



Pudsey
Grange
School

Home-School Liaison Policy

Please read in conjunction with the Attendance Policy and Child Protection Policy

This policy has been agreed by the Governing Body of Pudsey Grange School.

Date approved : February 2016

Aims

During the time students are at Pudsey Grangefield School, we believe it is very important to develop a positive and meaningful partnership between parents / carers, students and teachers. This agreement sets out some of the specific ways in which we can all work together for the benefit of all young people in the School.

Context

Pudsey Grangefield School operates within guidance and procedures set out by Leeds City Council.

Reviews

This policy will be reviewed every year by the Inclusion Committee of the Governing Body to ensure it is still fit for purpose. Circumstances may require more frequent modifications.

PARENTS/CARERS RESPONSIBILITIES

As a parent/carer - I shall seek to ensure that:

- my child attends school regularly (aim to have over 95+% attendance, although he/she will try to achieve 100%), **is punctual** and properly equipped;
- the school is informed, on the day, of the reasons for any absence;
- the school is informed of any concerns or problems that might affect my child's work or Behaviour;
- my child adheres to the school uniform and dress code as set out in the Student Planner;
- my child completes homework tasks to the best of his/her ability;
- homework projects in Year 7 & 8 are completed on time (deadlines are published on our school website). Two projects are set each half term per year group. Other year groups will receive their homework as per their homework timetables;
- I attend consultation meetings/evenings about my child's progress;
- I recognise that government legislation prohibits leave of absence during term time, other than in exceptional circumstances.

SCHOOL RESPONSIBILITIES

- Support your son/daughter to achieve the best possible examination results and ensure that your son/daughter has every opportunity to reach his/her full potential as a valued member of the school community;
- Provide a safe environment and an atmosphere which is caring, secure, consistent and fair, irrespective of race, ethnicity, gender, disability and background;
- contact parents/carers if there is a significant problem with attendance, punctuality, uniform or equipment.
- let parents/carers know about any concerns or problems regarding their child's work or behaviour.

- Set curriculum-related targets for his/her achievement and inform you of his/her progress towards them;
- monitor each student's academic performance and progress throughout his/her time at school;
- send home progress reports and subject reports;
- mark and monitor homework regularly, and provide facilities in our home work centre for independent study;
- arrange parent/carer consultation meetings/evenings during which progress will be discussed;
- keep parents/carers informed about school activities through a regular newsletter and the school website.

STUDENT RESPONSIBILITIES

As a student - I will seek to:

- aim to have an attendance in school of over 95+% (although I will try to achieve 100%);
- achieve to the best of my ability;
- respect the individual rights of others;
- be polite and helpful to others;
- look after the school environment;
- respect the local community and its services;
- attend all my lessons on time and with the correct equipment;
- Complete my class work and homework to the best of my ability and hand it in on time;

MEDIA AND PUBLICITY

The school may on occasion photograph your child for school use relating to the positive promotion of the school. Any photographs taken will be done so using school equipment that is maintained and monitored and photographs will only be used for the reasons stated above and kept for an appropriate length of time. Once the photographs are no longer required in school they will be disposed of appropriately.

If you do not wish your child to be photographed for school use relating to the positive promotion of school, please advise the school in writing. A note will be placed on your son/daughter's school record which will be valid for the duration of their time at Pudsey Grangefield School.

February 2016