



THE WESTWOOD ACADEMY HOME SCHOOL AGREEMENT

The Home School Agreement is based on the belief that education at The Westwood Academy is a partnership between staff, governors, parents/carers and pupils. This agreement outlines the expectations that the school has of parents/carers/pupils and the expectations parents/carers/pupils can have of the school.

THE SCHOOL: THE SCHOOL WILL:

- encourage, recognise and reward good behaviour and deal fairly and effectively with poor behaviour;
- set regular and appropriate homework, mark it promptly, give praise as necessary and communicate any concerns to all parties;
- monitor attendance and punctuality, rewarding good attendance and reporting unauthorised absence to parents/carers;
- provide parents with the exact requirements for equipment and uniform and keep parents fully informed of pupils arriving without these;
- provide regular information on pupils' progress through parents' evenings and annual progress reports;
- make every effort to provide a clean and safe school environment;
- provide good quality teaching and learning and have high expectations of all the children we teach;
- work to meet the needs of all pupils to ensure they are given the opportunity to achieve their potential.

Signed: _____

PARENTS/CARERS: I/WE WILL, WORKING IN PARTNERSHIP WITH THE SCHOOL:

- encourage, recognise and reward good behaviour and fully support the school in dealing with poor behaviour, and any other concerns with my child;
- ensure my child does homework and check and sign homework diaries weekly;
- ensure my child attends school every day and arrives on time;
- inform the school of my child's absence on the first day by 8.45am and by telephone through the Student Reception on 7642 6905;
- ensure my child meets the requirements for uniform and equipment and inform the Pastoral Director of any difficulties with this immediately;
- fully support the school by attending parents' evenings and other school functions, notifying the Pastoral Director if unable to attend;
- inform the Year Head of any changes in circumstances that may affect my child;
- under no circumstances to book family holidays during school time as this will disadvantage my child in terms of their education.

Parent/Carer Signature: _____

PUPILS: I WILL:

- behave according to the school rules, respect my classmates and all members of staff and the community;
- carry out homework to the best of my ability, which must be handed in according to the deadlines set;
- attend school every day and arrive on time being punctual to lessons during the day;
- bring the correct equipment and wear the correct uniform every day;
- keep my parents informed about school life and make sure that they receive all letters;
- show respect for the school environment and treat it with care.

Pupil Signature: _____

PUPIL CODE OF CONDUCT

1.) Self-Respect

- Take care over the way you present yourself in school (uniform, punctuality and general behavior).
- Take care of your belongings.
- Work hard, doing your best to complete classwork, homework and coursework on time.
- Be proud of your achievements.
- Be co-operative and trustworthy.
- Think things through for yourself, don't just follow others.

2.) Respect for Others

- Move quietly and sensibly about the buildings, giving way to each other in crowded areas such as doorways and staircases.
- Be a good listener, trying to understand other peoples' point of view.
- Always speak politely to staff and fellow students.
- Be helpful and welcoming toward visitors and people who are new to the school.
- Do not bully or act in any way that is cruel or unpleasant to others.
- Do not steal damage or interfere with other people's work or property.

3.) Respect for Learning

- Make it as easy as possible for everyone to learn and for the teachers to teach.
- Arrive on time for lessons,
- Make sure that you bring everything you need for lessons.
- Begin and end lessons in a courteous and orderly way.
- Don't hesitate to ask teachers for help with your work, but also help each other when appropriate.

4.) Respect for the School Environment

- Take care of the whole school, so that it is a place we can all be proud to work in.
- Look after the rooms and furniture, and leave them in a tidy state for others to use.
- Take particular care of displays of work around the school.
- Put all litter in the bins provided and do your best to make the whole school a litter-free zone.
- In your movements around school site, think about the health and safety of yourself and others, both on your way to and from school, around the school.

I (Pupil name) have read and accept the conditions of this code of conduct

Pupil's signature: Date:

MOBILE DEVICES PROTOCOL

If pupils wish to bring mobile phones or any mobile device into school then they should be aware that the school will accept no responsibility for any loss of or damage to the device.

If pupils have a mobile device in school then they should abide by the following rules:-

- Personal mobile devices must be switched off at all times.
- Mobile devices are not allowed in examination rooms;
- Pupils may not use mobile devices whilst on school premises unless instructed by a teacher
- Mobile devices must not be used to record sound, take photographs or movie images on the school premises unless this is directed by a teacher for the specific purposes of supporting the curriculum.
- Mobile devices will be confiscated when seen or heard within the school if permission for use is not sanctioned. The member of staff will take the phone to school reception (or leave with College Director) as quickly as possible. Upon receipt, the office will bag and name the phone and a log will be kept of those phones received and re-issued to parents. The phone will be placed in the school safe until parents are able to collect the phone at the end of the school day.
- Non-compliance with confiscation will result, as a minimum, in an internal exclusion;
- Pupils found abusing the use of a mobile device e.g. making threatening calls etc. will be banned from bringing the mobile device to school and will face further action;
- Any images seen on the World Wide Web that bring the school's name or any individual into disrepute may result in an exclusion from school and appropriate further action;
- At The Westwood Academy, pupils must adhere to this policy; non-compliance is not an option;
- The Head teacher's decision on all matters related to mobile devices is final.

I understand that The Westwood Academy takes no responsibility for any mobile devices damaged, lost or stolen on the school site. I have read the information and agree to obey the rules.

Pupil's signature: _____

Date: _____

Parent/Carer signature: _____

Date: _____

ACCEPTABLE COMPUTER USE

Keeping safe: Stop, Think, before you enter the electronic world.

Here are our rules for responsible ICT use.

These rules will keep everyone safe and help us to be fair to others:

- I will only use the school's computers for schoolwork and homework.
- I will only delete my own files.
- I will not look at other people's files without their permission.
- I will keep my login and password secret.
- I will not bring files into school without permission.
- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.
- I will only e-mail people I know, or my teacher has approved.
- The messages I send, or information I upload, will always be polite and sensible.
- I will not open an attachment, or download a file, unless I have permission or I know and trust the person who has sent it.
- I will not give my home address, phone number, send a photograph or video, or give any other information that could be used to identify me, my family or my friends, unless my teacher has given permission.
- If I see anything I am unhappy with or I receive a message I do not like I will not respond to it but I will tell a teacher/responsible adult.

I have read the information above and agree to obey the rules.

Pupil's signature: _____

Date: _____

Parent/Carer signature: _____

Date: _____