

Hurworth House School



Home School Agreement



In Respect of: (name of student)

HURWORTH HOUSE SCHOOL HOME SCHOOL AGREEMENT

Our Mission Statement

“To ensure that young people develop a positive outlook on life; that they achieve, thrive and learn to take responsibility by engaging in appropriate and stimulating learning opportunities in a challenging educational environment”

“Inspiring all to be successful”

Devised by ChWh, learner - 2014

Home-School Agreement

The following agreement has been drawn up to ensure that the high standards set by the management and staff team at Hurworth House School are maintained in order to ensure your child has a successful placement at our school. It is our expectation that parents fully support School and that you can expect School to likewise support you with your parental responsibilities. Evidence regarding learners achieving successfully within school strongly emphasises the importance of School/parent or carer partnerships.

At Hurworth House School we will:

- Have high expectations of what all of our learners can achieve in every lesson.
- Share the key learning objectives and success criteria of the lesson with the learners and refer to them throughout the lesson.
- Vary our teaching styles and activities to engage all learners.
- Make learning interesting and challenging activities for learners of all abilities so everyone can be successful by making progress.
- Support and stretch learners of all abilities based upon regular assessment.
- Encourage learners to be independent and take responsibility for their own learning
- Give learners opportunity to review their learning after each activity through a variety of AFL techniques, including self and peer assessment.
- Use targeted questioning to assess pupil progress throughout the lesson- No opt out!
- Give learners the opportunity to work together so all make progress.
- Expect learners to behave well and we model this through positive relationships.

Our Parent/Carer's Agreement we will:

- Support our child with reading, spellings, mental maths and other home learning activities
- Advise the school office of any reason for being late, for needing time off school or for bringing medication to school.
- Encourage our child to join during and after school clubs which interest them
- Attend parent consultations and discussions on our child's progress
- Support school policies and rules, especially those on behaviour
- Read all school letters and the website and reply if necessary
- Support school events and celebrations
- Work in partnership with the school

Our Governors' Agreement is to:

- Support the school, staff and families
- Ensure that all problems are dealt with effectively
- Support parents and ensure their voice is heard
- Ensure that all learners get their fair entitlement,
- Make sure all learners and staff are safe

- Ensure that anyone intimidating learners, parents or staff is dealt with appropriately

Our governors are Trevor Wilson-Smith, Operations Director; John Anderson, Regional Manager Education; Steve O'Neill, Finance Manager Education; Rob Bates, Regional Manager for Further Education and Linda Mitchell, School Improvement Partner. The governance board meets bi-annually with the senior leaders of the school and conduct monthly governance visits to the school. The board of governors can be contacted at Northern Education Regional Office, 38 The Green, Hurworth, Darlington, DL2 2AD.

We are currently developing governance procedures to include parents, carers & young people.

Our Learners agree to:

- Try their best in all things, at all times
- Be an active member of the Hurworth House School Community by; using equipment correctly; wearing their uniform with pride; moving sensibly around the school; keeping the school tidy and respecting property
- Do their best and show a positive attitude to learning by completing work on time and to the best possible standard
- Exercise self-discipline and take responsibility for their own safety and actions.
- Speak and act politely to everyone
- Show respect for themselves and for others
- Aim for 100% attendance and be punctual to lessons
- Be a positive role model
- Support others in the school and the wider community
- Keep passwords safe and confidential

Attendance

- It is vital that your child attends School every day. This supports your child's integration into School and supports learners achieving their potential.
- If your child is unwell please contact The School Office on 01325 729080. Pupils who are absent without reason will be marked as having an "unauthorised absence" and additional agencies contacted as necessary. This will could include safeguarding and education welfare departments.
- Pupils are only in School for 39 weeks of the year, therefore allowing 13 weeks holiday. Parents/guardians are therefore discouraged from taking their children out of School during term time. This cannot be done without asking the Headteacher's permission. This should be done **in writing** prior to booking the holiday.

Medical Needs

Please do not send your child into School if they are unwell or have a contagious condition, eg conjunctivitis, measles, head lice (if not treated).

Glasses: pupils cannot learn effectively if they cannot see. We recommend that glasses are be brought into School on a daily basis. Obtaining 2 pairs would be helpful – 1 in School and 1 at home.

Doctors, Optician and Dental Appointments: should be made where possible outside of School hours. If this is not possible parents/guardians should inform the School and agree arrangements for collection from School or return to School. An appointment should not warrant a day off School.

Medication: should be clearly labelled and sent into School with **written instructions** to enable staff to administer. *Please note: if the medication is a controlled drug this **must** be*

brought into school by parents/carer. The School must be informed in writing of any change in medication. Further information around out medication policy is included in this pack, along with a medical consent form.

Minor cuts and bruises will be dealt with by First Aiders in School. By signing this agreement you are consenting to your child being given first aid, should the need arise, by an appropriately trained member of staff. If your child has any allergic reactions to elastoplasts or any other dressing which may be administered please let the School know immediately.

Medical Emergencies: if your child needs to be taken to Accident and Emergency for any reason School staff will take them there but we expect parents/guardians to meet us and take over responsibility for their child.

Allergies: School should be informed of any allergies to food, drinks or other substances.

If your child has any medical problems regarding toileting please inform School.

Sickness in School: Learners will be accommodated in the medical room. Where appropriate parents/carers will be expected to agree arrangements for a return home.

Other Medical Needs: Please inform School if there are any other medical needs which affect your child's ability to learn or function within School.

After School Clubs

Our learners will be expected to take part in at least one after school club per week. At times this is dependent on transport arrangement with local authorities. After school clubs form an important part of our Social Skills programme and encourages purposeful use of leisure time. There is usually no charge to yourself for this involvement as the School sees clubs as a vital part of School life. Please encourage participation as the activities develop a variety of skills as well as social competence. Parents/Carers will be made aware of the After School Club programme each term.

Sanctions

Parents/guardians will not always be given 24 hours notice. Part of the School's behaviour policy is to set consequences for poor behaviour on the day it occurs (if possible), so pupils can accept their mistakes, put things right, and start afresh. Parents/guardians will be informed if their child is on detention and arrangements agreed for return home. We will attempt to re-organise home to School transport (taxi) for the one off detention

Dietary Needs

Parents/guardians need to inform School of any specific dietary requirements.

Homework

Homework is an integral part of the education process at Hurworth House. Parents/guardians should encourage their child to complete set tasks to the best of their ability. Any problems contact your child's Form Tutor.

Initial Planning Meeting/Annual Review

You will be informed well in advance of these meetings. This is the most important date in your diary, a time to look at your child's progress, reassess needs and above all celebrate achievements. Please make every effort to attend. It may be necessary to meet on a more regular basis, this will be agreed and you will be informed of dates in advance.

Photographs

It is part of our school ethos and culture to celebrate achievements and raise the self esteem of our pupils by displaying photographs of them taking part in a variety of school activities around the school. We have also placed pictures of groups of pupils in the local newspaper to celebrate football wins, choir recitals at local venues and when we have raised money for charity. It is part of the Priory philosophy to do the same. Consent forms regarding use of your child's photographs are included in this pack.

School Rules

- Uniform is to be worn at all times unless pupils are attending college or work experience.
- Pupils speak to one another and staff politely.
- Violent behaviour both verbal and physical is not acceptable.
- The Headteacher and Senior Staff will reserve the right to involve the police if, in their opinion, any violence to others warrants it.
- Any child protection issues will be referred to the appropriate agency.

Sleep

Sleep is one of the most important elements of daily life. Sleep:

- Helps our bodies recover from the day's activities
- Provides an opportunity for us to relax
- Enables our brains to 'recharge'
- Helps us cope with the demands of everyday life

Children (and adults!) who do not get enough sleep:

- Become irritable very easily
- Cannot concentrate in lessons
- Show little patience with their peers
- Become fed up and depressed more easily

Please see that your son/daughter goes to bed at a reasonable hour so that they are well prepared for the demands of the school day.

Taxis

The Local Education Authorities pay for the taxi which transports your child to School. Any concerns or problems please notify the School Administrator, however responsibility lies with the Local Education Authority. Formal complaints should be addressed to them.

Uniform

We want to be able to focus on learning and if learners arrive at school in the right uniform and the right frame of mind, we can all get on with what is important. Equally, we can support parents/ carers better by being very clear about what is acceptable and what is not.

It is an expectation that all pupils at Hurworth House School wear full school uniform to school at all times. The school uniform consists of:

- Black trousers/jogging bottoms (no logo's) or knee length skirt - (at parents/carers discretion)
- Bottle green polo shirt with school logo
- Black sweatshirt with school logo
- Black shoes or trainers (no logo's) - (at parents/carers discretion)

Should students fail to adhere to this uniform requirement they will automatically have 5 points deducted off their daily score. In addition please could you ensure that students are equipped with a PE kit at the start of each week, which consists of the following:

- Black shorts / and or black tracksuit bottoms (no logos)
- A plain white t-shirt
- Trainers / sandshoes
- Bath Sheet sized towel & soap for showering

For your further information the polo & sweat shirts are available via the school whilst other items of the uniform are available at reasonable cost from stores such as Asda, Tesco, Matalan, Primark etc. Staff will advise when learners require swimming kit however please ensure that girls wear a full costume.

Parents are urged to label all clothing to make recognition easy. If learners lose their possessions, we will make a genuine effort to locate them. However, we cannot replace them. It is important pupils learn to take responsibility for their own possessions.

Personal hygiene is important. Pupils should be encouraged to take a pride in themselves (wash regularly and clean their teeth) as well as having pride in their uniform. Clean children look better and, more importantly, feel better.

Working Together

During the initial 'settling in' period learners will inevitably have difficulties. This is understandable as they have to adjust to:

- A new environment
- New staff
- New expectations
- And, for some, being back in a structured education environment.

It is vital that home and school work together and that we support each other. Parents/guardians can assist in this process by ensuring that they check with school rather than taking the learner's interpretation if there are any issues causing concern.

Learners will inevitably 'test boundaries' and have to accept the consequences of such. It is important that parents/guardians support the school in this adjustment process by reinforcing messages regarding the importance of school and respecting the schools rules.

Similarly if parents/guardians are having difficulties with the learner at home, school will do all it can to support them.

If we are going to be effective in helping your son/daughter make positive changes and enjoy and achieve success in education a fair and robust sanction process must run alongside a high quality education programme.

Complaints and Compliments

Hurworth House School has an established Complaints Procedure and a copy of the appropriate documentation is available if required. If any parent or pupil felt that a complaint had not been adequately dealt with by the School then they could seek independent advice on this matter through either Contacting your local SEN Independent Advise & Support Services (IASS) office, details can be found at www.iasnetwork.org.uk or Ofsted Tel No: 08456 404040

Fortunately the School is more used to dealing with compliments than complaints and these are passed on to both staff and pupils through a variety of formal and informal means.

Generally speaking compliments are announced in assemblies every Friday morning and where appropriate are relayed to parents either in writing from the Headteacher or verbally via the Keyworker over the telephone. Staff are also made aware of compliments through the various staff meetings which are held weekly.

Promoting Positive Behaviour

The School's Behaviour Support Policy outlines the process for managing behaviour in the most positive way. It details the need for children to have clearly communicated expectations, our school rules, and robust and fair sanctions process when these rules are compromised. The Behaviour Support Policy also outlines the steps the school takes to understand each child's behaviour triggers, responses and most positive ways to support each child. The policy also outlines when trained staff can physically intervene to positively support a child who is in crisis and displaying risky behaviours towards themselves, others or the environment, such intervention would always be as a last resort and follows Department for Education guidelines.

The Policy aim's is to ensure all students and visitors to the school feel and are kept safe. As a parent/carer it is important that you fully understand our approach and ask any questions you may have.

We will consult with you and your child in relation to formulating their individual behaviour support plan and you will be informed of any sanction or physical intervention which has been used during the school day.

The School's Behaviour Support Policy has been discussed with me/us and I/we agree to it being used, if necessary, with my/our child. I am aware that a copy of this policy is available for inspection if required.

Name of Pupil: *(name of student)*

Signed: _____
(on behalf of Hurworth House School)

Name:

Signed: _____
(parent/guardian/carer)

Name:

Signed: _____
(student)

Name: (name of student)

Thank you for taking the time to read this agreement and we would like to take this opportunity to welcoming (name of student) to Hurworth House School and look forward to a positive collaboration between home and school to ensure your son/daughter achieves his/her full potential.

HURWORTH HOUSE SCHOOL

WHO'S WHO

Name	Title	Responsibility
Sharon Pearson	School Principal	The business development of the school and overall responsibility for the running of the school
Claire Blackett	Head Teacher	The day to day running of the school including line management of all teaching staff. Safeguarding Officer
Nikola Pearson	Deputy Head Teacher	Curriculum management, teaching and learning, raising achievement
Gary Robinson	Assistant Head	Progress management including attendance and attainment
Laura Cassidy	Support Services Manager	Responsible for the maintenance and safety of the site and support services including maintenance, housekeeping, catering and transport
Jeanette Pook	Senior Administrator	Managing the admin processes in school, referrals, finances and data collection & management
Kerry Smith Sam Golden & Nicola O'Neill	Administrators	Supporting all admin functions in school, including reception duties
To be confirmed	Class Tutor – Key Teacher	Planning and delivering lessons to students across the curriculum
To be confirmed	Teaching Assistant	Supporting class tutor and students

You can contact any of the above members of staff by contacting the school on 01325 729080. If out of hours you are able to leave a message and we will get back to you the following working day.

If you ring, during office hours, and the phone diverts to the answer phone please leave a message and we will return your call as soon as possible.

Please do not hesitate to contact the school if you have any queries or questions, we are here to help and support you with your child's education.

**HURWORTH HOUSE SCHOOL
CURRICULUM ACTIVITY CONSENT FORM**

(name of student)

I/we agree that whilst attending Hurworth House School, (name of student) may take part in any timetabled, on-site or off-site, leisure and educational activities.

These activities may form part of PSHE, Drama, Social Skills or Physical Education lessons. In all situations, staffing levels will be appropriate and risk assessed as necessary, in addition to being delivered by suitably qualified staff.

Please complete as appropriate.

NAME : _____

RELATIONSHIP (to child) : _____

SIGNATURE : _____

ADDRESS : _____

DATE : _____



**HURWORTH HOUSE SCHOOL
CURRICULUM EVIDENCE CONSENT FORM**

(name of student)

As part of all our learners, it may be that evidence is required to be submitted to Examination Boards in order for them to receive accreditation.

In addition to written course work, photographs may be required to support evidence of them completing work / participating in lessons.

I/we agree that whilst attending Hurworth House School, photographs of (name of student) may be taken and submitted to Examination Boards as required.

Please complete as appropriate.

NAME : _____

RELATIONSHIP (to child) : _____

SIGNATURE : _____

ADDRESS : _____

DATE : _____

**HURWORTH HOUSE SCHOOL
MEDICAL CONSENT FORM**

(name of student)

I/we agree that whilst in the care of Hurworth House School, (name of student) may have prescribed medication administered by trained staff.

I understand that all prescribed medication will be handed to school in its original packaging. This must include the external box or container which confirms the issuing doctor's details, together with the name of Young Person and required dosage etc. All empty packaging will be returned.

In addition, in the case of an emergency, I also agree to him receiving medical treatment, first aid and appropriate non-prescription medication.

This may also include transporting to hospital and receiving subsequent medication attention as considered necessary.

NAME : _____

RELATIONSHIP (to child) : _____

SIGNATURE : _____

ADDRESS : _____

DATE : _____

Parent information on medication procedure

It is essential that our student's health needs and their welfare is safeguarded. Therefore, when needed and requested by parents/carers, medications will be administered to students during the school day. The supply and administration of medication must be in accordance with our school policy.

Upon arrival at school all medications, along with written consent from parents/carers, must be handed in to a member of staff. Any controlled drugs **MUST** be brought into school by parents/carers and not sent with the young person in accordance with arrangements previously made (see below).

The following information should be included with the medication on the attached sheet.

Name of student (if prescribed then the pharmacists label should be clear).

Name of medication.

Strength.

Quantity to be given.

If the medication is prescribed or not.

Prescribed dosage.

For medication that is not prescribed, please indicate the maximum frequency for dispensing.

Any special instructions for prescribing the medication.

If the medication needs to be refrigerated.

Parent/carer signature.

Time medication last given by parent/carer.

All medication **must** be in its **original packaging**, appropriately labelled with the student's name, the label must not cover the name of the medication or the instructions for use. For safety reasons, if the medication is not in its original packaging and box, it cannot be administered and will be returned home.

When the medication is received into the school, a designated member of staff will contact the parents/carers to verbally confirm delivery. **Controlled drugs delivery must be made by the parents/carers prior to the supply date. Please contact Kerry Smith on 01325 729080 to make arrangements.**

If you have any queries with regard to any of the above details, please do not hesitate to contact Kerry Smith.

SPECIFIC MEDICATION CONSENT FORM

Name of Student:	
Name of medication:	
Strength:	
Quantity to be given:	
Is the medication prescribed:	
Non prescribed medication – maximum frequency for dispensing and dosage:	
Does the medication need to be refrigerated?	
Special instructions for prescribing medication:	
Time medication last given to student (time and date):	
Last date for medication to be administered:	
Any other information you feel we should be aware of:	

Signed:

Name:

Date:

**HURWORTH HOUSE SCHOOL
PHOTOGRAPH DISPLAY CONSENT FORM**

(name of student)

Whilst attending Hurworth House School we would actively encourage our learners to display their personal work and achievements.

I/We agree that whilst (name of student) is a learner at Hurworth House School, that

- photographs may be taken to evidence activities/achievements in school
- any photographs taken can be displayed on the display boards within the school.

Please complete as appropriate:-

NAME : _____

RELATIONSHIP (to child) : _____

SIGNATURE : _____

ADDRESS : _____

DATE : _____

INSERT

Priory Marketing Photo Consent Form

here

**HURWORTH HOUSE SCHOOL
PHYSICAL INTERVENTION CONSENT FORM**

(name of student)

I/we understand that whilst in the care of Hurworth House School, (name of student) may need to be safely held by trained members of staff in line with the schools Behaviour Support Policy (copy attached)

I/we agree to Physical Intervention being employed if deemed necessary by trained staff in relation to (name of student) whilst he is under the responsibility of staff at Hurworth House School.

NAME : _____

RELATIONSHIP (to child) : _____

SIGNATURE : _____

ADDRESS : _____

DATE : _____

*** Please delete as appropriate**

* I/we have had the opportunity to discuss the use of Physical Intervention in school and fully understand the reasons it may need to be employed.

Signed:

Date:

* I/we have not had the opportunity to discuss the use of Physical Intervention in school and would appreciate it if a meeting could be arranged to explain this further.

Signed:

Date:

INSERT

Behaviour Support Policy

here

**HURWORTH HOUSE SCHOOL
THERAPY CONSENT FORM**

(name of student)

As part of Hurworth House School holistic approach to the education of (name of student) we employ the services of a therapeutic team including a Psychologist, Art, Music & Speech & Language Therapists along with Psychiatrist, all of which are registered with Health & Care Professionals Council or relevant professional body.

Some of the techniques used within the therapy will be CBT (Cognitive Behaviour Therapy), Play Therapy techniques and Pyschodynamic Psychotherapy.

During the initial six week period we would like to undertake a therapeutic assessment of (name of student) in order to establish whether he would benefit from therapeutic input on a more long term basis.

Please can you confirm you are happy for us to commence this work by signing and returning the consent form below.

NAME : _____

RELATIONSHIP (to child) : _____

SIGNATURE : _____

ADDRESS : _____

DATE : _____

MOBILE PHONE POLICY



Our school policy is that if phones are brought into school they should be managed responsibly with the following routines.

If phones are either heard or seen then students will be requested to hand over to staff for safe keeping until the end of the day.

Thank you

Holiday Guidelines – Hurworth House School

As many of you will be aware the Government has made amendments to the attendance regulations making it clear that a parent cannot authorise the absence of a child from school for any reason.

Head teachers may authorise absence in the case of sickness or for medical reasons. Before authorising such an absence they may ask for supporting evidence such as an appointment card. In the case of sickness parents are required to notify the school on the first day of a child's absence by telephone, email or letter. On the child's return to school parents should provide the school with a written reason for the child's absence.

Previously the Government agreed that schools/academies were allowed to authorise up to 10 days absence of leave. This has since been reviewed and schools/academies are now encouraged not to allow any absence of leave unless in exceptional circumstances. Any request for absence of leave will be judged upon its own merits and as a rule the school will not authorise any absence of leave, including holidays unless in exceptional circumstances.

Parent/Carers need to document the circumstances and intended dates of leave in writing to the Headteacher. Parents/Carers will be informed of the decision by telephone and letter. This approval must be sought before the intended leave date. Any leave of absence that has been declined or have not sought approval with will be recorded as unauthorised

Categories

The school **will not authorise** requests for term-time holidays when the following criteria apply:-

- During transition time as a pupil is settling into the school.
- Before or during important revision periods.
- If the pupil has attendance **below 95 %**.
- If the pupil already has unauthorised absences.

The Head teacher may consider authorising requests for leave of absence if;-

- The parent is a serving member of the military or police and their leave is restricted by duties related to national issues.
- The parent can provide a letter from their employer stating that leave is impossible at any other time.

Section 444(A) of the Education Act 1996 empowers the local authority to issue Penalty Notices for failure to ensure regular school attendance. **Parents or carers who take their children on holiday in term time without school's permission or are late returning from leave, may receive a Penalty Notice fine of £60 per child, which must be paid within 28 days.**

If payment is made after 28 days but within 42 days, the penalty is increased to £120. Where a fine remains unpaid after 42 days, the matter will be referred to the Local Authority, who will consider instigating court proceedings.

Regular school attendance is essential if children are to maximise their educational opportunities. Hurworth House School remains as ever committed to working in partnership.

HOLIDAY ABSENCE REQUEST FORM

Dear Parent / Carer

At Hurworth House School we are unable to authorise any holidays taken during term time. However we understand, that in extreme circumstances, this is sometimes unavoidable. I would be grateful if you would complete the form below to indicate time off school which you require for your child then return the form to me as soon as possible.

Many thanks for your help in this matter.

Sharon Pearson

Principal

HOLIDAY ABSENCE REQUEST FORM

This is to inform you that _____ will be absent from school from _____ until _____ due to holiday. I understand that this is not accepted by school and may result in my child's attendance % being affected.

PARENT / CARER NAME : _____

SIGNATURE: _____

DATE : _____

HURWORTH HOUSE SCHOOL REPORTING ABSENCES

As parent/carer you have a responsibility to ensure that the child in your care attends school each and every day.

There will of course be times when the child in your care is unable to attend due to illness etc.

In such cases it is your responsibility to notify school if the child in your care is going to be absent on the first morning of absence along with an expected date of return.

The school policy is that if we do not hear from you by mid morning then we will endeavour to make contact to establish the reason for non attendance.

Any non-reported absences or, if a valid reason cannot be given, then the child in your care will be marked in the register as "Unauthorised Absence".

As a school we strive towards achieving a high level of attendance for all our students to enable them to achieve their academic potential. Your help and support in this endeavour is extremely important.

School Telephone Number

01325 729080

Hurworth House School Uniforms Order Form

Bottle Green Polo Shirt	Price each	Quantity	Total Amount
Age 7 – 8 years	£7.25		
Age 9 – 10 years			
Age 11 – 13 years			
Small	£9.25		
Medium			
Large			

Black “Crew Neck” Sweat Shirt	Price each	Quantity	Total Amount
Age 7 – 8 years	£8.25		
Age 9 – 10 years			
Age 11 – 13 years			
Small	£10.25		
Medium			
Large			

Cheques should be made payable to “Priory Central Services” or if you prefer then pay cash in person at school reception.

Please return this form, indicating your requirements to Jeanette Pook as soon as possible to ensure minimum delay in issuing school uniform.

Name:

Signature:

In relation to pupil:

