

THE PEELE COMMUNITY COLLEGE



“WORKING TOGETHER”

Home-College Agreement.
Expectations and Responsibilities

2016-2017

Accept Challenge, Achieve Success



THE PEELE COMMUNITY COLLEGE

Home College Agreement

As a Parent/Carer I agree to:

- Teach my child to accept staff authority, follow the college rules and be polite and courteous
- Encourage my child to be successful in the college rewards system
- Support the college when dealing with broken rules, disruptive behaviour or other action in the college system of consequences

- Ensure as far as possible my child attends every day and arrives on time
- Provide the proper uniform and correct equipment
- Inform the college as soon as possible of absences or other concerns
- Avoid taking any holiday during college time

- Support my child's learning at home and at college
- Encourage and help in the completion of home learning
- Use the student planner to check on completion of work
- Celebrate hard work and effort

- Let the college know about successes and achievements as well as concerns or family difficulties that could affect my child
- Co-operate with the college to sort out any difficulties that do arise
- Attend parents' evenings and attend other college events where possible

- Encourage my child to make as full use as possible of all the opportunities at The Peele Community College
- Encourage responsibility and co-operation
- Celebrate success

As a college we agree to:

- Teach and encourage students to follow the college rules and treat others with respect and consideration
- Operate fairly the college system of consequences and not tolerate any disruption or bullying
- Encourage students to seek success through the college rewards system
- Maintain and develop an atmosphere of good relationships and hard work

- Check attendance and punctuality and inform parents as soon as possible of unexplained absence
- Encourage students to attend regularly through the rewards system
- Check that uniform and equipment are correct and work with students and parents if there are any concerns
- Ensure uniform is readily available, reasonably priced and is only changed if necessary

- Plan, prepare and teach effective lessons
- Give appropriate work, home learning and targets with regular checks and marking
- Enforce the rules on completing homework
- Encourage students to record all home learning and coursework with deadlines in their planner
- Let parents/carers know about successes and achievements
- Provide regular information through student planners, newsletters, reports and other special communications
- Respond professionally to any contact from parents/carers
- Encourage students to share concerns or worries then take appropriate action

- Help all students to see their potential and help them to achieve it
- Treat students with respect and help them to respect and encourage others
- Celebrate the success of all students



As a student I agree to:

- Expectations and Behaviour**
- Follow staff instructions and accept their authority
 - Follow college rules and expectations
 - Be polite and courteous and treat others as I would wish to be treated
 - Respect other people's rights
 - Aim for success in the college rewards system
- Getting to college**
- Attend college every day and arrive on time
 - Make sure I bring the correct equipment and wear the proper uniform in a tidy way
 - Behave in an orderly way going to and from the college and uphold the college reputation
- Work and Learning**
- Work and learn to the best of my ability at all times
 - Complete coursework and home learning fully and on time
 - Behave properly in lessons and not disturb other students' learning
 - Use my planner as a guide and get it checked regularly
 - Make sure my home learning is always written into my planner
 - Be fully equipped for all my lessons
- Support and Care**
- Let my teachers and parents/carers know about successes and achievements and any worries I may have
 - Let staff know if I feel bullied or threatened in any way
 - Make sure information from college is passed to my parents/carers as quickly as possible
 - Support and encourage other students
- Achieving Success**
- Make the best possible use of my opportunities at The Peele Community College
 - Accept responsibility, co-operate and encourage others to do the same
 - Celebrate my success and the success of others

Accept Challenge, Achieve Success

e-Safety

Appendix 1

Acceptable Internet Use Policy Statement (for students)

The college has installed computers and internet access to help our learning. These rules will keep everyone safe and help us be fair to others. It is Important that you read this policy carefully. If there is anything that you do not understand, please ask.

- I agree that I will not share my password with anyone, or use anyone else's password. If I become aware of another individual's password, I will inform that person and a member of the college staff
- I will use a 'strong' password i.e. one that contains letters (upper case and lower case), numbers and possibly symbols which I will change on a regular basis
- I will use college equipment properly and not interfere with the work or data of another student
- I understand that the college may check my computer files and may monitor the internet sites I visit
- I will not use or connect my own equipment (mobile phone, ipod, non-school laptop/tablet etc)
- If I use a flash drive or other storage device, I will follow college guidelines and use them appropriately
- I am responsible for all email, chat, blogs etc. that I post or send and will use language appropriate to the audience who may read them. I will be respectful in how I talk to and work with others online and never write or participate in online bullying. I will report any unpleasant material or messages sent to me. I understand my report will be confidential and may help protect other students and myself
- I know that posting anonymous messages and forwarding chain letters is forbidden
- Any files attached to an email will be appropriate to the body of the email and not include any inappropriate materials or anything that threatens the integrity of the college ICT system
- I will not download or bring into college unauthorised programs, including games and music, or run them on college computers, netbooks or laptops
- I will not access inappropriate materials such as pornographic, racist or offensive material or use the college system for personal financial gain, gambling, political purposes or advertising
- I will not use social networking sites or sites with a 'chat room' facility, I will not give my home address or telephone/mobile number or respond to requests using SMS or even arrange to meet someone

- I will always follow the 'terms and conditions' when using a site. I know content on the web is someone's property and I will ask a responsible adult if I want to use information, pictures, videos, music or sound to ensure I do not break copyright law
- I will think carefully about what I read on the Internet, question if it is from a reliable source before I use the information, crediting the source
- I will not make audio or video recordings of another student or teacher without his/her permission
- I will always check with a responsible adult before I share or publish created content of myself or others.

I am aware of the CEOP report button and know when to use it. I know that anything I share online may be monitored. I know that once I share anything online it is completely out of my control and may be used by others in a way that I did not intend.

Acceptance of the above conditions:

Access to the network will be denied until the agreement form is returned with both signatures.

Please read this document carefully. Only once it has been agreed by both parents/carers and students will access to the internet be permitted. If any student violates these provisions, access to the Internet will be denied and the student will be subject to disciplinary action.

Additional action may be taken by the college in line with existing policy regarding college behaviour. For serious violations, suspension or expulsion may be imposed. Where appropriate, police may be involved or other legal action taken.

Under the Data Protection Act, the college has a responsibility to ensure the safeguarding of student information. Any students found in a staff user area will face very serious consequences which may include exclusion and/or prosecution.

PARTICIPATION IN SHORT VISITS TO LOCAL VENUES

From time to time students need to participate in an activity which takes place off the college site. At all times they will be accompanied by staff. This may for example be a visit to our local Church or a traffic survey within Long Sutton. It would be burdensome to request parental permission for each of these events separately and we request that you give your permission on the Parental agreement form. Longer visits to venues in other parts of the town and of a longer duration will result in a formal request for permission on a separate slip.

PHOTOGRAPHING STUDENTS IN COLLEGE

As part of our staff development programme Peele is committed to the use of video and other training materials to ensure high quality teaching by all our staff and by the staff of other institutions with which we work. This can involve the videoing of lessons and the dissemination of materials ie on CD, DVD or approved educational websites.

There are other occasions when a photographic record of students is desirable, beneficial and necessary – for example:

- recording individual performances on sports day;
- recording scenes from college productions;
- illustrations/evidence for coursework;
- analysing techniques in PE, dance, drama etc;
- recording college trips at home and abroad;
- subject displays;
- scenes for subject/college prospectus;
- promotional purposes;
- visitors to the college wishing to record their visit.

It is very difficult, if not impossible, to seek in advance, permission for all of the above. I would therefore be grateful if you would contact the Headteacher if you are not happy for the college to decide the appropriateness of your child being photographed for any college-based activity that is not related to staff development purposes.

Mobile Phones

Appendix 3

Mobile Phone Use in College

While mobile phones and personal communication devices are common place in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- they can make students and staff more vulnerable to cyber bullying
- they can be used to access inappropriate internet material
- they can be a distraction in the classroom
- they are valuable items that could be stolen, damaged, or lost
- they can have integrated cameras, which can lead to child protection, bullying and data protection issues.

The college therefore adopts a zero tolerance Electronic Device Policy for students during the college day:

- Phones and electronic devices (including headphones) will be confiscated and given to the college office for secure storage
- Parents will be asked to collect the phone at the end of the college day
- The incident will be logged on our behaviour management system
- Any student who refuses to hand over the complete phone (battery and SIM card) device when requested will be removed from the lesson by either the Head of Year or a member of the Senior Leadership Team. This in turn will lead to a one day internal isolation in the first event and then a fixed term exclusion for repeat offences.

We do however understand that a parent/carer may wish for their child to have a mobile phone for their journey to and from college.

Emergencies:

- If a student needs to contact his/her parents/carers they will be allowed to use the college phone
- If parents/carers need to contact their child/children urgently they should phone the college reception and a message will be relayed promptly.

Privacy Notice

We The Peele Community College are a data controller for the purposes of the Data Protection Act. We collect information from parents/carers and may receive information about your child from the previous school and The Learning Records Service. We hold this personal data and use it to, support teaching and learning, monitor and report on progress, provide appropriate pastoral care and assess how well your college is doing. This information includes your child's contact & personal characteristic details, assessment results, attendance, medical or any Special Educational Needs. If your child is enrolling for post 14 qualifications we will be provided with their Unique Learner Number (ULN) by the Learning Records Service and may also receive details of any qualifications they have undertaken.

Uniform and Appearance

The Peele Community College believes that all students should be empowered to achieve and aspire to the highest, be treated with respect, and treat others with respect. We want all our students to enjoy life with us. All students are expected to reflect this attitude of mutual respect by being smartly dressed in complete college uniform, whilst in and when travelling to and from the college. The uniform is a visible sign of belonging to The Peele Community College and it should be worn with pride. The local community recognises us and it is therefore extremely important that all members of the college present themselves in a positive and well-ordered way. The college is committed to smart, formal dress for all students and staff to reflect the fact that the college is in the business of learning.

In accordance with our Home School Agreement, we expect parents/carers and students to support the implementation of the uniform rules.

Procedures

- All college staff will support the policy both in the classroom and in and around the college; (turning a blind eye to a breach of the uniform rules would be giving tacit approval to the breach). Heads of Year and Form Tutors will play an important role in monitoring uniform on a daily basis. Heads of Year will liaise with parents/carers where there are problems of an ongoing nature. Every subject teacher will check uniform on entry into the classroom and insist on the correct wearing of the uniform. Any breaches will be referred to the student's Head of Year
- Variations to the prescribed college uniform are forbidden and any student who is in breach of college uniform rules will be removed from lessons and/or sent home to change until the rules are followed
- Students are allowed to wear wristwatches, one pair of stud earrings, a necklace inside their shirt and a flat ring. No other jewellery or body piercings will be permitted. The rationale behind these decisions concerns safety and security
- Face and tongue piercings are not allowed in college. Students will be asked to remove these and they will be confiscated and placed in an envelope and only returned to students at the end of the day. A detention will be issued
- A white shirt must be worn and the top button done up. Shirts must be tucked in at all times and ties must be worn correctly with six stripes visible
- Coats, **but not hoodies**, may be worn to and from the college, but not inside the college, except on arrival and when leaving at the end of the day
- Students arriving in coats, scarves and gloves must only wear them outside the building. These must be removed upon entry into the locker area
- Students can remove their jumpers and blazers in class with staff permission but must have their ties and top buttons worn correctly with shirts tucked in
- Jumpers and blazers can be taken off outside the building during break and lunchtime periods
- Blazers must be worn at all times in the college building when not in lessons with the exception of the above
- **The wearing of jumpers is completely optional**
- Shoes must be plain, smart black, office type college shoes – training shoes, boots, plimsolls, casual shoes and pumps are not permitted footwear even if they are black. Backless, suede or cloth footwear is not allowed because it presents a potential health and safety risk
- Socks must be plain black/ white and tights must be natural, plain and not patterned. Coloured or frilled socks are not allowed
- Students can wear belts but they must be plain black with no studs or decoration
- Clothing made from denim, leather and corduroy, including jeans is not permitted in college. Linen trousers are also not acceptable. Students are expected to wear appropriate black school trousers which does not include fitted/fashion trousers i.e. skinny fit jeans/trousers which are tapered at the

ankle nor are leggings allowed. Trousers with buttons down the front, motifs, gems, fashion labels or wording are not permissible

- Skirts should be black and a minimum of knee length. Tube skirts/tight fitting skirts of a stretch fabric are not allowed.

Large amounts of money and expensive personal effects should not be brought into college. The college WILL NOT accept liability with regard to theft, loss or damage to these items. Money should be kept in a wallet or money belt for security reasons.

We advise parents/carers to clearly mark each item of school uniform with the student's name.

PLEASE NOTE:

Any student breaking the uniform rules in the building will have the item confiscated (if appropriate) and returned to them from their Head of Year at the end of the day. They will also receive a detention.

Any student caught wearing trainers or inappropriate footwear in the college building during the college day will be moved straight to isolation without question.

Any student with inappropriate unnatural hair colouring and what the college deems as extreme or fashionable hairstyles will be moved to isolation without question. If you are unsure of the college's requirements, then please contact the college to discuss this in more detail.

Any student refusing to hand over inappropriate items that do not meet uniform standards will be placed in isolation for defiance.

The decision as to whether something is sensible and adheres to school uniform lies with the college.



Our Uniform 2016/2017

Purchase Uniform:

College uniform is available from Rob Horspool, Design and Embroidery.

E-mail address: sales@designandembroidery.co.uk

College blazer with college logo

College tie

Black jumper, with college logo

PE KIT

In PE students should bring their PE kit to every lesson even if they are unwell to participate as a performer. Students who are excused on medical grounds need to hand in their note to their PE teacher and continue to get changed. These students will then be given other roles such as coaching or officiating.

The Peele Community College PE kit is compulsory and consists of:

Boys

A Peele Community College: polo shirt
shorts or tracksuit bottoms
black football socks

Girls

A Peele Community College: polo shirt
shorts / tracksuit bottoms / skirt / sports leggings
black football socks

Optional items for boys and girls

A Peele Community College: tracksuit top

The above items (except the black socks) are available from Rob Horspool, Design and Embroidery.

Advisory- due to the nature of the sport: Mouth guard -rugby/hockey
Shin guards - football/hockey

All items should be clearly marked with the student's name.

Valuables

Students should leave valuables in their lockers where possible.

Footwear

Trainers need to be clean and supportive, therefore plimsolls and fashion shoes will not be permitted. Students are advised to wear a studded boot for activities such as football and rugby.

Jewellery

Taping over earrings is no longer a sufficient practice as it does not effectively prevent injury, particularly impact injuries. Therefore all jewellery must be removed.

Equipment and Preparing to Learn

A student's main college bag must be large enough to properly carry an A4 ring binder. Smaller bags are not appropriate as a main college bag. "Handbag" or "purse" type bags for girls are not appropriate as a main college bag. Students arriving at college with incorrect footwear or bag will be removed to isolation.

Students will be expected to have the following equipment each day:

- Planner
- Black pens (at least 2)

- Green pen
- Purple pen
- Pencil
- Rubber
- Pencil sharpener
- Ruler
- Coloured pencils
- Scientific calculator
- Compass
- Protractor
- College bag.