**Caythorpe Primary School**



**Home School Agreement**

Please ensure that you read our Home School Agreement before you sign and return the slip to say that you and your child agree to abide by the schools policies and procedures.

Thank you for your support.



**Home School Agreement**

**Parents:**

**I/We shall**

* Ensure that my child attends school regularly, arriving by 8:50am. I will also ensure that he/she is properly equipped and is dressed in school uniform. I will contact the school if my child is going to be absent that day.
* Let the school know about any concerns or problems that might affect my child’s work or behaviour.
* Support the school’s policies and guidelines for behaviour.
* Support my child in homework and other opportunities for home learning.
* Attend parents evening and discussions about my child’s progress, getting to know about my child’s school life.
* Avoid taking my child on holiday during term time. I acknowledge that leave of absence must be granted in advance by the school and that leave of absence will only be granted in exceptional circumstances. Any absence for holiday will be unauthorised.

**The School will:**

* Care for your child’s safety and happiness, ensuring that your child fulfils their potential as a valued member of the school community.
* Contact parents/carers if there is a problem with attendance, punctuality or damage to school equipment.
* Let parents/carers know about any concerns or problems that affect their child’s work or behaviour and give regular updates on progress through parents evenings and reports.
* Provide a balanced curriculum to meet each child’s needs.
* Be open and welcoming, offering opportunities for parents/carers to be involved in the daily life of the school and keeping you informed about school events and matters.

**Photos, Videos & Images**

**We may wish to use photos/videos of children in the following ways:**

Occasionally we are contacted by local/national media requesting photographs of/or permission to video children. We also like to publish our achievements in the press — usually in the form of photos. Where the press or other agencies would like to use video images in the public domain we will request your permission separately. By signing the agreement you confirm that photos may be published in the **media including newspapers and magazines**.

Photos are also increasingly used in school driven media formats such as the **website, twitter, facebook and school prospectus**. This means that by signing the permission slip, you understand that your child may appear on the school’s Facebook and Twitter account.

Photographs are sometimes taken of the children in their working school environment in order to keep a **record of the work** of the school and achievement of the children.

As technology develops we are using video more and more to support and enhance learning and to record work and significant events in school. Therefore your child may be filmed on occasion in school and shared in school and with the local community.

When signing the slip on the final page of this home school agreement you are agreeing that your child’s image can be used in the ways outlined above.

If you do not wish to give permission for your child’s image to be used then please inform Mrs Brockington.

**The Internet**

We would be grateful if you would read this code of conduct and talk about it with your child. We understand that not all children (especially those in the infants and Foundation Stage) will be able to fully comprehend the code but request that you reinforce the need to follow the instructions of the class teacher when using the computers.

**This code of conduct applies at all times whilst using school equipment.**

If your parents have given you permission to have access to the internet in school and have signed and returned the Home School Agreement, internet access will be provided for you to conduct research and communicate with others, but only on the understanding that you agree to follow this code.

**You should:**

* Only go onto sites that your teacher says you are allowed to
* Remember that we can check which sites you have been using
* Be careful of what you say to others and how you say it. *Never give your address, telephone number or any information, about yourself or others, to anybody on the internet.*
* *T*reat others as you would expect to be treated*- be polite.*
* Check with an adult before you use anything from the internet in your own work—you may not be allowed to

**Always check with your teacher before:**

* Sending e-mail
* Opening e-mail attachments
* Downloading files and pictures.

**Please remember that:**

* Your work on the internet will be closely monitored at all times by your teacher.
* Using the internet at our school is a privilege which could be lost if not used properly.

**Uniform**

We are proud of our school uniform and the sense of unity and belonging that it brings. Therefore, we request that all children wear full school uniform, as detailed below.

**Winter**

**All:** Navy sweatshirt or cardigan, royal blue polo shirt and grey/black trousers, skirt or pinafore.

**Summer**

**Boys:** Grey/black tailored shorts (same material as school trousers) or trousers with royal blue polo shirt.

**Girls:** Grey/black skirt, pinafore or trousers with royal blue polo shirt. Alternatively, blue & white checked summer dress.

**Footwear**

Black school shoes and plain socks/tights must be worn all year. We request that sandals and canvas shoes are not worn, to prevent unnecessary playground accidents.

**P.E. Kit**

**Indoor:** A plain white t-shirt, navy/black sports shorts and a pair of plimsolls.

**Outdoor:** A plain white t-shirt, navy/black sports shorts and a pair of trainers. Jogging bottoms and a warm sweater will be needed for the colder months of the year.

PE clothes should be kept in a drawstring bag and left in school during term time and sent home for washing during the holidays.

**All clothing items, PE bags, lunchboxes, water bottles etc must be clearly labelled with your child’s name.**

Despite uniform/belongings being named we still end up with a lot of unclaimed items. There is a lost property box so if your child has misplaced anything, please check the box.

**Jewellery, Earrings
& Hair Accessories**

**Jewellery**

Jewellery presents a health and safety risk during the school day. **As such we request that children do not wear jewellery to school** unless there is a medical reason.

**Earrings**

Children should only wear studs in their ears. These will need to be removed prior to the child being allowed to take part in PE. Teachers are no longer allowed to help children remove or insert earrings, nor are they allowed to allow children to participate in PE with tape over their earrings.

We request that pupils have their ears pierced during the first weeks of the Summer Holidays so that they are able to remove ear rings upon their return to school.

**Remember—**No child is allowed to **participate in PE should they be wearing earrings** — even if they have been taped over.

**Hair Accessories**

If your child has long hair, please ensure that it is tied back neatly for school. Small, school coloured hair accessories may be worn but large bows and brightly coloured accessories are not part of our school uniform.

**Communication**

We have an ‘Open Door Policy’ at Caythorpe Primary School. Clear, honest communication between home and school is vital for a good partnership. If you have any questions or concerns, please do not hesitate to contact a member of staff either in person or via telephone/email.

**Contact Details**

We need to ensure that our contact details for each child are correct. It is essential that we have the correct details so that we are able to make contact with parents/carers in an emergency.

As your child progresses through the school please ensure that you inform us of any changes in address, telephone number or mobile phone number — this includes changes for any person that you may wish us to contact should you be unavailable.

We will send you a copy of our records each year so that you are able to check that they are correct.

**The End of The Day**

We will assume that children are being collected by their parents or carers. **Please let your child’s teacher know if your child is going home with somebody else.** We are unable to allow children to leave the school grounds if we have not been informed that somebody else is picking your child up. If your circumstances change during the day then please call the school office who will inform the class teacher.

**Local Trips**

From time to time we like to organise occasional, short walks within Caythorpe as part of our curriculum studies. These walks are always well planned, supervised and controlled.

Rather than completing a permission slip for each of these local visits we ask that you give your permission at this stage.

**Medical Forms for Trips**

Rather than completing a medical form for each visit or club we take the medical details from your child’s school application form and send you a data checking sheet to amend annually. Should these details change then it is essential that you inform Mrs Madge in the office immediately.

We will request that you complete a **permission slip** for each club or visit on which you will be reminded to amend your child’s medical details should their health needs have changed.

**Medicines**

The only medications which can be administered by staff in schools are those prescribed by a doctor for a pupil. Commercially available medications such as painkillers, antiseptics etc. should **not** be administered by any member of staff.

Staff will only be able to administer prescribed medication once a parent/carer has completed a medicine administration form which can be requested from the school office.

We do ask, wherever possible, that medication is administered at home rather than at school.

**A Healthy School**

At Caythorpe Primary School we are keen to ensure that your child adopts a healthy lifestyle. All children will participate in P.E. each week. This is supplemented by swimming for specific classes during the year.

Children in the Foundation Stage and KS1 are offered a piece of fruit each day and KS2 children are welcome to bring fruit or vegetables for a snack. All children have the option to bring a water bottle which they can access throughout the school day.

In order to reinforce aspects of PSHE, Science and other subjects we often ask children to sample different types of food. In such cases we always check our records to ensure that any allergies are known and religious beliefs observed.



**Term Dates 2017-2018**

**Autumn Term 2017**

**Term 1**

*Monday 4th September 2017* *Staff Training Day*

Tuesday 5th September 2017 Term 1 Begins

Friday 20th October 2017 Term 1 Ends

**Term 2**

*Monday 30th October 2017 Staff Training Day*

Tuesday 31st October 2017 Term 2 Begins

Wednesday 20th December 2017 Term 2 Ends

**Spring Term 2018**

**Term 3**

*Wednesday 3rd January 2018 Staff Training Day*

Thursday 4th January 2018 Term 3 Begins

Friday 9th February 2018 Term 3 Ends

**Term 4**

Monday 19th February 2018 Term 4 Begins

Thursday 29th March 2018 Term 4 Ends

***Friday 30th March 2018 Bank Holiday***

***Monday 2nd April 2018 Bank Holiday***

**Summer Term 2018**

**Term 5**

Monday 16th April 2018 Term 5 Begins

***Monday 7th May 2018******Bank Holiday***

Friday 25th May 2018 Term 5 Ends

***Monday 28th May 2018******Bank Holiday***

**Term 6**

*Monday 4th June 2018 Staff Training Day*

Tuesday 5th June 2018 Term 6 Begins

Friday 20th July 2018 Term 6 Ends

*Friday 23rd July 2018 Staff Training Day*

***\*Dates differ slightly from Lincolnshire County Council dates.***

**We are absolutely delighted that your child is part of Caythorpe Primary School and we will do everything we can to make their school life happy, safe and full of memorable learning experiences!**

