

A message to Parents / Carers from the Chair of Governors:

Forge Valley School is a place where all staff have high ambitions for our pupils and where we are committed to continuous development to ensure their future success. We maintain first class standards of education and discipline by working together with staff, pupils and parents.

One of our great strengths is the way we treat each child as an individual. We aim to provide the space, time and opportunity for our pupils to reach their full potential. We place a strong emphasis on the care of our pupils and work hard to create a pleasant, happy and secure environment where everyone is respected.

We encourage all prospective pupils and their parents to visit us and you are assured of a very warm welcome.

As a School we will:

<p><u>Teaching & Learning</u></p> <ul style="list-style-type: none"> • Provide a caring atmosphere • Offer a wide and varied timetable to challenge and motivate pupils • Recognise and reward achievement and good progress • Match teaching to pupils needs <p><u>Behaviour & Discipline</u></p> <ul style="list-style-type: none"> • Use the Positive Discipline Policy to ensure everyone feels happy and safe • Make sure staff, pupils and parents know what behaviour is expected from everyone • Take a firm stand on bullying and disruptive anti-social behaviour which interferes with others' learning and well-being • Reward and sanction when appropriate 	<p><u>Homework</u></p> <ul style="list-style-type: none"> • Set and mark homework regularly and provide feedback <p><u>Communication</u></p> <ul style="list-style-type: none"> • Use Pupil Planners and reports to keep parents informed • Arrange regular Parents' Events and involve parents in setting targets • Help pupils when they experience difficulties • Listen to you and your child and respond to your suggestions, thoughts, ideas and concerns about any aspect of school life <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Contact parents when pupils are absent from the school without an explanation from home • Recognise and reward good attendance
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As Parents/Carers I/We should try to:

<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Take an interest in my child's learning • Praise my child for efforts, good work and participation in school life • Ensure that my child is actively supported in undertaking homework and any work missed through absence <p><u>Attendance</u></p> <ul style="list-style-type: none"> • Ensure that children arrive to school on time, every day, properly equipped to learn and in the correct uniform • Let the school know as soon as possible the reasons why my child is absent • Ensure that all holidays are taken during school holiday time • Inform the school on the first day of any absence <p><u>Behaviour</u></p> <ul style="list-style-type: none"> • Actively support the school in promoting the Positive Discipline and Anti Bullying policies which lie at the heart of the school community • Give praise at home for good behaviour at the school • Accept that there may be times when sanctions and punishments are required • Work with the school to find solutions in cases of unacceptable behaviour • To set a good example to children at all times, showing them how to get along with all members of the school and the wider community • Ensure that no members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises. • Ensure that both you as parents and your child behaves in a way which reflects the British Values which we uphold as a school 	<p><u>Communication</u></p> <ul style="list-style-type: none"> • Share information with the school which may affect my child's work, progress, behaviour or well-being • Monitor the recording, quality and completion of homework, signing the school pupil planner every week • Inform the school of any change in home circumstances which may affect a child's learning • Attend Parents' Evening and meetings about my child • Raise concerns directly and promptly with the school and to ensure that all communication with the school is undertaken in a respectful manner • Should you wish to withdraw your child from Relationships and Sex Education lessons, you must inform the school of this in writing to the Headteacher. The school will then arrange a phone call at your convenience to discuss the reasons for your request. <p><u>Homework</u></p> <ul style="list-style-type: none"> • Encourage learning at home • Offer help and encouragement with homework • Ensure homework is recorded in their Pupil Planner and completed on time • Encourage my child to read regularly at home <p><u>Uniform</u></p> <ul style="list-style-type: none"> • Follow the expectations of our uniform policy <p><u>Social media and mobile phones</u></p> <ul style="list-style-type: none"> • Ensure that your child does not use or access social media sites which are below the legal age • Ensure that your child does not use their mobile phone at all whilst in school • Ensure that your child does not maliciously take pictures of other pupils or share images/videos of other pupils via any means.
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As a Pupil I will try to follow the Home School Agreement:

<p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Come to school ready to learn with the correct equipment • Do all my class work to the best of my ability • Complete all work set in the time given • Take part in all aspects of school life 	<p><u>Homework</u></p> <ul style="list-style-type: none"> • Record and take home any work set • Do homework set and return it to my teacher on time • Do homework to the best of my ability
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Attendance

- Come to the school every day
- Be on time
- Wear the school uniform correctly and look smart

Behaviour and Discipline

- Show care, courtesy and consideration to staff, other pupils and visitors
- Respect the school environment (property)
- Keep the school smart and tidy (litter free)
- Don't bully others
- Follow the school rules
- Accept sanctions and punishments when I do wrong
- Work with the school to find solutions to my behaviour if it is not good
- Behave in a way which reflects the British Values which we uphold as a school

Communication

- Take home letters, notes and reports and give them to parents/carers
- Take home my Pupil Planner and share it with my parents/carers
- Talk to my parents/carers and teachers about any worries I have in or out of the school

Social media and mobile phones

- Not to use or access social media sites which are below the legal age
- Don't use a mobile phone at all whilst in school
- Not to maliciously take pictures of other pupils or to share images/videos of other pupils via any means.

Use of Social Media Sites

Inappropriate use of social networking and social media sites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, staff, and in some cases, other parents or pupils. We consider the use of social media sites being used in this way as unacceptable and not in the best interests of the children or the school community. Any concerns you may have must be made through the appropriate channels by speaking to your child's Form Tutor, their Head of Year or a member of the Senior Leadership Team so that concerns can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent / carer of a child being educated at Forge Valley School is found to be posting libellous or defamatory comments on Facebook or other social networking sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breach these rules. The school will also expect that any parent or carer removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. We expect parents to monitor their child's phone use and to ensure that their child is not accessing a social media site or application below their legal age.

Use of our Learning Resource Centre materials

At Forge Valley School, all pupils have access to an extensive library of digital and physical resources available to borrow from the Learning Resource Centre. These resources are school property and should be treated as a part of the building itself. If items are borrowed and not returned or otherwise returned in a state in which they cannot be loaned to others, fines may be issued to you as a parent/carer up to the cost of the lost/damaged items.

Safe and Appropriate use of Mobile Phones Agreement

In school:

- No mobile phones to be seen or heard during the school day.
- Mobile phones to be on silent and in bags for the duration of the school day.
- Phones will be confiscated if seen or heard and handed into the school reception for collection at the end of the day. On the third occurrence, a parent will need to come into school to collect.
- Students must not contact home via their mobile phone during the school day. Students to seek a member of staff to contact home.
- We will educate students on how to keep safe on social media, not to use apps/sites below their legal age and raise awareness of the dangers of the internet.
- We will provide a digital information pack to support parents/carers and students in understanding the digital world we live in.

At Home:

- No contact via mobile phones with your child throughout the school day.
- Discuss the pros and cons of the internet and social media.
- Limit the usage of mobile phones with regards to social media usage for your child's health & wellbeing.
- Support school in making children aware of how to be safe on all digital platforms.
- Encourage a 'no phone' time at home on evenings and weekends.
- Set up parental controls and restrictions on computers/laptops/ phones to prevent access to inappropriate content, privacy violations, data theft, cyberbullying, and online predators.
- Set up 'silence notifications' on mobile phones on a night to support your child in having a healthy sleep.
- Read the Forge Valley School digital information pack.
- Check the Forge Valley School website for any updates regarding online safety.
- Look at using apps that are designed to keep people safe such as 'life 360' to ensure your child's protection outside of home and school.
- Online incidents outside of school hours are the responsibility of the parent. The school will aid in signposting parents to the appropriate agencies.

Signed for Forge Valley School

Mr D Barrowclough- Headteacher

Dated: _____

Signature

Dated: _____ Parents/Carers

Dated: _____ Pupil Signature

Pupil Name -PLEASE PRINT _____