TRINITY ACADEMY HOME SCHOOL LEARNING AGREEMENT AND MAJOR RULES

Trinity Academy
Church Balk
Thorne
Doncaster
DN8 5BY

Tel: 01405 813000
www.trinity-academy.org.uk

Student Name: _____

Education is a partnership between staff, students and parents (or carers), and all parties agree to a *Home-School Learning Agreement* that sets out how we work together.

Trinity Academy will ensure that:

- we provide a safe and supportive environment for students to enjoy learning and achieve their full potential
- we provide a consistently high standard of teaching
- students have the best possible education by providing a suitable curriculum and individual support
- we set challenging targets for students to aspire to and review them regularly
- we provide parents/carers with reports and opportunity for discussion about their child's progress
- we set regular homework which is promptly and helpfully marked
- we contact home to praise and acknowledge students' success and reward positive behaviour both in and out of the Academy
- we recognise and praise our students through our merit system when demonstrating good character, showing outstanding effort and progress in their studies and maintaining good attendance
- we contact home if there are concerns about students' behaviour, effort or attendance
- we provide a wide variety of co-curricular activities, trips and residential visits

Parents/Carers will ensure that:

- your child attends every day, on time, unless they are too ill to attend
- your child arrives by 8.25am at the latest
- your child does not take extended family trips or holidays during term-time
- your child has the correct learning equipment needed for the day, including PE kit when necessary
- you support the academy's policies and regulations on behaviour and uniform including Detention and Seclusion
- you provide a suitable environment for your child to work at home
- your child completes their homework on time and to the highest standard
- you attend parent/carer evenings to discuss your child's progress, and any other meetings arranged with your support
- you read, check and sign the student planner every week and sign every Sunday
- your contact details are up-to-date and you let reception know if your contact details change
- you support your child in participating in co-curricular activities, trips and residential visits wherever possible
- you pay for the replacement of any equipment or books your child loses or damages
- all reply slips to be returned to school within 48 hours
- you understand and support the 48 hour call back rule

Students will ensure that they:

- work hard and make a little bit of progress everyday
- attend regularly, arrive on time, wearing the correct uniform and with the correct equipment
- follow the academy's expectations at all times
- behave responsibly both at the academy and travelling to and from the academy
- complete all homework to the highest standard and hand it in on time
- treat all adults and students with respect
- be polite at all times and open the door to let an adult through first
- respect the academy building and equipment and leave all rooms tidy after using them
- do not undermine the safety of others
- take letters and messages home and deliver them to their parents/carers
- keep their planner up to date with homework and targets and show it to Academy staff if requested
- take an active part in the academy life including co-curricular activities, clubs, teams, trips and residential visits

Failure to keep to the Home-School Learning Agreement will result in disciplinary action and may ultimately lead to the loss of place at Trinity Academy

Major Rules

Parents and students are required to sign each section of the Academy' major rules, acknowledging the serious consequence if these are breached. Where two adults hold parental responsibility both parents or carers should sign. Naturally, no recommendation for permanent exclusion will be put to the Academy Board of Governors without there being clear evidence of the Academy rule having been broken, and without consultation with parents or carers.

1. Possession of offensive weapons

I understand that a student found in possession of an offensive weapon will result in a **permanent expulsion without a further chance.** This offence will also result in the involvement of relevant statutory bodies such as the police.

2. Drugs and illegal substances

I understand that students should not be in possession of, nor should associate with those who are openly in possession of, drugs including 'legal highs'. They should not use or seek to use any such substance or make any attempt to purchase or supply the same. Breach of this rule whilst in Academy uniform will result in p**ermanent expulsion without a further chance**, and result in the involvement of relevant statutory bodies such as the police.

3. Harmful substances

I understand that students should not be in possession of, nor should associate with those who are openly in possession of alcohol or other substances which cannot legally be bought by children of their age. They should not use or seek to use any such substance or make any attempt to purchase or supply the same. Smoking is forbidden both on and off site in uniform, and whilst on a school visit. This includes the use of electronic cigarettes. Breach of this rule whilst in Academy uniform will result in immediate exclusion and will lead to a final warning of permanent expulsion being served.

4. Bullying

I understand that bullying (defined as repeated behaviour which maliciously hurts another, either physically or emotionally) will not be tolerated. **Continued bullying after a warning is given, or any bullying of a serious nature such as that involving extortion of money or serious aggression, will result in permanent expulsion.** This extends to behaviour outside of the Academy, including malicious use of the Internet or mobile phones.

5. Mobile phones, smartwatches, cameras and the Internet

While mobile phones have become helpful aids for parents and children to communicate on the way to and from the Academy, their use in the Academy is forbidden. I understand that students may carry phones (at their own risk), but any phone which is out of a student's pocket during the Academy day will be confiscated and held at Reception until the end of the day. Smartwatches - watches that communicate with another electronic device - are not to be brought into the Academy. The *unauthorised* use of a camera on site, or when students are on visits or travelling to and from the Academy, constitutes an invasion of privacy, and as such is forbidden. **Should images of other students or staff thus obtained, or any material which brings the Academy's name into disrepute, be published via the Internet this may result in permanent expulsion.** Bringing violent and/or sexually explicit material into the Academy is strictly forbidden.

6. Health and safety

I understand that t**ampering with health and safety equipment**, such as fire extinguishers, fire alarms, laboratory or workshop equipment, can put lives at risk and **may therefore result in permanent expulsion**.

7. Plagiarism (Copying of class and examination work)

I understand that copying the work of another - from books, computer, other students or any other source - without proper acknowledgement of the source is forbidden. Photocopying of printed text or illustration may also be a breach of copyright. Any copying in examinations, or in coursework or controlled assessment work to be submitted as part of an examination, may disqualify a student from taking any public examination in the year of the offence, at the discretion of the examination awarding body. **Serious breach of this rule will result in permanent expulsion.**

8. Academy Representation

I understand that our reputation as an Academy is precious; it takes years to build and is easily lost. All of us benefit when our school is well regarded by future employers and educators and by the local community; everyone suffers when our reputation is undermined by the thoughtless actions of one student. Each student of Trinity is an ambassador for their school. This means that we must behave with honesty, respect and consideration for others both in school and outside, even if no one appears to be watching. Behaviour outside of school which affects the school's reputation or impacts on the functioning of the school will be dealt with as if the incident occurred at school. **Actions that bring the Academy's name into serious disrepute will lead to permanent expulsion.** Specifically, students should:

- never behave in a way likely to bring the Academy name into disrepute, including on the way to and from school and on social media;
- speak up if they become aware that a serious Academy rule is breached, or if they believe that bullying may be taking place;
- obey safety rules without question, including whilst out on visits;
- wear the Academy uniform properly and act sensibly and safely on the way to and from the Academy, including on public transport.

9. Trading in the Academy

Trading in the Academy, unless specifically authorised by the Principal as part of an enterprise scheme, is forbidden due to the way in which it could lead to students being taken advantage of financially, as well as the potential for transactions being made on items which we have agreed must not be brought into the Academy. **To trade without permission will lead to suspension from the Academy pending full investigation, with referral to the Principal.**

10. Computer network acceptable use

Misuse of a computer network has the potential to cause costly damage, to disrupt learning and to breach confidentiality, and **violation of the Trinity Computer Network Acceptable Use Policy is therefore an suspension offence**.

- The Academy computer network exists for students to follow staff instructions in order to improve learning. No student may investigate, experiment or execute any activities on the computer unless directly instructed by a member of staff. Experimentation with computers never be done on Academy hardware or software;
- No student may tell another their password for entry onto the Academy computer network. Students must protect their password, and change it if security is compromised. Every individual is responsible for everything found in their user area, irrespective of whether they knew it to be there;
- Should any student, by whatever means, gain possession of another student's or teacher's password, they must inform a member of staff immediately and must under no circumstances use that password or pass this information on to anyone else.
- No memory stick or other device may be used on the Academy Network unless it has been cleared by the Network Services Manager, who will ensure that suitable encryption is in place. Should a student ask another member of staff, that request will have to be passed on to the Network Services Manager for approval;
- Students may keep their own documents within their own user area but may not attempt to access or open any other file or document other than those saved for student use in the appropriate student shared drive;
- Should any student inadvertently access an internet site which holds inappropriate material, he or she must immediately exit the site and inform a member of staff. By 'inappropriate' we mean sites which refer to violence and/or sexually explicit material, the vast majority of which are already inaccessible from our system.

11. Attendance

I understand that attendance is expected every day of the Academy year except in the case of illness, or when an absence has been authorised by the Principal such as for a family funeral. Our families therefore agree to follow the Academy's Attendance Policy and do their utmost to ensure that their children attend school every day. The Carol Service and Prizegiving are part of the Academy year and attendance at these events is compulsory. P**arents and carers agree not to take holidays during the Academy year** as student absence impacts a whole class due to the time the teacher needs to invest helping a child catch up missed work.

I pledge that I will do my upmost to ensure that my child attends school every day and that I will not remove my child from school for the purpose of term time holidays.

12. Uniform

There are many sound, practical reasons for having a uniform. Perhaps the most obvious is that it removes the burden of having to decide what to wear each day. The real reason for the Trinity uniform, however, has to do with our core values and ethos:

- We want our students to look their best because we believe in encouraging them to give their best in every area of their lives;
- The uniform provides a sense of identity, reminding students that they belong to one another;
- It promotes our Academy's excellent reputation in the community;
- It helps prevent bullying because of what someone is wearing and it ensures that no one feels excluded from 'the group; because of what they are wearing;
- It means that we do not flaunt our wealth or cause offence to others because of what we wear;
- It promotes readiness for learning, and removes distractions from the classroom;
- It prepares students for the world of work.

I understand that students whose hair or uniform is in breach of the Academy Uniform Policy (full details of which may be found on our website in the 'Students' section) may be sent home for the matter to be corrected.

Consent

In order for the Academy to function smoothly and in line with statutory guidelines we require parental consent to hold certain data, and for students to be taken off site for recognisable activities. Please read through the information below and sign where indicated. If you have any questions regarding the information, then you can write to the Principal in confidence at any time.

- my child will be under an obligation to obey all directions given, observe all rules and regulations governing the visit or activity;
- and conform to normal codes of behaviour and discipline;
- any medical condition or special needs will be notified to the school now and as an when they arise;
- all participants are covered by Trinity Academy's third party public liability insurance in respect of any claim arising from an accident attributed to the negligence of the School. These arrangements do not provide personal accident cover;
- personal accident cover is provided, further details of which are available upon request.

1. Data

As with all schools, Trinity Academy holds electronic and paper-based data on all students. We hold these data for the purposes of supporting students' education, welfare and development. Your signature confirms that you agree to our use, storage and processing of your child's data for these purposes. Please read the Emmanuel Schools Foundation's Privacy Notice for full information. This can be found on our website via the Parents area within the Admissions section. Should you have any concerns about the holding of particular forms of data in the case of your child, please write in confidence to the Principal at any time.

Visual images, and use of name

At Trinity Academy photographs routinely take place on the school site and on school visits, and may include my child. All visual images (still or moving) of students are taken and used strictly in accordance with safeguarding legislation that prioritises children's dignity and safety. Trinity Academy regularly publishes stories and pictures of staff and students on the school website and newsletters, as well as in assemblies and special events, in order to celebrate success, provide positive role models and build community, and that local media will sometimes pick up an extra special success stories.

Biometric Data
At Trinity Academy we store biometric data (specifically, scans of students' fingers) which is used for purposes such as entry into school, issuing of library books and purchase of food and drink.

If you are in any way concerned about providing permission for visual images, the use of name, or biometric data to be used in your own child's case, please write to the Principal in confidence explaining your circumstances.

If your circumstances change, or if you change your mind in the future you can let us know at any time simply by emailing GDPR@trinityacademy.org.uk

I consent to Trinity Academy using my child's data, visual images and biometric data for the purposes outlined in the ESF Privacy Notice and for the reasons stated above.

2. Regular out of school sports events and fixtures

I agree to my child taking part in recognised activities off the school site in the Borough or neighbouring area. These may include for example, Academy sports team training and competitive matches, House sports events including the swimming gala, joint sporting activities with other local schools, Doncaster / County / Regional representative training and matches.

I understand that:

- I will be informed, via the named student, of the dates of these visits prior to them taking place;
- such activities will often extend beyond the school day; adequate advance notice will be given so that I may make appropriate arrangements for his/her safe return;
- all reasonable care will be taken of my child in respect of the visit or activity;
- my child will be under an obligation to obey all directions given, observe all rules and regulations governing the visit or activity
- and conform to normal codes of behaviour and discipline;
- any medical condition or special needs will be notified to the school now and as and when they arise;
- all participants are covered by Trinity Academy's third party public liability insurance in respect of any claim arising from an accident attributed to the negligence of the School. These arrangements do not provide personal accident cover;
- personal accident cover is provided, further details of which are available upon request.

The essence of our Home-School Learning Agreement

At Trinity Academy, we often talk of three legs of a tripod: parents, students and staff. All three legs are crucially important for a child to flourish: to succeed academically, grow into mature adulthood, and be stable and secure.

1. Commitment to joint working

I understand that the leadership and staff team of Trinity Academy commits to working with parents and carers, and with appropriate outside agencies like the Local Authority, to ensure that every student has a rich, varied, and challenging education, and in pursuit of their fullest intellectual, personal, moral and spiritual development.

As parents or carers we agree to help our son or daughter to do their homework to the best of their ability and to enjoy the wide range of co-curricular enrichment activities and educational visits. We agree to communicate fully and freely, including by attending Parents' Evenings and reading our child's planner and all Academy communication including using the MyChildAtSchool/MCAS app.

Signed parent: _____ **Signed parent:** _____

Signed student: _____ **Date:** _____