

BISHOP WORDSWORTH'S SCHOOL
HOME SCHOOL LIAISON POLICY

Definitions

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the boy or who has care of him.*
2. *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.*

SCHOOL AIMS

1. Bishop Wordsworth's School (the School) aims to serve the community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils.
2. Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.
3. The School aims to:
 - a. Encourage pupils to develop their potential to the full by setting themselves high standards of effort and achievement.
 - b. Give pupils the integrity and the means to face confidently the challenge of a fast changing world.
 - c. Inspire pupils to lead happy, purposeful and responsible lives.
 - d. Value the Christian faith as a way of life while respecting the beliefs of all.
 - e. Facilitate pupils, staff and parents working in partnership so that the School's stated aims are achieved.
 - f. Help the pupil to become a responsible citizen able to make a positive contribution to the world of the future.
4. Every pupil is entitled to, and the School will seek to provide, a caring and friendly environment which is as safe as possible and which offers:
 - a. A broad and balanced curriculum delivered by dedicated, experienced and highly professional staff.
 - b. A wide variety of additional activities and experiences beyond and in addition to academic study.
 - c. Careful monitoring of academic and social development and help whenever need arises.
 - d. Careers guidance.
 - e. Opportunities to take personal responsibility and develop leadership qualities in a caring and friendly environment.

COMMUNICATION & SUPPORT BY PARENTS

5. The School depends on the support of the parents both for the values and objectives of the School and for its professional staff. It is assumed that this support is implicit in the acceptance of a place at Bishop Wordsworth's School.

6. Constructive communication is encouraged between staff, governors and the parents/guardians of pupils. In particular, the School aims for positive, prompt and frank communication between home and School so that there will be very few difficulties which cannot be safely and happily overcome. The School recognises that fostering a close working partnership between staff and parents is essential, that contact with the home is important for a pupil's performance and that the education of each pupil is a joint endeavour with parents.

7. Given reasonable notice pupils are required to attend certain School functions (e.g. Founder's Day & Prize Giving) and to represent the School as a priority when selected for activities such as sports fixtures. This applies in and out of School hours, including weekends.

8. When accepting a place at the School for their son, parents and their son are asked to sign a formal acceptance of the relevant school policies, particularly the Attendance and Behaviour & Discipline policies. The Form of Acceptance is at Annex A.

TEACHING & LEARNING

9. In accepting a pupil at Bishop Wordsworth's School, the Head and his staff are committed to providing a structured and stable environment within which each pupil will be encouraged to develop his potential to the maximum in academic, aesthetic, physical and personal terms.

10. In matters relating to a pupil's academic progress, every care will be taken to advise parents and to place a pupil in teaching groups according to his ability. All subjects are regarded as of equal importance in the development of the pupil. All matters related to the organisation of teaching remain a matter for the School's professional staff.

11. Parents are asked as a priority to attend the appropriate Parents' Evenings in order to discuss their son's progress with the teaching and pastoral staff. It is hoped that parents will also wish to attend certain other evenings of a broadly educational nature which the School provides from time to time on academic, careers, pastoral and health education issues.

12. Parents are asked to ensure that pupils spend adequate time on homework, as a priority, in circumstances conducive to study. Parents are also asked to ensure that homework diaries are checked and signed as requested by the Head of School.

INFORMATION TO PARENTS & CONTACT

13. **Academic & Pastoral Progress.** Parents are kept regularly informed of their son's academic and pastoral progress by means of:

- a. Tutor/Parents' Teas for each year group in Years 7-9.
- b. Staff/Parents' Evening for each year group.
- c. Years 7-10 receive Grade Reports in Autumn and Spring with an End of Year written Report in July; Year 11 receive an Autumn Grade Report and a report on the Preliminary Examinations in Year 11 ('Mocks') in January; Years 12 & 13 receive one full Report and one Grade Report plus Mentor Report per year.
- d. Homework diaries in Years 7-11 which provide a method of communication between parents and teachers/tutors.
- e. Headmaster's Distinctions.
- f. Letters, telephone conversations and email messages as appropriate.
- g. Information available via the Insight web portal.

14. **Information Evenings.** Information evenings for Year 10 and Year 12 parents concerning subject and exam options in years 11 and 12 are held annually. An

information evening for Year 9 parents concerning subject and exam options at GCSE is held annually.

15. Publications / Documentation.

- a. The Middle School Brochure is made available to all Year 9 pupils.
- b. The Sixth Form Brochure is made available to all members of Year 11, to external applicants and to local schools.
- c. The booklet 'Further Information for Parents' is made available to parents of all entrants.
- d. Information about the day-to-day operation of the school, updates, letters and advance notice of events is given via the wide range of twitter feeds. The Headmaster also writes a weekly blog which deals with topical items of both local and national interest and he also issues beginning and end of term letters to parents. The annual report (in the Prizegiving Brochure) further informs parents of coming events and pupils' achievements.

16. Ad-hoc Contact.

- a. Parents are encouraged to contact the tutor or the relevant Head of School concerning any matter relating to their son, on any weekday between 0815 and 1700, at any time in the school year.
- b. When a Head of School is concerned about the well-being or performance of a pupil, he may request that the parents come to school to discuss the situation.
- c. The School may contact parents to discuss specific events related to school e.g. if someone is taken ill in school or there is a material incident relating to behaviour

PROSPECTIVE PARENTS

17. The School Brochure is made available to all in-area Year 6 pupils. It is also available to out-of-area pupils and any other prospective entrant on request. Meetings are held for prospective parents as follows:

- a. Five open sessions in June/July, held for prospective Year 7 pupils and their parents.
- b. Annual Open Afternoon for prospective Sixth Form students from other schools.
- c. An Open Evening for all parents of potential Sixth Formers.

DISSEMINATION OF INFORMATION

18. Extensive general information about the School is provided on the School Website (www.bws-school.org.uk) including school policies and Minutes of Governor Board meetings.

19. Information to parents is disseminated by post, by Scopay (the email alert system) and by boys: 'Boy Mail'.

COMMUNICATION WITH SEPARATED PARENTS

20. Separated parents with joint parental responsibility but living away from their son's normal place of residence are sent on request:

- a. A copy of their son's Grade Reports together with an invitation to attend a consultation about his progress with his tutor and head of pastoral care section
- b. A copy of their son's End of Year Report.

21. If a separated parent requests it, a second copy of newsletters and all other correspondence to parents can be provided for the pupil concerned to take home to be

passed on to the separated parent by the parent with whom the pupil lives, if necessary through their solicitor. Where this is not possible, a second copy of all other correspondence can be sent directly to the separated parent concerned. Alternatively, they may sign up to the Scopay system.

MEDICAL CONDITIONS AND MEDICINES

22. To help the School in its responsibility to care for the pupils, parents are required to notify the appropriate Head of School about any medical condition their son has which might require treatment and to notify the School of any subsequent change. Parents are asked to inform the School of any medicines that are to be taken during school hours as follows:

- a. Details of non-prescription medicines are to be notified in writing, preferably in the homework diary. Parents are requested to tell their son to draw this to their form tutor's attention.
- b. Details of any prescription medicines are to be notified by letter specifying dosage, period (of taking), any side effects and whether the parent wishes the School to supervise the boy taking the medicine or if it can be self-administered.
- c. Details of long term medication including medication held by the School for emergency use, eg epipens, should be the subject of an 'Individual Health Care Plan' produced externally to the school and signed by: a health care professional (eg the school nurse, a diabetic specialist nurse etc), a parent/guardian and the school nominee (normally the head 1st aider). The Care Plan is to include whether the boy should self-administer or if administration should be supervised by School staff. Such medication is to be secured appropriately by the School and, if School staff are asked to supervise, they are to check the dosage, when it was last administered and if the medicine is in-date. If possible and appropriate, parents are to be contacted before occasional use medicine is administered. All administration of medicines is to be recorded by School staff. However, parents are responsible for supplying the School with the appropriate quantity of in-date medicine whether or not School staff supervise its administration.

PERSONAL POSSESSIONS

23. The School accepts no liability for loss of or damage to personal possessions. Parents may wish to check whether their home insurance or other insurance policies cover possible loss of or damage to items at school (and, if not, consider taking out additional cover). Where/when appropriate, staff may offer to look after pupils' possessions for safekeeping purposes only, but no liability is accepted for any resulting loss or damage.

ATTENDANCE

24. Pupils are expected to comply with the School's Attendance Policy.

25. Pupils are expected to observe the stated term and examination dates and times of attendance and parents are asked to note that the Regulations were changed on 1 September 2013 and that leave of absence is not allowed to be granted during term time unless there are exceptional circumstances and that absence for family holidays is specifically not allowed. Any request for leave of absence must be made in writing in advance by using the appropriate form available on the school website (search for: absence request). In all other cases of a pupil's absence from School, parents must supply evidence and reasons in writing (not e-mail). The Head has legal authority to levy a financial penalty of £60 (£120 for payment after 21 days but within 28 days) for unauthorised absence.

DISCIPLINE

26. Pupils are expected to comply with the School's Behaviour & Discipline Policy.

27. Pupils are expected to behave to the credit of themselves and the School both on and off the school site. The School rules are at Annex C of the Behaviour and Discipline Policy

and include the code of conduct pupils are expected to follow during school activities including: travel between activities, when travelling between home and the School and at any time when in school uniform or otherwise identifiable as a pupil of the School. The rules also apply at any time when bad behaviour could have repercussions for the orderly running of the School, poses a threat to another pupil or member of the public or could adversely affect the reputation of the School. Parents will appreciate that it can be confusing for boys if differing standards expected in the School and the home. Parents are expected to support the School in its objectives and to give priority to the personal and moral discipline of their sons.

28. The School Prospectus and “Information for Parents of New Entrants” contain information on absences, disciplinary procedures, dress code etc. Parents are expected to support the School in operating all School rules, policies and procedures. Every effort is to be made to inform parents rapidly and sensitively of any serious breach of the School’s regulations. While every care will be taken for the individual, the Head and staff must act in the interests of the wider School community. The Head reserves the right to exclude temporarily or permanently any pupil where such action is deemed necessary.

OTHER SCHOOL/ PARENT INTERACTION

29. The School supports its Parents’ Association in its fund-raising activities. Every parent is a member of the Bishop’s Parents’ Association and participation of parents in the events of the Association is very welcome.

30. The School welcomes the active support of parents in sustaining the breadth of its extra-curricular programme.

31. The School seeks the support of parents in organising external activities such as work experience placements and trial interviews.

32. The School has fully developed complaints procedures: details are in the Complaints Policy on the Website or available from the School Office.

33. Heads of School welcome any relevant information from parents concerning the well-being of their sons.

34. Individual governors are attached to specific areas of school activity to provide a link between teachers, governors and parents.

MONITORING AND EVALUATION

35. The effectiveness of this Policy is to be monitored via annual questionnaires to parents and by the Leadership Team.

36. The Policy will be reviewed annually by Governors advised by the Head.

37. The policy was agreed by Governors on 23 January 1996 and last reviewed on 26.11.96, 14.10.97, 24.2.98, 13.10.98, 12.10.99, 15.2.00 (incorporation of Appendix A Communication with Separated Parents), 4.7.00, 10.10.00, 9.10.01, 8.10.02, 29.6.04, 28.06.05, 10.07 07, 16.10.08, 2.12.09, 16.11.10, 22.11.11, 27.11.12, (27.11.13), 18.11.14, 12.02.15, 10.11.15, 17.11.16, (2.11.17), 06.11.18

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See also:

Special Educational Needs & Disabilities and Medical Conditions Policy
Attendance Policy
Behaviour & Discipline Policy.