

# Home-School Agreement

Why do we have a Home-School Agreement?

As a School we aim to provide an outstanding education, both within and beyond the classroom, which enables all our students to realise and exceed their potential. Above all we aim to provide a uniquely stimulating and supportive environment in which all individuals flourish, grow in understanding, self-confidence and self-esteem and are fully equipped to meet the challenges and demands of life beyond school.

But this cannot be a one-way process; it is a tri-partite process between us, our students and their parents/carers. We are no longer obliged to have a formal agreement in place to do this but we attach a great deal of importance to a strong partnership between these parties because together we can achieve more for the student whose education and wellbeing is at the heart of everything we do.

This Home-School Agreement sets out:

- The School's responsibilities towards its students;
- The responsibilities of parents/carers of students in the School, and
- The responsibilities of students and what the School requires of them.
- Student's Computer Acceptable Use Agreement

Joining the partnership

Parents/Carers and Students are asked to join in this partnership with the School to help secure the best outcome for each student. Please read through the Agreement and return your acknowledgement (which is attached on the last page) to become part of the partnership.

## The School's responsibilities towards its students

- Enable your child to develop to their full potential in all aspects of school life.
- Provide your child with a safe, inclusive and accessible environment.
- Provide access to a well-balanced curriculum.
- Monitor your child's progress and provide support and intervention where necessary to enable them to achieve better.
- Provide regular and vigorous prep that sufficiently tests every student.
- Provide feedback to your child to make them aware of their own learning and to enable them to learn from their mistakes.
- Treat your child fairly, give a clear understanding of acceptable behaviour and expect high standards and mutual respect.
- Reward excellence; discipline poor behaviour and attitude to learning.
- Provide extra-curricular activities to develop the broader skills that will assist with the personal, social, physical and cultural development of students.
- Respect the rights and needs of all staff, parents and students associated with the School.
- Regularly meet with parents to feedback the progress of their children.
- The School acknowledges that it is 'in loco parentis' for boarders when they are residing in school and will ensure that housemasters, matrons and tutors act accordingly and for example, notify absence or ensure the School's dress code is adhered to however it is still the responsibility of parents to ensure that their child fully understands what is required of them beforehand and that they come to school each term properly attired and equipped.

## The responsibilities of parents/carers of students in the School

- Please ensure that your child returns to School promptly at the start of term/each week and after half terms and exeats. Notify us promptly of any absence and the reason for the absence.
- For those students who do not board ensure that your child attends school regularly and on time. Notify us promptly of any absence and the reason for the absence.
- Ensure that your child observes the School's dress code and that they come properly prepared and equipped for the term /day ahead.
- Require good behaviour from your child and ensure that they are fully aware and accept that at all times they must observe the School's Code of Conduct for students and the School Rules.
- Ensure any work assignments and/or prep is completed and returned on time.
- Encourage your child's learning through extra-curricular activities and independent learning.
- Inform the School of any change in your child's circumstances, including any change in medical condition, or if you have any concerns regarding any aspect of your child's schooling.
- Alert us to any concerns or problems that may affect progress and attainment and do your best to attend Parents' Meetings and other formal opportunities to discuss the academic work of your child. If you are unable to attend please make alternative arrangements with the School to ensure that you can be kept fully informed.
- Ensure that you set parental controls on your child's mobile device if you permit them to use a network and tariff (like 4G) which are independent of the School systems.
- Please read all the information that is regularly sent to you by the School and keep us advised of any changes in the contact information that the School holds for you.

## The responsibilities of students and what the School requires of them

- Make sure that you are where you are meant to be throughout the school day, that you arrive at each location punctually and with the correct kit/equipment including pencils etc.
- Respect the School's Rules and Behaviour Policy of the School at all times observing the School's dress code and the Code of Conduct for students.
- Follow, and adhere, to the School's Online Safety and Computer Usage Policy and associated guidance and don't forget to sign and return the Acceptable Use Agreement on the opposite page.
- Respect every other student and staff member at the School and people in the surrounding community, regardless of any cultural differences or protected characteristics.
- Behave in a reasonable and safe manner and avoid actions which may put yourself or others at risk.
- Speak to:
  - Your tutor if you are worried or concerned about any aspect of your education.
  - Your Housemaster if you have any concerns in boarding.
  - If there is anything else concerning you, or you are unable or feel unable to speak to your Tutor or Housemaster then speak to the Deputy Headmaster or to the Chaplain or to the School's Independent Listener.
- Fully engage in all teaching and learning, actively participate in all classes and at all times approach your work with a good and positive attitude to learning.
- Complete all assigned work and prep on time, thoroughly, and to a high standard.
- Strive to attain excellence in all its forms through full participation in the academic, sporting and extra-curricular activities of the School.
- Attend all meals to which you are entitled.
- Respect the School's environment.
- Promote a positive image of the School and make a positive contribution to the life of the School.

# Students' Acceptable Use Agreement

Don't forget to sign and return this agreement – you will need to have done so before you can be allocated a school email address and a work area on the IT system.

## *How I use technology at Old Swinford Hospital*

### I DO:

- Use the computers to help me research topics for my work
- Use the computers to make pieces of work look well presented
- Use the computers to communicate with members of staff if I need to be excused from lessons
- Use the computers to communicate with members of my family if I don't see them very often i.e. if I am boarding or if my parents go away during term time
- Ask a member of staff if I am unsure whether I should be doing something or not or if I need help
- Tell a member of staff immediately if I feel uncomfortable or threatened by anything that I see on the internet or receive in an e-mail
- Send e-mails or messages that are polite and are not offensive or discriminatory
- Keep my personal information and passwords safe and I will not give them out to anyone
- Know how to look after myself and my friends by using the internet in a safe and responsible way

### I DO NOT:

- Use language on the internet or in emails that I would not use in front of a teacher
- Use other people's passwords; this includes attempting to log in through another person's account or accessing another person's files

### I UNDERSTAND THAT:

- Using other people's work and claiming that it is my own is a crime
- Any persistent abuse of the School computer systems will result in my access being suspended or permanently removed
- Cyber-bullying is when a person or a group of people threaten, tease, embarrass or abuse someone else by using ICT, particularly mobile phones, the internet and related technologies such as social networks
- Cyber-bullying will be dealt with as seriously as any real world bullying incident

*Continued overleaf*

## *Guidance for Students*

### *Staying safe*

If at any time you feel unsafe using a computer then find a responsible adult straight away and make sure that the Deputy Headmaster, your Housemaster or your Tutor are made aware of what is happening.

### *School Directory*

Every student in the school is given an area on the Old Swinford Hospital's server system to store their work and other important files. This area is not to be used for storing movies, photos, videos, personal music files or computer games.

### *What you can expect to happen if you do not follow these rules*

If any member of staff feels that there has been a breach of these rules then the ICT department will investigate the matter fully and accounts will be suspended or deleted if necessary. Appropriate action will also be taken in line with the School's Behaviour Policy. Any form of cyber-bullying is regarded as an exceptionally serious offence

I agree to the Terms and Conditions of the student's Acceptable Use Agreement

Signed:

Print Name:

Date:

When completed please return to:

The Registrar, Old Swinford Hospital, Heath Lane, Stourbridge DY8 1QX

Or email to [admissions@oshsch.com](mailto:admissions@oshsch.com)

## Home School-Agreement Parental, Student & School Declaration

I/We have received, read and understood the School's Behaviour Policy<sup>1</sup> and the Online Safety and Computer Usage Policy & Guidance<sup>2</sup>.

I/We have also read and understood the terms of this agreement.

I/We will undertake all reasonable measures to ensure that I/we and my son/daughter abide by their contents and contribute to the vision of Old Swinford Hospital.

Parent/Carer

Name:

Signed:

Date:

Parent/Carer

Name:

Signature:

Date:

I have received, read and understood the School's Behaviour Policy<sup>1</sup> and the Online Safety and Computer Usage Policy & Guidance.

I have also read and understood the terms of this agreement.

I understand why the home-school agreement is important and I agree to follow the School Rules and behave in a way which reflects the vision of Old Swinford Hospital.

**Reminder – have you signed the School Acceptable Use Agreement?**

Student

Name:

House:

Signed:

Date:

On behalf of the School:

Name:

Signed:

Housemaster

Date:

When completed please return to:

The Registrar, Old Swinford Hospital, Heath Lane, Stourbridge DY8 1QX

Or email to [admissions@oshsch.com](mailto:admissions@oshsch.com)

Note 1: The Behaviour Policy is reviewed annually and applies to all students once approved by the Governing Body. A copy of the prevailing policy can be found on the School's website [www.oshsch.com](http://www.oshsch.com). Students must abide by any updated and prevailing policy as approved by the Governing Body.

Note 2: The Online Safety and Computer Usage Policy is reviewed periodically and applies to all students once approved by the Governing Body. A copy of the prevailing policy can be found on the School's website [www.oshsch.com](http://www.oshsch.com). Students must abide by any updated and prevailing policy as approved by the Governing Body.