



Home School Policy



Leytonstone School

Signed by Chair of Governors: Kate Lord

Date Ratified by Governors: 18/3/15

Date to be Reviewed by Governors: 28/3/17

Home – School Agreement

At Leytonstone School we work to provide a secure and caring environment in which there is equality of opportunity for each child to develop to his or her full potential through excellence in learning.

We aim to:

- Be an excellent comprehensive community school which works together to ensure all students are inspired and empowered to achieve their full potential.
- Provide excellent quality teaching and learning.
- Enable children to grow in independence and confidence, be healthy and to have respect for themselves and others.
- Be committed to working with all those involved in students' development, to encourage and motivate learning and pride in the school.

The School will:

- Care for every child.
- Involve students in decision-making.
- Recognise and celebrate diversity.
- Inform parents about the curriculum their child will be following.
- Set high expectations for all students and provide learning opportunities that match varying abilities and needs.
- Plan and deliver high quality teaching.
- Recognise and reward students' progress and achievement.
- Contact parents if there is a problem with attendance or punctuality and invite parent/s to meetings to discuss and resolve these situations.
- If necessary send home students without correct uniform or sufficient equipment to complete their studies and expect them to return as quickly as possible and be ready to learn.
- Inform parents of any concerns or problems that affect their child's work/ability to learn.
- Send home a termly report on their child's progress.
- Set and monitor homework and expect it be completed on time.
- Mark homework and provide meaningful feedback to students.
- Arrange a parents' evening during which progress will be reviewed and discussed.
- Keep parents informed about school activities through regular letters home, emails and text messages, newsletters and notices about special events.
- Respond to parental voicemails within 24 hours
- Encourage children to behave appropriately: showing respect for the school community, the environment and each other.
- Provide a cashless catering system for students wishing to use the school dining hall, through use of swipe cards.

Parents/Carers understand it is their responsibility to:

- Ensure that their child arrives to school in correct uniform and be properly equipped.

- Ensure their child arrives on time daily at 8.40am and understands that any student arriving late will have a 15 minute detention at lunchtime or an hour's detention after school for failure to attend the lunch-time detention.
- Understand that parents of students regularly late will be invited into school to resolve the lateness issue.
- Contact the school by 9.30am if their child is unable to attend and provide medical evidence when necessary.
- Provide a card/letter for appointments during school time.
- Ensure the student attends school regularly and understands that any student with an attendance that causes concern will be monitored by the Education Welfare Officer.
- Provide up to date contact details to ensure the school can communicate as necessary.
- Ensure their child follows the Code of Conduct in the Student Diary at all times.
- Support their child in school and home learning by ensuring all homework and coursework is completed to the best of their ability and meets school deadlines.
- Sign the Student Diary each week, attend parents evening/school meetings and contact the school if they are ever concerned with their child's progress.
- Ensure that the School Diary contains parental messages to explain lateness or non-attendance.
- Not take their child on any holiday during term time and understand that they will be issued a Fixed Penalty Notice by London Borough of Waltham Forest for any such unauthorised absence.
- Provide lunch money, free school meal details, or a packed lunch for their child.
- Encourage safe and responsible use of the Internet including social networking sites such as Facebook or MSN Messenger.
- Ensure that the student behaves respectfully to any member of the school community in or out of school hours.

The Student agrees to:

- Arrive at school at 8.40am, and attend mentoring sessions with their form tutor or Head of Year when asked.
- Attend detentions for lateness, behaviour or failure to complete work if they are issued.
- Attend school regularly, sign in and out when necessary and work towards a target attendance of 100%.
- Work towards achieving 100% punctuality to school and lessons.
- Wear correct school uniform and bring all necessary equipment for the day's lessons.
- Follow the Code of Conduct in the Student Planner at all times.
- Be polite and behave respectfully towards all members of the school community.
- Work to the best of their ability, completing all homework and coursework on time.
- Take responsibility for their actions and personal items.
- Take home any letters or communications when needed.
- Purchase a replacement swipe card if the original is lost.
- Behave appropriately during internet access and understand that cyber-bullying is not acceptable, in or outside of school hours.
- Behave appropriately out of school when on school activities or in school uniform.
- Participate in school activities, performances, clubs or team events.
- Represent the school externally and internally with pride.

Publication Consent

As part of life at Leytonstone School the student may be involved in promotional activities relating to personal achievements or representing the school. This may include: Photographic/audio/video recordings, being part of the school prospectus, website or being featured in local or national press.

By signing the home school agreement the Person with Parental Responsibility gives permission for the named student to take part in such activities to represent and promote Leytonstone School.



Responsible Internet Use



As part of your child's curriculum and development of their ICT skills, Leytonstone School provides supervised access to the internet. As a school and in partnership with the LEA we are continuously taking positive steps to deal with access to undesirable materials in school.

Our school internet provider operates a filtering system that restricts access to inappropriate materials. Whilst every endeavour is made to ensure that suitable restrictions are in place, the school cannot be held responsible for the nature or content of materials accessed through the internet. The school will not be liable for any damages arising from your child's use of the internet facilities.

Parents/Carers and the Student understand that:

- Internet access must only be made via the students authorised account and password which must not be given to any other person
- School computer and internet use must be appropriate to the student's education.
- Copyright and plagiarism rights must be respected.
- Students are responsible for emails they send and for contacts made.
- The use of the internet to access inappropriate images or content of the following nature is forbidden: extremist, sexist, racist, homophobic, malicious, fraudulent, libelous and offensive. Anonymous messages and chain letters must not be sent.
- The school ICT systems may not be used for private purposes.
- Irresponsible use may result in the loss of internet access.
- The school has the right to save or delete any student's work that is on the system.
- The school retains the right to monitor the use of student's internet access, and the ability to intervene on any emails or access that it believes to be inappropriate.
- Access or any activity that threatens the integrity of the school ICT systems or any activity that attacks or corrupts other systems is forbidden.
- Social networking and chat rooms are forbidden and access is blocked on the school ICT system.
- Access to social networking sites/tools such as Facebook or MSN Messenger and appropriate behaviour are parent's responsibility. Leytonstone School takes the issue of cyber-bullying extremely seriously and will take appropriate action to ensure the safety and wellbeing of all of our students and staff.

We have read and understood the conditions of the Leytonstone School Home – School agreement and agree to uphold the responsibilities set out to us:

Signed by Student: _____

Signed by Person with Parental Responsibility: _____

Signed by Staff representative: _____

Date: _____

Home – School Agreement

School Copy

I, the Person with Parental Responsibility, have read and understand the conditions of the Leytonstone Home – School Agreement and agree to uphold the parental responsibilities set out to me.

I do/do not give consent for the named student to take part in such activities to represent and promote Leytonstone School where they may be photographed or filmed.

Person with Parental Responsibility: _____

Signature: _____

Date: _____

I, the student, have read and understand the conditions of the Leytonstone Home – School Agreement and agree to uphold the responsibilities and expectations set out to me.

Name of Student: _____

Student signature: _____

Date: _____

I, the staff representative of Leytonstone School, have read and explained the guidelines of the Home – School agreement and sign on behalf of the school to uphold the responsibilities set out to us.

Staff Member: _____

Staff signature: _____

Date: _____

Please detach this page and provide parent/student with first 3 pages to take home as their copy.

Page 4 will be placed with the students file and may be recalled if necessary.