Electrical devices such as tablets, computer games/ consoles or other valuable items into the academy.

Not bring knives, blades/ bladed items or other weapons or dangerous items into the academy. I understand that if I bring in such items I will be permanently excluded and the Police will be informed.

I understand that the quality of my work and behaviour will lead to both rewards and sanctions as appropriate. This may result in detentions during academy hours or after school on the same or following day.

Student (Print Name): \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**The Parent/s**

I/ We shall aim to:

- Ensure that my child attends regularly, on time, properly equipped and in full academy uniform.
- Not arrange leave during academy time, ensuring holidays are booked in academy holiday time and not term time. Book medical appointments outside of academy hours wherever possible.
- Inform the academy of any unplanned absence, providing a reason, before 8.30 am on the day of absence and every day thereafter.
- Check my child's passport daily for rewards, sanctions (detentions) extra- curricular clubs and homework and will sign it weekly.
- Make the academy aware of any concerns which might affect my child's education and welfare.
- Support the academy policies and guidelines for standards, expectations, attendance and punctuality and behaviour. Understand that the behaviour policy and procedures have been approved by the governing body and sanctions applied in accordance with the policy are not negotiable.
- Attend parents' evenings and discussions about my child's progress attendance and punctuality and behaviour as required.
- Agree to the terms of the previously written paragraph on safety.
- Contribute to the cost of any deliberate damage to academy property or the property of others that has occurred as a result of my child/ ward.
- Understand that the academy day finishes at 3.00 pm each day but that detentions or extra- curricular activities may take place after this, sometimes until 5.00 pm. I understand that it is my responsibility to check my child's passport to ascertain when they are in detention or extra- curricular clubs.
- Ensure that academy is updated of any changes to Emergency Contact details throughout the year. Ensure that all letters and texts are read and shared with my child/ ward.
- Ensure that all communication with the academy occurs in a respectful manner.

As the parent or legal guardian of the above named student, I have read the Pupil Agreement relating to the Standards and Expectations. I have discussed the agreement with my child/ ward and am aware that any breaking of the terms of the Home Academy Contract may result in disciplinary action as outlined above.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Form Tutor Signature: \_\_\_\_\_ SLT Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

## ACCEPTABLE USE POLICY STUDENT AGREEMENT

This covers the use of all digital technologies within academy i.e. email, Internet, Intranet and network resources, software, equipment and systems. These systems are made available to pupils to allow them to further their education. This agreement has been designed to safeguard pupils, staff and the academy. The academy reserves the right to examine or delete files that may be held on its computer systems and to monitor any Internet site visited or work done by a user.

I understand that I must use the academy ICT systems in a responsible way, to ensure that there is no risk to my safety and the security of the ICT systems and other users.

### **Form my own personal safety:**

I understand that the academy will monitor the use of the ICT systems, email and other digital communications. This will include monitoring and accessing any personal area on the network such as My Documents.

I understand that the academy ICT systems are intended for educational use and I will not use the systems for personal or recreational use unless I have permission to do so. I will only use the academy's computers for academy work and as directed.

I will not bring files into the academy (on removable media or online) without permission or upload inappropriate material to my workspace.

I will only edit or delete my own files and not view, change or delete the files of others without their permission. I will keep my logins, usernames and passwords secret. I will not share them or try to use any other person's username or password.

I will not try to make large downloads or uploads without permission.

I will not use the academy ICT systems for on-line gaming, on-line gambling, internet shopping, and file sharing or video broadcasting.

I will use the internet responsibly and will not visit websites I know to be banned and inappropriate. Therefore I will not visit sites that are offensive, illegal, defamatory, extreme or pornographic. I am aware that my activity is monitored by the academy and therefore will only visit websites that are appropriate to my work during academy time. I will not access, copy, remove or otherwise alter any other user's files without permission.

I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions to my own.

Any messages that I send will be polite and sensible.

I will not try to access, download or upload any illegal or inappropriate material or anything that may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering/ security systems in place to prevent access to such materials that are in place to safeguard myself and others.

I will be aware of "stranger danger" when I am communicating online.

I will not disclose or share personal information (my home address, phone number, send photographs or videos, or give any other personal information that could be used to identify me, my family or my friends unless a trusted adult has given permission) about myself or others when on-line.

I will never arrange to meet someone I have only previously met on the Internet or by email or in a chat room or via social media unless I have a trusted adult with me.

I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to a teacher/ trusted adult.

I am aware that some websites and social networks have age restrictions and I should therefore not access them.

I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.

I will not take or distribute images of anyone without their permission.

**I recognise that the academy has a responsibility to maintain the security and integrity of the technology it offers to me and to ensure the smooth running of the academy:**

I will immediately report any damage or faults involving equipment or software, however this may have happened. I will not install or attempt to install programmes of any type on a machine, store programmes on a computer, nor will I try to alter computer settings.

**When using the Internet for research, I recognise that:**

I should ensure that I have permission to use the original work of others in my own work. Where work is protected by copyright, I will not try to download copies (including music and videos). I will not copy “chunks” of information and claim it for my own. I will abide by the laws of copyright and plagiarism.

When using the internet to find information, I should take care to check that the information that I access is accurate and reliable. I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of the academy.

I understand that the academy has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of academy and where they involve members of the academy family and community (examples would be cyber-bullying, posting on social media and the use of images or personal information that are not my own). I agree not to be involved in behaviour of this type.

I understand that if I fail to comply with this Acceptable Use Policy Student Agreement, I will be subject to disciplinary actions and sanctions. This may include loss of access to the academy network, detentions, Seclusion, Exclusion, contact with parents and in the event of illegal activity, involvement of the police.

**Student Declaration- Acceptance of the above conditions**

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SLT Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the above named student, I have read the Student Agreement relating to the Acceptable Use Policy. I have discussed the agreement with my child/ ward and am aware that any breaking of the terms of the agreement will result in disciplinary action as outlined above. I understand that they are not negotiable. I/ We will inform the academy if we have any concerns regarding unacceptable use by pupils within the academy.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Tutor Signature: \_\_\_\_\_ SLT Signature: \_\_\_\_\_ Date: \_\_\_\_\_