



**St Ursula's Convent School**  
**A Humanities College and Teaching School**

**HOME SCHOOL AGREEMENT  
POLICY**

**Policy reviewed by:**

**HEADTEACHER  
SENIOR LEADERSHIP TEAM**

<b>Reviewed</b>	<b>Agreed by Governing Body</b>	<b>Next review</b>
March 2016		March 2017

# Home School Agreement Policy 2016

## Procedures and Practices for Pupils

### The School Day

#### **Attendance**

All pupils must be on site by 8.30 a.m and remain until the end of the day unless they are on a school outing. Pupils should go to the Dining Hall for breakfast or as directed by SLT of HOY before lessons begin. School ends at 3.10pm

Pupils are expected to have 100% attendance. If attendance drops below 95% they will be placed on the School Referral System and if the percentage is 90% or below, pupils are fast tracked to the Greenwich Attendance Advisory Officer.

#### **Punctuality**

School begins at 8.40 am with first lesson. Pupils should be outside the classroom at 8.35am. Any girl who arrives at 8.40am is late. Pupils will be logged late and have a late stamp in their journal. Pupils who arrive to school once the gate is shut must report to St Dominic's to have their journal stamped, failure to do so will result in them being recorded as absent. For Health and Safety reasons e.g. in the event of a fire or other emergency, it is essential that the school has an accurate attendance record.

#### **Punctuality to School**

Detentions for lateness will be issued over a period of 2 weeks:

1<sup>st</sup> Late - 10 minute detention by Subject Tutor

2<sup>nd</sup> Late - 30 minute detention by their Form Tutor (Notice to be given to Parents/Carer)

3<sup>rd</sup> Late - 60 minute detention by their Head of Year (Notice to be given to Parents/Carer)

Pupils who are late twice in one week have a Friday one hour detention with SLT.

In addition Years 9-11 pupils will have a 50 minute supervised lunch time detention with a member of SLT the day they are late. Persistent lateness will result in a referral to the Attendance Advisory Officer at Greenwich Local Authority. and may result in a Saturday detention or a home visit by the Attendance Advisory Officer.

#### **Punctuality to Lessons**

Pupils are expected to be punctual to lessons. Lateness to lessons may result in a detention.

#### **Absence**

When pupils are absent through illness, parents are asked to notify the school by phone, immediately if possible, and certainly immediately if there is an infectious illness involved. In all cases, a note must be sent within three days to the school, explaining reasons for absence and your daughter's likely date of return. The School reserves the right to request a Medical Certificate. Failure to produce an absence note will result in the absence being recorded as unauthorised and referred to the Attendance Advisory Officer. The Headteacher can issue a penalty notice for pupil non attendance if parents have not fulfilled their parental responsibilities in ensuring that their child is educated.

#### **Application for Leave of Absence**

A directive from the DfE states quite clearly that no parent can demand leave as of right. Leave for a family holiday will mostly be registered as "**unauthorised**". Absence from school could place a child in academic difficulty, it interrupts the flow of teaching and learning in the classroom. Staff will not repeat work, as this is unfair to those pupils who do not take leave during school time. All pupils are legally required to be in school during term time.

### **Illness during school**

Pupils need the permission of a member of staff to go to St Dominic's and report their illness. Parents/carers will be notified if their daughter remains unwell. No ill child can be sent home unaccompanied. A member of SLT will decide if a child needs to be sent home.

### **Pupil Safety**

- Pupils must walk quietly round the school at all times, keeping to the left-hand side.
- When waiting to enter a classroom they must line up in single file.
- Pupils must follow fire drill procedures as directed by staff. Pupils must maintain silence throughout fire drills and walk quickly to the tennis courts.
- Pupils who need to wear glasses for PE should have plastic lenses. If it is established that such pupils have glass lenses, parents should be advised of the danger by the Head of PE and the matter followed up.
- **Pupils may not bring aerosols or Tippex into school.** Gel or spray - which carries a fire risk or could induce an asthma attack- should not be worn at school.
- **Cigarettes, including E-Cigarettes and Shisha Cigarettes are strictly forbidden and if brought into school will result in exclusion.**
- **Chewing gum is not allowed.**
- Goggles must be worn when teachers direct pupils so to do. This is likely in Science and Technology classes. Hair must be tied back for all practical lessons.
- Trainers are not allowed, except in PE.
- **Pupils must not walk across the gardens.**

### **School Trips / Football Fixtures**

At the start of each academic year parents/carers will be asked to complete a Parental Authorisation Form which requires up to date medical and emergency contact information. This authorisation form must be returned by the requested date.

St Ursula's makes use of Greenwich Park, Our Ladye Star of the Sea and local places of interest on a regular basis. Parental consent for this is assumed unless the school is informed in writing to the contrary. Other school trips will require a consent slip to be completed.

### **Photograph & Film Permission**

From time to time the school is approached by reputable organisations such as Royal Greenwich Council with a view to filming school activities for promotional videos etc. This would of course involve filming/ photographing pupils. Unless we have in writing to the contrary we will assume pupils and parents/carers have no objection to this.

It is also necessary on occasion for the school to give out pupil addresses to borough organisations such as Prospects so that they can make direct contact with pupils and parents. Unless we are informed in writing to the contrary we will assume that such transfer of data is with the permission of parents/carers.

**Mobile Phones / MP3 Players / iPods / Kindles / Pagers and other electronic devices/smart enabled devices are banned from the School Premises, and to and from school. Ear phones are to be used for MFL only.**

Use or possession of any of these will result in confiscation. Confiscated items will be returned to parents/carers at the end of term. **Mobile phones are strictly banned from the school. If they are confiscated, they will not be returned until the end of term.**

### **Jewellery**

A watch and one small pair of plain silver /gold studs are allowed (**one in each earlobe**). No tongue studs or other visible body piercing is allowed. A small crucifix may be worn under the blouse but must be removed for PE. No other jewellery of any kind may be worn in school. **Any variations to this will result in jewellery items being confiscated until the end of term.**

## **Property**

All property must be marked. If school property is lost it must be replaced/refunded by the parent/carer. Replacements for lost exercise books and Journals may be purchased from St Dominic's.

## **Lost Property**

All property must be named. PE kit is handled by the PE staff and pupils should ask them for it. Pupils should be told to hand in any lost property to St Dominic's. Staff will ensure the return of all **marked** lost property.

## **Valuables**

The school will accept no responsibility for valuables lost by pupils on site. Pupils should not have any valuables in school. Lost house keys, watches or bus passes can be claimed immediately after the last lesson each day from St Dominic's. If need arises, pupils and property may be subject to search.

## **Confiscated Items**

All confiscated items must be collected at the end of each academic term. Failure to do so will result in said items being disposed of.

## **Money**

The school will accept no responsibility for monies lost by pupils on site. Money must be carried on the person in a purse or purse belt. Large sums of money must not be brought into school unless absolutely necessary and must be handed into St Dominic's for safe-keeping, in a sealed envelope bearing the girl's name and the amount enclosed.

## **Money for Trips, Music Lessons**

All money must be placed in a **sealed** envelope, clearly labelled with the name, form, total amount and trip details or what the money is for and posted through the Bursar's letterbox.

## **Governors' Fund**

The sum is £25 per child per year to raise funds for external building maintenance. Cheques should be made payable to St Ursula's Governors' Fund and will be collected in or before the first week of term. If you wish to pledge more we would be extremely grateful.

## **Insurance**

The school's insurance policy **does not** cover items belonging to individual girls. If a girl has a valuable item, for example, sporting equipment, electrical/mobile devices, a bicycle or a musical instrument, parents must check that it is covered by their own insurance. This also applies to musical instruments borrowed from the school. The school will not be liable for such items.

## **Detentions and Sanctions**

Any member of staff may set a detention for poor work or bad behaviour. If it is after school and lasts more than ten minutes, pupils and parents/carers will be given at least 24 hours notice. The member of staff will inform parents of the date and reason for the detention by means of the Student Journal. Parents/carers must also sign their daughter's journal to indicate they are aware the detention has been issued. Saturday detentions will be held by the Head Teacher for serious breaches of school rules.

## **Referrals**

Parents/carers will be informed if a member of staff writes a referral slip for any girl who does not adhere to the school's Code of Conduct and Behaviour Policy.

## **Homework**

All homework must be handed in at the time specified.

Each girl has a homework timetable and a Student Journal, for recording her homework, which are checked by Form Tutors. The journals must be signed weekly by parents/carers and Tutors.

### **Lunch time**

#### **No Pupils may go off site.**

All food should be consumed in the Dining Hall. No food may be eaten in classrooms or corridors or in the grounds. **Water may be drunk in lessons unless it is deemed to be a Health and Safety hazard. Fizzy drinks and energy drinks are not allowed.**

### **Extra Curricular Activities**

All pupils are encouraged to fully take part in the life of the school and are expected to commit themselves for the duration of the activity.

### **Parents' Evenings / Academic Reviews**

Pupils must ensure they complete their appointment sheet and pass to their parents. Attendance at these meetings is compulsory.

## **Pupils' Behaviour Policy**

### **Code of Conduct**

**The basic rule for all of us in school is that everyone will act with courtesy and consideration to others at all times.**

#### **Behaviour**

We expect all pupils to behave in a respectful, kind and considerate manner both within school and outside of school. As a Catholic community we live out the Gospel values in all our actions.

#### ***During Lessons***

- You will always try to understand other people's point of view.
- In class you make it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything you need for the lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following instructions, helping each other when appropriate and being co-operative and sensible at all times, fully participating in your lessons.
- Always speak politely to everyone (even if you feel bad tempered!). Use a low voice. Shouting is always discourteous. Always address staff by name.

#### ***Around School***

- Pupils should treat each other with respect showing consideration towards others and the learning environment in which we work. Pupils should move quietly and gently about the school. This means never running, barging or shouting, but being ready to help by opening doors, standing back to let people pass and helping to carry things. In crowded areas please keep to the left.
- You are silent whenever you are required to be.
- You keep the school clean and tidy so that it is a welcoming place of which we can all be proud. This means putting all litter in bins, keeping walls and furniture clean and unmarked and taking great care of displays, particularly of other people's work.

## **Outside of school**

- Whether using public transport or walking through local areas or on a school outing, pupils must always remember that the school's reputation depends on the way they behave. Pupils must behave with courtesy and quietness and they must not bring the school into disrepute. Behaviour on public transport must show respect to members of the public at all times.
- Pupils are expected to wear their uniform with pride. This represents the public image of the school.

## **Bullying**

Bullying is a very grave issue and all pupils must report any evidence or suspicion of bullying to their tutor or Head of Year. All such disclosures will be treated seriously. Bullying is any form of physical or psychological intimidation, including racial harassment.

Bullying takes a variety of forms: e.g.

**Physical attacks**  
**Threats**  
**Name-calling and teasing**  
**Spreading rumours**  
**Graffiti**  
**Letters**  
**Extortion**  
**Interfering with personal property**  
**Telephoning/ text messaging**  
**Isolating individuals from group activities**  
**Cyber bullying / Social Media**

## **Behaviour Policy and Classroom Expectations**

Classrooms (including laboratories, workshops and Sports Hall) are places of learning and for teaching. Just as in any business or office there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

### **Start of Lessons**

- Ensure that you are punctual for all lessons.
- Enter a room sensibly and go straight to your place of work.
- Take off and put away any outdoor wear.
- Stand and respond to the teacher's greeting.
- Lessons begin with an act of worship.
- Take out your journal, books, pens and equipment and put bags away safely to avoid hazards.
- Remain silent during the register (except when your name is called)

### **During Lessons**

- When the teacher talks to the whole class, remain silent and concentrate.
- If the teacher asks a question, do not call out (unless you are asked for quick ideas)
- You must have the correct equipment needed for all lessons.
- You are expected to work sensibly with your classmates; do not distract or annoy them.
- Students should always work to the best of their ability.
- Students are expected to participate and contribute in the lessons.
- Homework must be recorded in your journal before you leave the lesson.
- Ipods, MP3 players, mobile phones, ear phones, Kindles, magazines or other distractions are banned - they will be confiscated.

- You may not leave a lesson unless you have the teacher's permission.

**End of Lessons**

- The bells are not signals for you; they are for the information of your teacher.
- When told, stand and push in your chairs, or at the end of the day, place them on the desks. Any litter should be picked up. You should leave the learning environment as you would expect to find it.

**Finally, but most importantly:**

**Teachers are in the position of parents/carers while you are in school.**

**This means in particular that:**

**There is no excuse for rudeness, disrespect or insolence towards teachers or other staff. Any reasonable request from a member of staff should be carried out at once and without argument.**

**Breaking either of these very basic rules will be treated as a VERY serious matter. The word of the member of staff is final.**

**Parental and Student Pledge**

I / we agree to co-operate with the school by ensuring that all school rules are kept, that correct uniform is worn at all times, that the standards of the school are always upheld and I / we accept that the decision of the Head Teacher in these matters is final.

**Procedures and Practices for Pupil**

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Signature (s) of Parents / Carers

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Signature of Pupil

**Pupils' Behaviour Policy – Code of Conduct**

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Signature (s) of Parents / Carers

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Signature of Pupil

**Behaviour Policy and Classroom Expectations**

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Signature (s) of Parents / Carers

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Signature of Pupil

Date .....

Date .....