



THE MINSTER SCHOOL

HOME SCHOOL AGREEMENT

School Lead: Assistant Head Pastoral

Governor Lead: Chair of SD&PC Committee

Last reviewed Autumn 2020

Approved Autumn 2020

Date of next review Autumn 2021

Signed by Chair of Committee: *Christie Bowen* **Date:** 06/10/20

This policy has been written with due regard to the school internal equality assessment.

“Succeeding Together”

Enabling all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

Wisdom – Optimism – Resilience – Kindness – Service

Student Code of Conduct – The Basic Expectations

This Code of Conduct applies in lessons and in social times, in the real world and the virtual world, when someone is watching and when no-one is.

Engage with learning and allow others to learn

- Be on time for all sessions and wait quietly for the teacher
- Enter the classroom calmly and be prepared with the required equipment
- Follow the teacher’s instructions; listen carefully to the teacher and to other students when they are talking
- Keep personal electronic devices out of sight in all learning sessions unless the teacher asks you to use them for learning
- Stay in the classroom throughout the lesson – visits to the toilet or water fountain should not normally be necessary
- Talk about your learning rather than your social life
- Wait for instructions before packing away or leaving the lesson

Show respect for others and our school

- Follow instructions from members of staff first time every time
- Tell the truth
- Listen politely to what other people say and show respect through good manners
- Care for those around you. Bullying should be addressed by everyone, don’t do it, don’t allow it to go on, report it if you see it.
- Neither swearing nor violent behaviour is ever acceptable
- Wear the correct uniform smartly
- Keep the school free from litter
- Eat only at the right time and in the right place
- Respect school property and report any damage

Home School Agreement

The School will:

- Value and respect each student as an individual.
- Encourage high expectations and pride in achievement.
- Provide a safe, caring environment with a Christian ethos, recognising cultural and religious differences.
- Keep parents/carers informed about school activities.
- Listen to parents'/carers' reasonable views and concerns.
- Help students develop relationships with others based on mutual respect.
- Inform parents about any concerns or problems which affect their child's work or behaviour.
- Set, mark and monitor each student's school and homework.
- Provide parents/carers with an annual report and arrange parents' evenings where a student's progress can be discussed.
- Recognise and praise progress and achievement.

Parents/Carers will:

- Support the school in its aims and values.
- Ensure that their child attends school regularly, is punctual, wears the correct school uniform and is properly equipped.
- Attend parents' evenings and take up other opportunities to discuss progress.
- Follow their child's progress by looking through work, checking the personal organiser and reading reports.
- Support the school's Code of Conduct and the school's rewards and sanctions policy.
- Ensure that homework is completed and support their child in any opportunities for home learning.
- Tell the school of any concerns or problems which may affect their child.
- Avoid taking students out of school in term time, except under exceptional circumstances.
- Notify the school on the first day, of reasons for absence.

Students will:

- Follow the school's Code of Conduct and Acceptable Use of ICT Facilities policy
- Follow instructions from members of staff first time every time.
- Care for others and treat them with respect.
- Respect other people's belongings.
- Attend school regularly, be ready to learn and respect other students' rights to learn.
- Be polite and behave sensibly at all times.
- Wear the school uniform and bring the required equipment.
- Be punctual for school and lessons.
- Be truthful and honest.
- Do his/her best to complete all work set, class work and homework.
- Look after the school, its equipment and its surroundings.
- Try his/her best and work hard.

Together we will:

- Solve any differences with others through discussion.
- Support all students' learning and help them achieve their best.
- Encourage all students to follow the Code of Conduct.

Acceptable Use of ICT Facilities

It is not acceptable to:

- Attempt to download, store or install software to school computers
- Attempt to introduce a virus or malicious code to the network
- Attempt to bypass network or system security
- Attempt to access another user's account without their permission
- Attempt to gain access to an unauthorised area or system
- Attempt to use any form of hacking/cracking software or system
- Access, download, create, store or transmit material that is indecent or obscene, could cause annoyance or offence or anxiety to others, infringes copyright, is unlawful, is associated with extremism or radical ideologies or brings the name of the school in to disrepute
- Cause damage to the school system, either physical or virtual, in any way
- Engage in activities that waste technical support time and resources

Internet access

- The school's Internet service is filtered to prevent access to inappropriate content and to maintain the integrity of the computer systems. Users should be aware that the school logs all network and internet use.
- The school internet connection should be used for matters relating to school, and should not be used for private use.
- Students should not copy and use material from the Internet to gain unfair advantage in their studies, for example in coursework. Such actions may lead to disqualification by examination boards.
- Users should ensure that they are not breaking copyright restrictions when copying and using material from the Internet.

Email

- All users agree to use the school e-mail system for messages relating to school only.
- Messages sent should be done so with consideration of the person receiving the e-mail.
- E-mails containing personal information should not be sent from or to a private e-mail account.
- Bad language or unpleasant comments should never be sent in an e-mail. Messages like this may be blocked by e-mail scanning software. All users should take account of the fact they are representing the school when they communicate with others using a school e-mail account.

Privately owned electronic devices

- Personal devices, laptops and desktops may be connected to the school network by sixth form students, employees of the school and authorised guests.
- All connected devices are subject to the same Acceptable Use Policy.
- All computers must, for their own protection and that of the school system, have updated antivirus software installed. Please contact the IT support team for advice and guidance if required.

Privacy and personal protection

It is everyone's legal responsibility to protect personal information, which is any information which is linked to an identifiable individual. Users must, at all times, respect the privacy of others

- Users should not forward private data without permission from the author
- Users must take reasonable steps to protect personal data about individuals
- Personal data should not be taken off the school site without adequate level of protection and care, for example the use of encryption for personal data
- The school has a right to access personal areas on the network
- Automated software is used to scan all e-mails, monitor internet use and may be used to scan the system to look for breaches of our school Acceptable Use Policy

By signing this document, the tutor (on behalf of the school), the student and their parent or carer commit to working together to uphold the school's ethos and so enable all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

Two copies of this document are provided, one to be kept at home and one to be returned to the tutor for filing in school.

Signatures:

Student: _____ Date: _____

Parent/Carer: _____ Date: _____

Tutor: _____ Date: _____