

## HOME SCHOOL AGREEMENT

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### **Section 1: Home - School - Student Agreement**

Etonbury Academy is a school where high-standards are expected in every area of school life and operations. These standards benefit every member of our learning community.

The school expects all students, staff, parents and carers to support these standards at all times. This agreement will link to our behavioural policy and provide a continual reference against which a positive home-school relationship is built and maintained throughout the time a student spends at Etonbury Academy.

The aim of this agreement is to support the partners in the educational process - the school, the students, the parents and carers - in ensuring success.

We are all members of Team Etonbury, at all times.

All parents/carers should read this document carefully with their children, and sign together.

#### **The school will aim to:**

Enable all students to make the most of their talents, to have the highest expectations for their future and enjoy a fulfilling life.

#### **To achieve this we will:**

- Encourage excellence in intellectual, creative and physical activities.
- Value all students and celebrate their achievements.
- Achieve the best possible academic results for all students.
- Encourage moral and spiritual development.
- Encourage self-respect, respect for others and for the world in which we live.
- Develop critical faculties, independence of view and enthusiasm for learning.
- Provide equality of opportunity for all students wherever possible.
- Encourage participation in a wide range of extra-curricular activities.
- Provide a curriculum which allows for a wide range of educational experience.
- Foster a commitment to the highest standards of curriculum practice.
- Form partnerships with parents/carers and the wider community.
- Plan for continued development of the school.
- Maintain regular and early communication with parents/carers on all aspects of the students' schooling and development.
- Set the highest standards for behaviour, care, support and development at all times.

## **The staff and students will follow the school code.**

### **Everyone in school should:**

- Be prepared to work hard in class and at home.
- Bring the right equipment.
- Attend regularly and be punctual.
- Be mindful of the British Values of tolerance, respect and responsibility.
- Be prepared to share ideas and ask for help and guidance.
- Listen to others and be polite to everyone; students, visitors and staff.
- Respect the opinions and beliefs of others.
- Encourage and support one another.
- Look after the school environment and take care of personal belongings and those of others.
- Take pride in high standards of work, behaviour and appearance.
- Walk quietly around the building.
- Eat only in designated areas and only at break and lunch times.
- Support the school approach to digital safety and not deliberately upload or transmit any images, video, sounds or text that could upset or offend any member of the school community.
- Actively promote a safe and bully free environment.
- Report any infringements of school rules to a member of staff.
- Remember that it is an honour to represent the school in any field or arena of intellectual, community or sporting endeavour.
- Be a positive representative for the school at all times when you are in the local community, travelling to and from school, or at local events. We are all Etonbury, at all times.
- Remember that bringing the school into disrepute in any way undermines the work and well-being of every member of the school community.

### **Parents/carers will:**

- Always remember that high standards begin at home.
- Do their best to support the school's aims at all times.
- Ensure attendance of their child/children throughout term time
- Provide correct school equipment and uniform.
- Support the school's policies and guidelines for behaviour, and not undermine these to children.
- Adopt the approach "the school is right" at home. Then if you think we are wrong, let us know privately. We promise we will always listen and work to resolve an issue.
- Provide an appropriate environment and support for study at home.
- Avoid term-time holidays.
- Attend parents' evenings and discussions about their child's progress.
- Communicate with the school about issues affecting their child's work or behaviour.
- Encourage their child to respect and return school property.

- Encourage the family's active involvement in school activities.
- Support the school approach to digital safety and not deliberately upload or transmit any images, video, sounds or text that could upset or offend any member of the school community.
- Use Social Media responsibly and not post negative or defamatory comments, views or undue criticism without first contacting the school and receiving a response.
- Contact the school to discuss concerns and issues in a reasonable and respectful manner after first considering the validity of the concern.
- Regularly check for school letters, emails and communications, and check information and updates on the school website.
- Not abuse staff in any way, shape or form. We will always be polite to you, and we expect the same courtesy.
- Remember that we apply sanctions to students not so much to punish, but to teach and modify behaviour and ensure there is understanding that there are consequences to actions
- Always be mindful that parents/carers and staff are the adults in any given situation and have a responsibility to be positive role models for our students at all times.
- Regularly check and monitor Show My Homework, and support students in home learning.
- Read regularly with children, especially during Key Stage 2.
- Always aim to support the school wherever possible, and to ensure they do not bring the school name into disrepute in any way.

**Together we are stronger, more successful and more able to ensure your child will enjoy a happy, productive and positive future. We are all on the same side, always.**

Please note, the Home School Agreement requires signatures from parents/carers, students and staff. Please complete the back page confirming that you have read and agree to the above.

## **Section 2: Internet Access – Parent/carer and Student Permission Form**

As a school user of the internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

### **Student Internet Use**

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies etc for school purposes.
- I will neither download nor install software on school technologies.

- I will only log on to the school network/learning platform using my own user name and password.
- I will follow the school's internet security system and not reveal my password to others.
- I will only use my school email address.
- I will make sure that all my ICT communication is responsible and sensible.
- I am responsible for my behaviour when using the internet. This includes the resources I use and the language I use.
- I will not browse for, download, upload or forward any material that may be offensive or illegal. I will report any such material to my teacher or ICT manager immediately.
- I will not give out any personal information such as my name, phone number, address or photograph. Neither will I give out any personal information about others.
- Images of students/staff will only be taken, (when prior consent has been given by the school) stored and used for school purposes in line with school policy and they will not be distributed outside the school network.
- I promise that my on-line activity, both within school and elsewhere, will not cause distress to anyone or bring my school into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not copy material from the internet and present it as my own.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of school IT devices and activity whilst logged into school Google accounts in and out of school may be monitored, logged and made available to the ICT manager.
- I understand that this code is to keep me safe and to highlight the responsibility I have towards others. If I choose to break this code the school will apply sanctions and will contact my parents/carers.

As the parent or legal guardian of the student, I grant permission for my son or daughter to use electronic mail and the internet. I understand that students will be held accountable for their own actions. I also understand that some material on the internet may be objectionable and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

Please note, the Internet Access Permission form requires signatures from both parents/carers and students. Please complete the back page confirming that you have read and agree to the above.

### **Section 3: Consent form for School Trips and Other Off-site Activities**

As a member of Etonbury Academy, students are given many opportunities to partake in extra-curricular activities. For your child to be able to take part during their time at the Academy, we need a one-off signature giving your consent. This is in line with guidelines set out by the DfE (please refer to the DfE website for further information).

- Trips and activities covered by this consent include;
  - o All visits (including residential trips) which take place during the holidays or a weekend
  - o Local visits and activities at any time
  - o Off-site sporting fixtures outside the school day
- The school will send you a blanket email containing information about each trip or activity before it takes place. At this time you will have the opportunity to raise any objections/concerns
- You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.

I understand that written parental consent will not be requested for the majority of off-site activities offered by the Academy but I will be made aware by the Academy when they are due to take place.

Please note, the trips and other off-site activities form requires permission from Parents/Carers. Please complete the back page confirming that you have read and agree to the above.

#### **Section 4: Photograph Consent**

From time to time we may take photographs or video footage of your child/children in and around the Academy, on trips and taking part in special events. We will sometimes use these images for internal displays and use, for publishing in the local newspapers and for use on our newsletter and website

Please note, photograph consent form requires a signature from the parents/carers. Please complete the back page confirming that you have read and agree to the above.

#### **Section 5: Biometric Consent**

We use a system that incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric so the system will recognise the thumb scan of your child at the wall mounted cash loading pay points and tills in the academy. There is no actual fingerprint image stored, just an algorithm in a similar way to a mobile phone with thumb scan technology. This data is then encrypted for further security and cannot be used in any other database. It is not possible to recreate an image of the original scan from the data that is stored. It is likely that we may use the same or similar systems in the future for other purposes, such as registration, library and study centre booking, or exam entry.

For more information we have a frequently asked questions booklet on our website under Practical Information/Biometric Cashless System.

Please note, use of the Biometric system requires permission from Parents/Carers, please complete the form attached.



## **Parents/carers and Students Signatures**

**Student's Name:** .....

**Form:** .....

### **Section 1: Home - School - Student Agreement**

We, the undersigned, agree to abide by the Etonbury Academy Home School Agreement. We understand that this document will be a reference throughout the time a student is at the school.

Signed: (Parents/carers) ..... Date .....

Signed: (Student) ..... Date .....

Signed: (School) ..... Date .....

### **Data Processing Consent as detailed on the new starter form**

We, Etonbury Academy part of Bedfordshire Schools Trust (BEST), require parental consent to share personal data for the following purposes. In agreement with your child, please select yes or no for the following options.

You have the right to opt-out of these permissions at any time. You can opt-out or update your permissions by contacting the academy - [etaoffice@bestacademies.org.uk](mailto:etaoffice@bestacademies.org.uk)

#### **Social Media Consent**

We may use your child's photograph, or publish school video footage and first name for the purpose of school and BEST social media including Twitter, Facebook and Instagram.

#### **Website Consent**

We may use your child's photograph, or publish school video footage and first name for use on the school and BEST websites.

#### **School Displays Consent**

We may use your child's photograph and first name for us on school displays.

#### **Advertising Consent**

We may use your child's photograph or video footage for the purpose of advertising.

#### **Publications Consent**

We may use your child's photograph or video footage in publications including the school and/or BEST prospectus.

### Newsletters/Communications Consent

We may use your child's photograph, first name and/or year/form group, or video footage in newsletters and other communications.

### Trips/Offsite Activities Consent

We may require your child to take part in offsite sporting activities, local visits and events during the school day. The type of information we may collect for this includes student name, contact details, parent details and passport details.

Having read the above descriptions, please indicate if you give consent below.

	Yes	No
Social Media Consent	<input type="radio"/>	<input type="radio"/>
Website Consent Consent	<input type="radio"/>	<input type="radio"/>
School Displays Consent	<input type="radio"/>	<input type="radio"/>
Adverstising Consent	<input type="radio"/>	<input type="radio"/>
Publications Consent	<input type="radio"/>	<input type="radio"/>
Newsletters/Communications Consent	<input type="radio"/>	<input type="radio"/>
Trips/Offsite Activities Consent	<input type="radio"/>	<input type="radio"/>
Biometric System Consent	<input type="radio"/>	<input type="radio"/>