

## **Home-School Links Policy**

Last review : June 2020  
Committee : SLT  
Date Ratified : 24/06/20  
Next Review : May 2022

### **1. Purpose**

1.1. Oldfield School is committed to maintaining channels of communication with parents. Expectations are set out in the Home-School Agreement, signed by the school, the parents and the student. The Home-School Links Policy sets out how the channels of communication should work.

1.2. This policy should be read in conjunction with the following policies;

- Safeguarding and Child Protection
- Online Safety
- Acceptable Use for Students
- Behaviour for Learning
- Mobile Phone
- ICT
- Drugs

### **2. Implementation**

2.1. All staff (teaching and support staff) encourage the correct procedures for Home-School communication. Parents are encouraged, in the first instance, to contact their child's tutor.

2.2. Parents are expected to attend all consultation/information meetings. Students should accompany their parents to all subject/tutor consultation evenings.

2.3. Parents and students are encouraged to support school events.

### **3. Home School Communication via SIMS InTouch**

3.1. The main form of written communication between home and school is an electronic mailing system called SIMS InTouch. Parents will receive information such as reports, curriculum updates and educational visits for example, via this method.

- 3.2. Through SIMS InTouch parents are informed daily of any achievement or behaviour points their child has received. This includes a brief reason for the achievement / behaviour point. If a behaviour point has been issued the message includes the sanction the student has received, the subject area and member of staff involved.
- 3.3. If parents/carers do not have access to email, they will be placed on a hard copy list and will receive all of the information outlined in 3.1 but they will not receive notifications of behaviour and achievement points.
- 3.4. Parents can also email individual subject staff via [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) FAO the individual student's name and tutor group. Enquiries are then passed onto the most appropriate member of teacher/support staff.

#### 4. Parental enquiries via email or telephone

- 4.1 Parental enquiries via email should be sent to [enquiries@oldfieldschool.com](mailto:enquiries@oldfieldschool.com) FAO the individual student's name, tutor group and if known, the name of the member of staff the enquiry is directed towards. This address is monitored daily and all enquiries are then passed onto the most appropriate member of staff.
- 4.2 Parental enquiries via telephone will be directed to the most appropriate member of staff by the school receptionist. When calling school the following information will be requested to help direct the phone call to the most appropriate member of staff. The receptionist will ask for the following;
- the name of the student;
  - tutor group;
  - nature of the enquiry;
  - the member of staff (if known).
- 4.3 The receptionist faces a difficult job in routing callers. The objective of these guidelines is to avoid "going straight to the top", because the most useful response to a call will come from the point where the problem is being felt. Callers need to understand that staff schedules mean that replies will be reliable, but cannot be immediate.
- 4.4 Initially, calls relating to individual, named students will be routed via the receptionist as outlined below:

Query	Who?	Notes
Absence from school	student absence line (Attendance Administrator / Education Welfare Officer)	SIMS register will be updated. Contact can also be made via email at <a href="mailto:attendance@oldfieldschool.com">attendance@oldfieldschool.com</a>
Medical	School Nurse	Can listen, send out an Individual Health Care Plan, check medication and inform of school procedures. Medical Action Plans can be arranged for those students who require additional support to meet their needs.
Lost property	main office	Can listen, send out messages to relevant staff.
Home /out-of-school problems	tutor / head of year	Message taken for relevant staff member. This will be acknowledged that day where possible and be responded to within 2 working days.
Behaviour problems / lesson / homework problems in one subject	subject teacher	

Continual behaviour / lesson / homework problems in one subject	Head of Subject /Leader of Learning Area	
Behaviour / friendship / attendance problems (general)	tutor	
Persistent poor behaviour / friendship / attendance problems	head of year	
Requests for authorisation for absence for exceptional circumstances	Assistant Headteacher : Inclusion	Written request via email/letter sent directly to <a href="mailto:enquiries@oldfieldschool.com">enquiries@oldfieldschool.com</a> for the attention of the Assistant Headteacher: Inclusion
Safeguarding concerns	Designated Safeguarding Lead or Deputy Designated Safeguarding Lead	These staff can listen and then act according to the nature of the disclosure.
Special Educational Needs	SENCO	Will respond to individual enquiries. This can be delegated to the student's key worker (Teaching Assistant) or SEND co-ordinator.
Admissions (starters/leavers)	Admissions Officer	Contact can also be made via email through <a href="mailto:admissions@oldfieldschool.com">admissions@oldfieldschool.com</a>

4.5 If any of these issues seem too sensitive for normal routing, the Head of Subject/Learning Area or the Head of Year/Designated Safeguarding Lead will be contacted.

4.6 General concerns, e.g. about a group of unnamed students, can be referred directly to the Heads of Year /SLT.

## 5. Parents' Consultation Meetings

5.1. During each academic year, there are formal opportunities for parents and students to consult with subject staff and their child's tutor.

5.2. These dates are given to parents at the beginning of the school year via the calendar on the school website.

5.3. Nearer the event the consultation meeting is promoted via email/letter. Parents then use the parents' evening booking system to make their appointments.

5.4. There is an expectation that parents/carers attend these events. If parents/carers cannot attend the tutor should be informed in advance.

## 6. Home-School Agreement

6.1. The Home-School Agreement is signed by the parent, the tutor and the student when the student is admitted to Oldfield School. This normally occurs in Year 7, otherwise this takes place as part of the in-year admissions process.

6.2. It applies to all students in Years 7-11. A copy of the Home/School Agreement is sent home within the Essential Information pack for the student and parents/carers to sign and return to school as part of the admissions process to Oldfield School. It is then kept centrally with the student's school records. An exemplar is also displayed on the school website.

- 6.3. It provides a set of core principles that each stakeholder must follow (Appendix 1).
- 6.4. If a signed agreement is not returned within a month of the child/ren's admission date an email reminder will be sent home requesting contact is made with the school. This will be to ascertain whether there are specific difficulties in accepting the agreement.
- 6.5. By choosing to send their child/ren to Oldfield School it is the expectation of the school that parents/carers are in agreement with this policy.
- 6.6. Annually, during tutorial time at the start of the academic year, all tutors in Years 7-11 discuss this policy with their tutees. All students then sign the agreement. It is then kept centrally with the student's school records.

## **7. Sixth Form Agreement**

- 7.1 The Sixth Form Agreement is signed by all students when they enter the Sixth Form. It provides a set of core principles that they must follow. It is displayed in the Sixth Form Common Room and the school website (**Appendix 2**).

## **8. Making contact with 'hard to reach' parents**

- 8.1 Definition: parents who are difficult to contact and/or do not attend parents' evenings or other school events.
- 8.2 The School will use a range of strategies/interventions to develop the relationship between home and school. These include the following:
- Involve Pastoral Support Officer (PSO) to make contact over the phone/ email;
  - Involve the Education Welfare Officer to make contact and undertake a home visit;
  - Phone call from a member of staff who has developed a relationship with the parent;
  - Suggest that the parent brings along someone for support;
  - Email/letter home with a copy in the home language;
  - Offer an alternative to parents' evening. This may involve the member of staff collating information from teachers and then meeting with the parent;
  - Involve outside agencies that may know the family and are able to help the school in getting the parent to engage.

## **9. Other Events/Activities**

- 9.1. Parents are notified of all school events by:
- The school newsletter
  - The school website
  - Individual letters home via SIMS InTouch

## **10. Monitoring of Home School Links**

- 10.1. The school monitors the content and quality of home-school links as follows:

- All parents are invited to Parents' Consultation Meetings. The school records their attendance. Follow-up by the Head of Year occurs if necessary.
- All communications home via SIMS InTouch /letter are monitored by the Headteacher.
- Where appropriate a record of phone calls are either filed in the student's file or recorded on SIMS Communication Log.
- Parents are invited to give feedback through questionnaires during specific events held at school e.g. parents' evenings.
- Parents are consulted on major school issues e.g. uniform policy/ timing of the school day.

## **11. Evaluation**

11.1 The Home-School Links policy is reviewed formally by the Assistant Headteacher : Inclusion every two years.

11.2 This policy will be approved by SLT every two years.



## Home – School Agreement

### The responsibilities of the school

The school will aim to:

- Provide a broad and balanced curriculum which challenges every student to reach their full potential.
- Encourage every student to do their best.
- Provide a safe and caring environment.
- Set regular homework tasks for students and mark it promptly.
- Keep parents informed of their child’s progress, attendance and behaviour.
- Keep parents informed of schools news and to communicate with parent regularly, listening to their concerns.
- Achieve high standards of work and behaviour throughout the school.
- Enable students to broaden their experiences by providing a range of extra-curricular activities.
- Set clear behaviour and discipline policies.
- Provide students with support and guidance in maintaining their physical and mental wellbeing.
- Offer opportunities for parents to become involved in school life.
- Celebrate achievement and reward students to inspire them to go above and beyond to reach their full potential.

Signed: **Steven Mackay** (on behalf of Oldfield School)

### The responsibilities of the students

Every day when I come into school I will:

- Do my best in all lessons and make the most of all opportunities the school has to offer;
- Respect the school environment.
- Be respectful towards others in the school community and behave in a responsible way.
- Respect and maintain the good reputation of Oldfield School at all times.
- Be punctual and organised.
- Do all my homework and classwork as best as I can.
- Be honest and truthful.
- Take care of equipment and use equipment safely and appropriately.
- Behave in accordance with school rules.
- Accept the School’s mobile phone policy.
- Wear the school uniform correctly and always be fully equipped for lessons.
- Always try to achieve my full potential.

Signed.....

Print Name..... Dated.....

## The responsibilities of the parents

I will:

- Ensure that my child goes to school regularly, on time and properly equipped.
- Notify the school in accordance with the school's policies in the event that my child is absent.
- Encourage my child to do their best.
- Take an interest in my child's education.
- Ensure that the school is aware of any problems that might affect my child's learning or behaviour.
- Politely inform the school of any concerns that I may have.
- Support all the school's policies and guidelines for work and behaviour.
- Support my child with set homework tasks.
- Attend parents' evenings and read correspondence sent to me by the school and pass on relevant messages to my child.
- Provide my child with the appropriate school uniform in accordance with school policy and encourage them to wear it with pride.
- Notify the school immediately of any changes in contact details for parents or other emergency contacts.

Signed.....

Print Name .....

Date: .....

<b>Oldfield School</b> <b>Sixth Form Agreement</b>
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In order to provide a high quality education and to work together as a community, each Post-16 student enters into a contract with the School. This contract must be completed.

**Staff Terms of the Contract:**

Staff at Oldfield School shall:

- Plan, prepare and deliver engaging lessons that prepare you for public examinations.
- Monitor, assess and recognise your progress by giving regular and informative feedback.
- Provide support, help and guidance where it is needed.
- Guide you through UCAS and/or other application processes.
- Provide you with information, advice and guidance about choices beyond Sixth Form.
- Help you broaden your skills and interests by providing enrichment activities.
- Inform and guide you in developing a wide set of skills and experiences that will enable you to reach your potential with your Post-18 choices.
- Encourage you to take responsibility for yourself and others.

**Student Terms of the Contract:**

I acknowledge the following conditions are an integral part of joining Oldfield Sixth Form.

**I shall:**

- Aim to attend 100% of lessons, enrichment periods and tutorials; only being absent for legitimate reasons and contacting subject teachers on return to catch up with missed work.
- Be punctual to school and lessons.
- Meet any given deadlines.
- Undertake at least 5 hours of private study per subject per week.
- Ensure that on arrival to school outside of registration periods or if I leave the site during the school day, I will sign in and out using the InVentry system.
- Use electronic devices, such as mobile phones, in the Sixth Form areas only.
- Comply with the Sixth Form dress code that I should where clothes suitable for work.
- Abide by the Oldfield School's 'ICT: Student acceptable computer usage agreement'.
- Broaden skills and interests by becoming involved with enrichment activities.
- Treat all members of staff and students with respect and consideration.
- Be a role model for younger students at Oldfield School.

It is the responsibility of the student to abide by these conditions. The school will work closely with parents and students to resolve any issues surrounding these conditions.

I understand that failure to comply with the terms of this contract may result in withdrawal from examinations or Sixth Form study altogether.

**Student Name:** \_\_\_\_\_ **Tutor Group:** \_\_\_\_\_

**Signed (Student):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Parent):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed (Tutor):** \_\_\_\_\_ **Date:** \_\_\_\_\_