

**Havelock Schools; unlocking the door to lifelong learning - a place where everyone is inspired to reach their full potential**

## **Mission and Aims**

- To provide creative, personal, physical, moral and spiritual development
- To promote learning that excites, inspires and motivates all
- To empower and value individuality in order to develop confident learners prepared to face our changing world
- To create a welcoming and nurturing community where children feel safe and valued and diversity is celebrated
- To provide an engaging and progressive curriculum that promotes curiosity, challenge and choice
- To have high expectations that develop positive resilient thinkers who are not afraid to fail, have motivated minds and a passion for learning
- To encourage and motivate independence by promoting positive thinkers, problem solvers and resilient learners able to reach their full potential
- To share and value experiences as part of a collaborative team, showing mutual respect for all members of our learning community

The Golden Rules are central to our philosophy:

***To build respect in our community...***

***I will always make sensible choices***

***I will always look after everything and everyone***

***I will always keep myself and others safe***

***I will always listen carefully***

***I will always be honest***

***I will always be polite***

Our school values are taught each term and build into our whole school ethos. They are:

Cycle 1: Happiness, Friendship, Respect, Resilience, Thoughtfulness, Loyalty

Cycle 2: Love, Co-operation, Honesty, Tolerance, Kindness, Trust

### Aims of Home-School Policy:

- to develop positive links between the home and school, irrespective of disability, ethnic and cultural origin
- to make the school accessible, welcoming and responsive
- to keep parents well informed about school activities, their children's progress and Government initiatives related to schools and the curriculum
- to encourage parents to become actively involved with their child's education and school activities
- to encourage parents to inform the school regarding any issues which may affect their child's education.

### Contacts with Parents

We consider it of vital importance to develop and maintain good relationships between the home and the school. Good relationships form the basis of positive communication between parents and staff creating confidence and openness. Such communication helps to ensure consistency of approach at home and school.

Staff are normally available to speak to parents informally at the end of the school day. Where this is not possible an appointment can be made to meet with the class teacher as soon as possible.

### Parent Consultative Group

In September, parents in each class are asked to put themselves forward as parent representative on a consultative group. This group meets with the Head Teacher once a term (6 times per year) and shares the views and concerns of the school community with the Head Teacher and members of the Strategic team who wish to attend. The Head Teacher can also share information with the group, to be shared with our wider community. The parents are asked to represent other parents views or can also be there to speak on behalf of one other.

### Home-School Agreement

Our Home-School Agreement aims to cement a strong working partnership between the home and the school for the benefit of each child.

Agreements are included in every child's home school link book for reference. Agreements are also signed by the school and parents during the first half term of entry into Reception Year or at the time of registration if entering at any other time. (Appendix 1)

### Home-School Liaison Opportunities

During the course of a year the school provides a wide range of formal and informal opportunities for home-school liaison.

The school has access to an Inclusion Team and Parental Support Advisors who support families in a variety of different areas including behaviour management, encouraging positive role models etc.

### Safety

The school has a number of policies in place covering a range of Health and Safety issues related to the school day. (Health and Safety Policy)

The safety of children entering or leaving school is of paramount importance and procedures are put in place to ensure this.

### Pupil Welfare

Any pupil who becomes ill or has an accident during the course of the day will receive attention from the staff. Parents are always contacted should it be felt that the child needs to go home or if further treatment is thought to be necessary. The parent will be notified at the end of the day if they have had a head bump or anything other than a minor accident.

The school has up-to-date information with respect to home address, telephone numbers and emergency contacts, this is checked annually and updated as and when circumstances change.

No medicines should be brought to school by the children. If a child is fit to attend school and medication is still to be administered, parents must personally contact the office personnel for such requests to be considered. (Administration of Medication Policy)

Every child has a medical at least once during their time at the Infant School which includes height and weight, eyesight and hearing checks. This usually occurs during the term in which they reach their 5th birthday and is carried out by the school nurse on the school premises.

The school nurse is also available, by appointment, to provide support and advice with regard to children's specific medical issues.

### Behaviour

Children are expected at all times to behave in a socially acceptable manner. Should a child's behaviour fall below the expected standard then parents will be informed if a child persistently misbehaves and appropriate action will be taken. The school has a consistent behaviour management policy whereby children are expected to stay on the green face/light, should their behaviour fall below the required standard they will be moved to the amber face/light as a warning and finally to the red face/light if behaviour does not improve. At this stage parents will be informed. (Management of Behaviour Policy)

### Parent Helpers

Parents are encouraged to help in school, although they are not encouraged to help in their child's year group. A letter is sent to all parents during the first half of the Autumn Term. A rota is then drawn up and a guidance pack is given out to welcome parent helpers to the school. Appropriate safety checks are made before parents are invited into school to help.

### School Prospectus

The school prospectus provides a wide range of information about the school and the curriculum. Copies are issued to parents of all Reception and Year 3 children as well as those who register at other times during the year.

### Home Learning Opportunities

These are aimed to extend and support learning experiences within school while providing opportunities for parents and children to work together to enjoy learning.

Home learning opportunities vary for each year group. Letters are issued to all classes at the beginning of each term. They provide guidance and ideas for parents to help them support their child with the teaching and learning across all subjects.

- Reception: 10 minutes reading each evening plus 20 minutes weekend learning & 10 mins handwriting practice.  
Reading activities: to share, read, and listen to others read, their home reading book and library book. Weekend learning book each week.
- KS1: 15 minutes reading each evening plus 30 minutes weekend learning & 10mins handwriting practice.  
Daily practice of home reading book - which may also include learning to read common exception words. Weekend learning book each week which may include literacy, numeracy and topic related activities. Education City is also used as a home learning tool.
- KS2: 15 minutes reading each evening plus 45 minutes homework.  
Daily practice of home reading book. Homework consists of 2 activities one Literacy and one Numeracy including the online My Maths website

### Absences

In the event of a child's absence through

- a) a short illness or a planned holiday taken during school times; children will not be given any additional home activities
- b) an extended period of illness, hospitalisation or family crisis; children will be given home activities after close liaison between the school, parents and (if necessary) hospital staff in order to maintain contact and some continuity and progression with their learning.

### Guidance and Support

At the beginning of each academic year a specially convened Information Evening will be held for each year group, the purpose of which will be to enable staff to outline the work to be covered, for the year. From time to time staff and parents may also make personal contact with each other regarding areas of mutual concern, with respect to these activities.

### Organising Classes

Each year classes are re-organised in order to ensure that learning opportunities are maximised for all children. Many different aspects are taken into consideration including boy:girl ratio, age and ability mix, relationships. It is school policy to put multiple birth children (eg twins, triplets) together in Reception, thereafter the class teacher will hold a meeting with the parents to discuss mutual wishes for Year 1. If both parties agree as to whether the children should be split or remain together action will be taken accordingly, if there is no agreement the 'Together or Apart' checklist will be completed by both parents and Class Teacher and a meeting will be held with the Class Teacher, Parents and Head Teacher taking into account the results from the checklist.

Agreed by staff, governors and parental consultative group September 2016 updated every 3 years.

**Home-School Agreement  
for**

**Name:** \_\_\_\_\_

**The Parents/Carers**

**Whilst at Havelock Infant and Junior Schools:**

I/We will

- ensure that my child arrives at school on time, and attends regularly
- let the school know of any concerns that may affect my child's work or behaviour
- support the school's policies and guidelines for behaviour
- support the child with their home learning activities
- attend Open Evenings to discuss my child's progress
- inform the school promptly when my child is absent.

**The school will**

- encourage your child, as a valued member of the school community, to do their best at all times
- encourage your child to respect others, and their surroundings
- let you know about any concerns that are affecting your child's work, or behaviour
- inform you, through regular letters, about school activities and special events
- build strong links with you by providing home learning opportunities, Open Evenings and an annual written report for your child.

Signed \_\_\_\_\_ Head Teacher

Signed \_\_\_\_\_ Parent/Carer

Signed \_\_\_\_\_ Parent/Carer