

# Home School Agreement

## The Staff will.....

- Provide a safe stimulating learning environment.
- Have high expectations of behaviour, attainment and effort.
- Provide a balanced and challenging curriculum.
- Listen to and respond to questions, concerns and queries.
- Encourage punctuality and good attendance.
- Reward good behaviour and consistent effort.
- Value and respect each student as an individual.
- Communicate and feedback regularly with parents/carers.

## As a Student I will.....

- Work to the best of my ability at all times.
- Show respect for the venue and its environment.
- Attend regularly.
- Co-operate and show respect to everyone.
- Adopt a positive attitude and participate fully.

## As a family we will.....

- Ensure our young person attends regularly and punctually.
- Keep the Meadowbrook team informed about any issues which may affect our young persons' learning. Including: reporting early any sickness or appointments.
- Encourage our young person to always do their best.
- Support the Meadowbrook team in ensuring high standards of behaviour.
- Co-operate and show respect to everyone at all times.
- Work together to secure the students next placement.
- Adhere to COVID expectations and guidelines, as listed in your parent/carer pack.

**Meadowbrook College will endeavour to work restoratively with all students and parents / carers. However, Meadowbrook College will not tolerate verbal, physical or threatening behaviour directed towards staff.**

**Students and parents should also be clear that any unlawful practice may be subject to us involving the police. This includes, but not exclusively: violent and threatening behaviour, possession of drugs, vandalism, inappropriate use of the internet or the use of offensive images.**

**NB: Students will be asked to pay for any damage they cause through vandalism**

## **Mobile Phones**

Mobile phones cannot be used in lessons. All pupils should hand them in and they will be returned at the end of the school day (each pupil has their own labelled plastic sleeve).

Mobile phones **must not** be used to record or film anyone without their knowledge or permissions

## **No Smoking Site**

Meadowbrook College is committed to the health and safety of all members of its community and as such is a non-smoking environment.

## E-Learning Code of Conduct

### You should:

- Always follow the instructions of your teacher.
- Keep your username and password secret.
- Always be nice and polite when you send messages to other users.
- Always tell your teacher if you see, hear or read anything which makes you feel uncomfortable while using the computer.

### You should not:

- Send anyone a message which is not nice.
- Use bad language in a message.
- Use any other person's work or e-mail.
- Tell a stranger any of the following information:
  - ∅ your name
  - ∅ your home address
  - ∅ your telephone numbers
  - ∅ any other personal information about yourself or any of your friends.

## Health and Safety

Due to Health and Safety risks no student is permitted to leave site at any time without permission. Students cannot go off site between their lessons unless there has been a specific appointment made with parents/carers, or a member of staff has arranged tuition.

If students leave the site without permission, staff will not follow, parents will be notified, police will be contacted and you may be reported missing.

## Attendance

### Why must your child go to school regularly?

As you know we keep a close eye on our student's attendance. This is because we care about students making the most of the opportunities Meadowbrook College offers them. Not turning up means students miss out, and when this happens a lot, their education really begins to suffer.

### Regular attendance will:

- Give students the best possible start in life
- Enables students to keep up with school work
- Prove to other educationalists or employer's that the student can be reliable and assist them in securing a post 16 placement or job.
- Reduce the chances of students becoming a victim of crime or abuse
- Reduce the opportunity for students to be drawn into antisocial or criminal behaviour.

The Education Act (1996) states that parents and carers must ensure their child, of school age, access education.

Only the school (Meadowbrook College) can authorise absence.

Please contact your Meadowbrook College Keyworker or key site if your child is sick or unable to attend for whatever reason by 8.30am. In general parents or carers are expected to provide a written explanation of any absence.

## Dress Code

At Meadowbrook College we don't have a school uniform for students. We do, however, ask that students come in respectful clothing. It is the responsibility of parents/carers to ensure that their child comes to school in the appropriate clothing:

- Logos and graphics must not be offensive to others. For example swear words or references to illegal activities like drugs and weapons are not permitted.
- Tops should be worn at all times and must not be strapless or cropped. Tops should not be low cut at the neckline or under the arm so that the chest area, bra or torso are exposed.
- Dresses, skirts and shorts should be just above the knee and at least in line with your fingertips (arms by your sides) when standing upright.
- For health and safety reasons, dangly jewellery should not be worn during practical lessons and sliders/flip-flops are not permitted.
- Students on vocational courses will be required to wear the relevant safety/work wear.
  - Construction: overalls and hard boots must be worn (provided by Meadowbrook)
  - Sport: sportswear and trainers must be worn for practical lessons
  - Hair and Beauty: tunics must be worn (provided by Meadowbrook) and false nails are not permitted so should be removed
  - Hospitality: aprons must be worn (provided by Meadowbrook)

Our aim is to prepare students for working life and want to promote a strong professional ethos within Meadowbrook College.

In the event of a dress code infringement, parents will be contacted.

## Safeguarding

Meadowbrook College is committed to safeguarding children and young people. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to signs of abuse and neglect and will follow our procedures to ensure that children receive effective support and protection. Dual roll students remain the responsibility of their home school. The home school is responsible for leading on Safeguarding matters and liaising with Meadowbrook College. Meadowbrook College will work with the home school and other agencies to safeguard students.

*It is important that young people are aware that we will be keeping written records about our work with them and that we will be talking to other people who are involved in their care and education. The purpose of this form is to act as a prompt for that discussion and be kept as evidence of us having fulfilled our duties under the Data Protection Act. More information about GDPR can be found in the 'PARENT/CARER PACK'.*

### What our young people need to know:

- We talk to other people involved in their care and education e.g. teachers, parents, social workers etc. This list is not exhaustive and is only meant as an example.
- We only talk about things which we judge are relevant for them to know.
- We make quite sure that any written information is always stored/saved securely
- We keep a written record of our work with them (record of session)
- If they, or you as parents, give us information relating to child protection matters then we will always have to pass this on to someone else in order to keep them safe

## Working in the Home

Meadowbrook College staff sometimes work in the students' home. When this happens, the above expectations are still relevant. It is also important that the following is provided/adhered to:

- An adult (parent/carer or other appropriate adult) is on site with the student and staff member at all times.
- Any changes to the regular on site adult should be communicated to the staff member in advance.
- An appropriate working space is available.

## Working in the Community

Meadowbrook College sometimes works with students in public community venues eg. libraries. When this happens, the above expectations are still relevant. It is also important that the following is adhered to:

- Students should remain with the member of staff at all times.
- Students should follow staff instructions at all times.
- Students must follow the relevant expectations given the environment. Eg. quiet voice in a library

**PLEASE SIGN THAT YOU UNDERSTAND AND AGREE TO THE CLEAR CONTRACT AND HOME SCHOOL AGREEMENT/EXPECTATIONS AS OUTLINED ABOVE**

It's important that you understand these expectations and be prepared to stick to them while you are attending Meadowbrook. If you have any questions please ask and we will be happy to answer them.

**Signed by student**.....  
.....

**Signed by Parent/Carer**.....  
.....

**Signed by Meadowbrook College Staff**.....

**Date**.....  
.....

**CLEAR Expectations**  
**Contract for Learning, Expectations, Aims and Rules**  
**(C.L.E.A.R. ...from the start)**

Everybody at Meadowbrook College has the right to **learn**, to feel **safe** and to be **respected**

**BE READY TO LEARN**

Be on time to school and to lessons  
Be responsible for your own learning  
Attempt all work set  
Try to achieve the best you can  
Mobile phones should be handed in at the start of the day

**BE RESPECTFUL**

Respect yourself, others and the environment  
Treat everyone as you want to be treated  
Use your manners, say please and thank you  
Listen to others and expect to be listened to

**BE SAFE**

Follow all guidelines for Health and Safety (including Covid-19 measures)  
Be in the right place at the right time  
Follow staff instructions