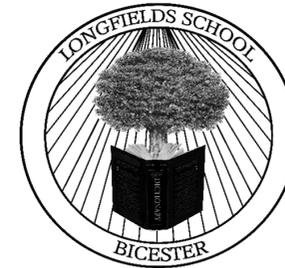


Longfields Primary School and Nursery



Home School Agreement

Dear Parents/Carers

Please ensure that you read our Home School agreement and sign and **return the final page**, agreeing to abide by the schools policies and procedures.

It is important that you complete the agreement as quickly as possible so that we can allow your child to participate in the full range of activities that we offer as a school.

Parent and Teacher Responsibilities

Parents: **I/We shall**

- See that my child attends school regularly, arriving between 8.45 and 8.55, leaving at 3.15, is properly equipped and is dressed in school uniform (see page 5). 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 and will 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, where possible, taking my child on holiday during term time. I acknowledge that leave of absence must be granted in advance by the school.

The School will:

- 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.
- Care for your child's safety and happiness, ensuring that your child fulfils their potential as a valued member of the school community.

Slip to return

Name of Child: _____

Date: _____

I understand all of the areas outlined in Longfields Home School Agreement and agree that my child may participate in each of the areas specified during his/her time at the school.

Signed: _____

Date: _____

If you do not wish your child to join in with any area mentioned in this Home School Agreement then you should write to the head teacher informing him of the areas which you wish your child to be exempt. This will then be discussed with the school governors if necessary.



The School Day

- 8.45am Children can begin to arrive
- 8.55am The whistle is blown, parents leave and children go into school
- 12.15pm Lunch Begins
- 1.15pm Afternoon lessons begin
- 3.15pm School finishes, children are collected from the playground

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.

Photos, Video and Images

We may wish to use the photos of children in the following ways

Occasionally we are contacted by local media requesting to photograph the children and we often like to publish our achievements in the press – usually in the form of photos.

Photos are also increasingly used in school driven media formats such as the website and school prospectus.

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 enhance learning and recording of work in school. In the future we may wish to film significant events in the school calendar and may make a DVD to put on sale to members of the school community. As such your child may be filmed on occasion in school.

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.

Local Trips

From time to time we like to organise occasional, short walks within Bicester as part of our curriculum studies. These walks are always well 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

From time to time we like to organise occasional, short walks within Bicester as part of our curriculum studies. These walks are always well 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.

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.

A Healthy School

At Longfields we are keen to ensure that your child adopts a healthy lifestyle. All children receive 2 sessions of P.E. per week. This is supplemented by swimming for specific classes during the year. Children in KS1 are offered a piece of fruit each day and all children have the option to bring a water bottle which they can access during each lesson.

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 check our records to ensure that any advised allergies are known and religious beliefs observed.

Medicines

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

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

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

Clubs and Travel

Owing to the law regarding booster seats we are not able to arrange lifts to clubs or tournaments within school. As such it is now necessary for parents to arrange lifts to clubs and tournaments between themselves.

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.*
- treat 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.

School Uniform

Winter

All: Royal Blue sweatshirt, white shirt/polo shirt and grey or black trousers or skirt

We request that all children bring a pair of plimsolls to wear indoors during the school day. This ensures that each child's footwear is suitable for every session.

Summer

Boys: Grey/black tailored shorts (same material as school trousers) or trousers with white/blue plain shirts or polo shirts

Girls: Grey/black skirts or trousers with white/blue plain shirts polo shirts. Alternatively, blue/white checked or pinafore dresses

P.E. Kit

P.E kit expectations Children need their named PE kit in school every day. Most parents think it is easier if it is sent to school either termly or on a Monday morning and brought home on a Friday afternoon for washing.

Indoor House t-shirt Blenheim-Royal blue, Stow-Green, Waddesdon- Yellow, Claydon-Red

Black or Navy blue shorts or jogging bottoms, Plimsolls or sports trainers

Outdoor House t-shirt Blenheim-Royal blue, Stow-Green, Waddesdon- Yellow, Claydon-Red

Black or Navy blue shorts or jogging bottoms, Spare school jumper or plain black/blue sweater, Sports trainers

During the Summer Term we request that sandals are not worn and that all shoes cover each child's feet. This prevents any playground accidents where exposed feet are easily damaged.

EARRINGS and JEWELLERY

For safety reasons, earrings should be taken out for PE activities. If your child cannot remove their earrings by themselves, then please ensure they do not wear them to school on a PE day. Children with long hair must ensure it is securely tied before commencing P.E.

We suggest that children with long hair have it tied up during the whole school day.