

Manor Academy

Home - School

Agreement 2018 - 2019



“Succeeding Together”

This agreement has been drawn up after consultation with Parents, Staff, Pupils and Governors.



Contents

Page 3: A Message from the Headteacher

Page 4: Working Together Successfully

Page 5: Choices & Consequences

Page 6: Banned Items, Mobile Phones & Medication

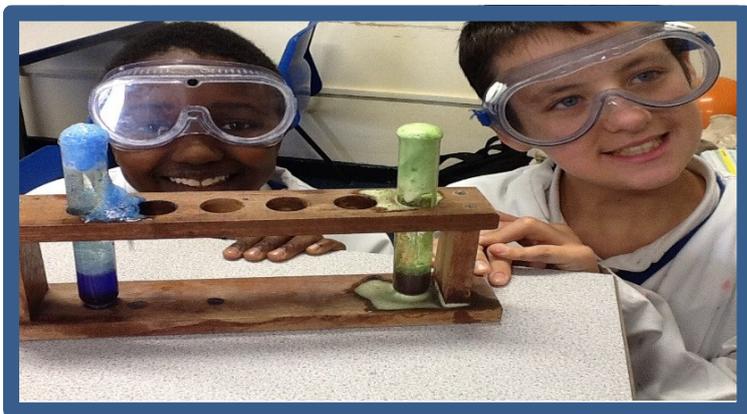
Page 7: Uniform, Food Technology & Positive Handling

Page 8: Internet & E-Safety Rules

Page 9: Essential medical information.

Page 10: Your copy of parental permission form.

Additional information.



A Message from Mr Paul Eckley, I n t e r i m Head teacher

Dear Parents/Carers

This is an exciting time for you and your child as they progress to the next stage of their education. I also appreciate, as a parent myself that this time can be full of worries and anxieties and we aim to make the transition from primary into secondary as smooth as possible.

With this in mind, we have devised this booklet to give you relevant information to aid that transition. The school website also has a lot of information on it and, although we are upgrading it currently, you can still find the relevant policies, calendars, curriculum information etc. that you need to support your child into Manor.

At any time please feel free to contact me or Jayne McAllister (Transition Manager) at school. We are here to help!!

I look forward to meeting you all at the transition events

Yours Sincerely,



Paul Eckley



As Parents, Guardians & Carers I/we will work hard to....

- See that my child attends school regularly and on time.
- See that my child wears appropriate uniform and has equipment needed including P.E kit.
- Let the school know on the first morning of any absence, before 9.00 am if possible.
- Support the policies and guidelines for behaviour, including anti-bullying, equal opportunities, race issues and essential agreement information (which can be found on the schools' website)
- Attend annual reviews and meetings to discuss my child's progress.
- Let the school know about concerns that might affect my child's work, attendance or behaviour.
- Encourage my child to complete homework when set.
- Engage with school around any medical issues in order to devise a Medical Health Care Plan.

As a Pupil I will...

- Follow the simple School Rules at all times
- Attend school regularly and on time
- Wear school uniform and bring equipment I need including P.E. kit.
- Do all the work set, including homework, as well as I can.
- Be polite and helpful to others and not prevent others from learning.
- Respect the pupils, staff, building and equipment.

The School will...

- Care for your child's safety and well-being.
- Provide a balanced curriculum to meet the needs of your child.
- Keep you informed about your child's progress and arrange meetings and reviews.
- Let you know about concerns and problems that may affect your child's work, attendance, behaviour and well-being.
- Strive to set and maintain high standards and provide opportunities for your child to succeed.
- Provide reasonable contact with staff for you to become involved in the life of the school.
- Set and mark homework as appropriate for individual pupils and demands of the curriculum.
- Be open and welcoming at all times.
- Provide information about policies and curriculum issue
- Keep you informed about important dates and school events through regular news letters.



Essential Agreement Information

Academy

■ Show respect towards pupils, staff and property

Pupils Choices and Consequences

	Level 1	Level 2	Level 3	Level 4
Outcome	Verbal Warning	Detention	After Discussion	After Discussion
Definite	...	Restorative Practice	Phone Call Home Restorative Practice	Restorative Practice
Possible	Phone Call Home	After School Detention Isolation for One Period	Parent Meeting Internal Exclusion (all day) Fixed Isolation Fixed Term Exclusion
Class Charts	Yes	Yes	No	No
SIMS	No	Yes	Yes	Yes
Misbehaviour	Chewing/drinking Incomplete/refusal to work Name calling Running in school Stopping others learning Swearing in general chat Untidy/incorrect uniform Banned items Play fighting Long hair not tied up	Walking out of a lesson Not going into a lesson Persistent level 1 behaviour Missed detention Swearing at other pupils Ignoring level 1 warning Lost or damaged target book	Going off-site Swearing at staff Refusal to attend lesson Persistent level 2 behaviour	Bullying Damage to property Fighting Violence Dangerous banned items Four detentions in a week Homophobic/racist/vulgar comments



Banned Items

The following items are not allowed in schools -

- Mobile Phones (if they are brought into school they have to be handed into form staff where they will be kept safe until the end of the day)
- MP3/ 4 players, iPods/iPads, tablets, DVDs/CDs & all other electronic devices (if they are brought into school they have to be handed into form staff and will be kept safe until the end of the day)
- All jewellery, except a watch and either one pair gold or silver stud earrings (all jewellery worn for religious grounds must be covered, on the grounds of health and safety)
- Chewing Gum
- Fizzy/energy drinks and sweets

Mobile Phones

If you need your phone on the way to and from Manor Academy, it can be handed in to your form tutor for safe keeping until you go home.

Special arrangements can be made if you are off-site. This will depend on the teacher concerned and where you are going. Some off-site activities do not require your phone.

Anyone abusing this rule could run the risk of having their phone confiscated.

This rule is for everyone's safety.

Emergency calls can be made or received in the office if necessary.

Manor Academy does not accept responsibility for any items lost or damaged.

Medication

- Any medication including inhalers must have a chemist label on it to show who it belongs to and the dosage required.
- If your child has Asthma, please ensure your child has their inhaler on them at all times and a spare inhaler which will be kept in the medical room.
- Medication required during the school day must be clearly labelled with name and the dosage required. This will then be administered by one of our first aid team.
- Staff are able to administer such medications as paracetamol/calpol once a parental agreement has been put in place.

Uniform

Pupils:

Uniform is

- School blazer (blue for KS3 and black for KS4)
- School sweater (blue for KS3 and black for KS4)
- School polo shirt or plain white shirt
- Black school trousers or skirt (knee length)
- Black shoes
- Tie (traditional or clip on)

Most off-site activities will require your child to wear either school uniform or their P.E

P.E and Sporting Activities:

- MA navy PE shirt
- MA navy PE shorts
- MA navy PE rain jacket
- MA navy PE tracksuit trousers
- Trainers

All long hair must be tied back at all

All coats/jackets must be left in the classroom or locker

Food Technology

As part of the Food Technology Curriculum, pupils are provided with the necessary ingredients and equipment for their lessons. We ask for a voluntary contribution of £1 per week. This can be paid weekly, monthly or half termly.



Positive Handling

Good personal and professional relationships between staff and pupils are vital to ensure a positive learning environment, which minimises the risk of incidents that require intervention and the majority of our pupils respond to this. This ensures the well-being and safety of all pupils and staff in school.

The school uses Social and Emotion Aspects of Learning (SEAL) to pupils to learn about their feelings, emotions and managing conflict. The school promotes independence, choice and inclusion and pupils are given maximum opportunity for personal growth and emotional well-being.

It is acknowledged that in exceptional circumstances physical intervention may be necessary to ensure the safety of the pupils involved and that of others. In the event of positive handling being used you as a parent/carer will be informed. This form of physical intervention may involve trained staff to diffuse and de-escalate incidents by:

- Escorting/shepherding a pupil
- Supportively holding a pupil to keep them or others safe until they have regained control of themselves or can be supported to a safe area to calm down.



Internet Rules

The general guidelines apply equally to Internet Access. However, in using the Internet students have access to materials from outside school and are able to communicate with other Internet users worldwide.

For these reasons it is important at all times students conduct themselves in a responsible manner when sending, receiving or accessing data on line.

Students may access World Wide Web pages via the Internet at school, however doing so:

- Students must **NOT** access or attempt to access a web pages/website which is illegal or offensive. e.g. materials of a violent nature, or any form of pornographic material or literature.
- Students must **NOT** download any such material or any other material which they do not have permission to download.
- Students must **NOT** purchase or attempt to purchase any items using the school's Internet system.
- Students **may be required** to access their school email but they must not use this to send illegal, offensive or defamatory messages.
- Students must **NOT** receive or emails which contain downloadable files, except with the permission of a member of staff and provided that the material is to be used for school work.
- Students may **NOT** access their personal emails through the school Internet.
- Students must **NOT** disclose their school computer login details or password to any third party unless directed to do so by a member of staff.
- If students **accidentally** come across a prohibited site they **MUST INFORM** staff **IMMEDIATELY** so it can be blocked.



Essential Information September 2018/19

Name of Pupil	
Date of Birth	
Address	
Landline Phone Number	
Mobile Number & Name (1)	
Mobile Number & Name (2)	
Email Address	
Preferred Method of Contact for Correspondents	Phone Call Text Email Paper Letter

Medical Information

Doctor's Name	
Doctor's Address	
Doctor's Phone Number	
Ethnic Origin	
Home Language	
Allergies	
Any Known Medical Conditions	
Regular Medication (at home & school)	



Parental Permission

Tick	Authorisation for...
	I give consent for my child to be taken off site, enabling them to access educational offsite visits.
	I have read and understood the school Internet and E-Safety rules and give permission for my son/daughter to access the Internet where appropriate.
	I understand and agree that the school cannot be held responsible for the content of materials accessed through the Internet.
	I agree that the school is not liable for any damages arising from use of the Internet facilities.
	I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials but I appreciate that this is a difficult task.
	I give consent for photographs to be taken of my child. These photos maybe used for a range of purpose such as publicity, website, pupils work and events. I understand that pupils will not be fully identified to outside sources.
	I give permission for my child to receive first aid treatment or for the school to seek medical attention regarding my child in case of an accident or emergency.
	I will ensure my child wears the correct uniform for both school and P.E. I understand I will receive a phone call/text if this is not followed.
	I agree my child may receive consequences as a result of their actions, following the choices and consequences policy.
	I agree to my child handing in any electronic device, including a mobile phone to their form staff on arrival to school which can be collected at the end of the day.
	I give permission for my child to be positively handled if necessary. I understand I will be informed in this event.
	I understand that the school takes no responsibility for any items brought into school which are lost or damaged.
	I understand that my child must not bring any medication, other than that prescribed by their GP, which must be handed into reception on arrival to school.
	I agree that I as a parent/carer have read and understood the contents of page 4 and will work together with the school ensuring my child is given every opportunity to reach their full potential.

Signed by the school



Paul Eckley - Head teacher

Signed by Parent/Guardian/Carer _____

Print Name _____

Signed by Pupil _____

Print Name _____

Date _____

