

# Home/School Agreement Policy

Date of Issue: September 2021

Date of Review: September 2022

	<b>Footsteps</b>	<b>Student</b>	<b>Parents/Carers</b>
<b>Learning</b>	We will provide a curriculum where every student has the chance to achieve success.	I will work hard and do my best.	I/We provide support and encouragement to ensure that education is valued.
<b>Behaviour</b>	We will encourage self-discipline and maintain high expectations of good behaviour. We will alert parents of poor behaviour.	I will behave in a safe and responsible manner.	I/We will support Footsteps to encourage good behaviour and to tackle any behaviour problems.
<b>Equal Opportunities</b>	We will work to meet the educational needs of our students. We reject discrimination on grounds of ability, race, gender, class, sexual orientation or disability.	I will not discriminate on grounds of ability, race, gender, class, sexual orientation or disability.	I/We support the Footsteps policy which rejects discrimination on grounds of ability, race, gender, class, sexual orientation or disability.
<b>Respect</b>	We will treat students with fairness and consideration, we reject all forms of bullying and	I will treat others with respect and will not bully other students.	I/We encourage respectful conduct and will support Footsteps to tackle any form of bullying.

encourage mutual respect.

**Reporting**

We will provide regular reports and opportunities to talk about each student's progress. We will regularly evaluate our own performance.

I will take part in discussions about my progress and act on advice.

I/We will attend meetings to talk about my child's progress and contact Footsteps if there are any concerns.

**Attendance**

We will keep a record of attendance and punctuality. Reports will summarise this and parents/carers will be told about any concerns.

I will attend school regularly and on time and bring notes to explain absence.

I/We will ensure regular attendance and punctuality and provide notes to explain absence.

**Equipment**

We will provide books, paper, technical, scientific and sports equipment as needed for lessons.

I will come to school with a bag containing the books and equipment needed for lessons.

I/We will provide a bag and ensure that my child takes it to school each day with the books and equipment needed

**Uniform**

We will have a simple uniform which students will be expected to wear.

I will come to school wearing correct uniform and keep it on during the day. I will bring PE kit as needed.

I/We will ensure that my child leaves for school in school uniform and with PE kit as required.

**Home Learning**

We will set and mark relevant homework to support learning. We will provide after school facilities to help

I will complete my homework daily and log onto my account, complete and hand in all tasks on time

I/we will check my child's homework daily for home learning set and ensure all are completed to a high standard

	students with their work.		
<b>Environment</b>	We will provide a pleasant and safe environment.	I will respect the Footsteps site and its facilities.	I/We will encourage the development of respect for the property and belongings.
<b>GDPR</b>	Collect and store all personal data safely, in line with general data protection regulations (GDPR) and publish our privacy policy on the Footsteps website	Collect and store all personal data safely, in line with general data protection regulations (GDPR) and publish our privacy policy on the Footsteps website	

## Footsteps Student ICT Acceptable Use Agreement

These rules will protect our network and our community.

### The network and internet use

1. I understand that Footsteps monitors internet traffic and my use of the network. If my behaviour is inappropriate, I understand that Footsteps can block or limit my access to the network.
2. I will only use Footsteps' computers for schoolwork, homework and as directed.
3. I will not bring files into school (on removable media or online) without permission or upload inappropriate material to my workspace.
4. I will not try to hack into the network or bypass its security features.
5. I will only edit or delete my own files and not view, or change, other people's files without their permission.
6. I will keep my logins, IDs and passwords secret.
7. I will use the Internet responsibly and will not visit web sites I know to be banned by Footsteps. I am also aware that during lessons I should visit web sites that are appropriate for my studies.
8. I will not open attachments, or download a file, unless I have permission, or I know and trust the person that has sent them.

### **Keeping safe online and cyber-bullying**

1. I will not use the internet to bully others.
2. I will not give my home address, phone number, send photographs or video, or give any other personal information that could be used to identify me, my family or my friends, unless a trusted adult has given permission.
3. If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will save it and talk to a teacher / trusted adult.
4. I will not damage Footsteps' reputation through my use of the internet.

We believe that it is the best interest of the children that parents/carers and Footsteps work together effectively. This Home School Agreement lays out commitments and responsibilities.

Please read through information about how we use student data, photographs and videos below.

### **Privacy and Use of Personal Data Notice**

Footsteps collects, holds and uses personal data about its students and is a "data controller" in respect of this for the purposes of the Data Protection Act 1998.

We use this data to:

- support student teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well Footsteps as a whole is doing.

This data includes contact details, assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

From time to time, Footsteps is required to pass on some of this data to organisations such as:

- Local Authority,
- Department for Education (DfE) and the Education Funding Agency,  
Qualifications and Curriculum Authority (QCA),
- Department of Health (DH) and Primary Care Trusts (PCT)
- Organisations' that require access to data in the Learner Registration System as part of the MIAP (Managing Information Across Partners) programme.

These are agencies that are prescribed by law. They are data controllers in respect of the data they receive and are subject to legal constraints in how they deal with the data.

Students, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by a data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish though a parent/carer would normally be expected to make such requests.

If you wish to access your personal data, or that of your child, then please make a written request to Footsteps.

### **Remote Learning Agreement – COVID 19 Addendum**

The Remote Learning Agreement and Student Code of Conduct for Footsteps remains in place and serves as the foundation for students to take responsibility for their own behaviour in line with Footsteps' values.

The following expectations supplement the above. Footsteps will:

- Provide an environment which has been risk assessed in response to the COVID-19 infection
- Adhere to the social distancing rules as set out by the government as much as we reasonably can
- Provide a curriculum that provides for your son/daughter's well-being, mental health and academic needs
- Contact parents/carers if their son/daughter displays symptoms of COVID-19
- Inform parents/carers if staff or children in your son/daughter's 'bubble' test positive for COVID-19 as this will mean all participants in that bubble will need to self-isolate for at least 14 days or provide a negative Covid 19 test result
- Continue our clear and consistent approach to rewards and consequences for students as set out in the Behaviour Policy as well the expectations outlined in this agreement
- Communicate between home and school through letters, text, email and Footsteps website. Parents and Carers undertake that
- If my son/daughter, is unwell, I will not send them to school and I will let Footsteps know as soon as possible via telephone
- If my son/daughter, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let Footsteps know as soon as possible via telephone
- If my son/daughter shows symptoms of COVID-19 at school, I will collect my son/daughter from school immediately. I will get them tested and I will let Footsteps know the result as soon as possible via telephone; and support Footsteps by following Track and Trace principles

- Dropping my son/daughter off and picking them up, I will adhere to the 2 metre social distancing rules, not approaching staff at the gate
- If my son/daughter uses public transport, they will wear a face covering. Where possible I will avoid using public transport if accompanying my child on their journey to or from school
- I will ensure my child will travel to and from school individually and will not hang around before or after timetabled sessions meeting up with friends
- If dropping off and picking up, I will strictly stick to Footsteps` timings for my child
- My child will only bring to school items that have been designated as necessary
- I understand I will not be allowed into Footsteps without a pre-arranged appointment, and I will make appointments via telephone or email
- I will support all staff in their efforts to create an 'as secure as possible' environment during this time
- I will read all letters/emails that are sent home.
- The Student will arrive to school and leave to go home at the designated time using the designated entrance/exit route.
- Maintain a 2-metre distance from adults between and during lessons
- Keep away from students in other year group bubbles
- Not wait around for friends and will not congregate in large groups
- Speak to a member of staff if your parent or carer normally collects you and is not on time
- Wash hands (or use sanitiser) upon entering and leaving school, and before and after each lesson within the day. Wash hands regularly with soap and water during the day
- Not make physical contact of any type at any time. This includes horseplay, hugging, handshakes, etc.
- Ensure that they 'catch it, bin it, kill it' when they cough or sneeze and avoid touching their mouth, nose and eyes
- Not engage in any behaviour that would cause others concern or distress
- Abide by the seating plan in the classroom – this is non-negotiable and is in place for the safety of each student
- Not move tables or chairs or leave their seat without speaking to the teacher
- Go outside (weather permitting) at break and lunch times, or remain in a designated venue (if the weather is poor) and stick to zoned areas and maintain a safe distance from others
- Not share belongings (food, stationery, books etc) with others and will not handle other people's belongings
- Only bring necessary items to school
- Use the toilet designated for them, at designated times, enter the toilets only if there is a free cubicle
- On exiting the toilet, wash hands thoroughly and use hand sanitiser
- In classrooms, use hand sanitiser on entry and exit and wipe down their table and chair with the sanitiser provided

- In ICT rooms, if used, wipe the keyboard and mouse at the start of your lesson as instructed by the teacher
- Tell a member of staff if you feel unwell in school
- Tell a parent or staff member immediately if you feel that you are suffering from a high temperature, a new continuous cough or loss or change to your sense of smell or taste
- Only use public transport if absolutely necessary and ensure they socially distance and wear a face covering and, if they do, behave well at all times to maintain the safety of themselves and others
- Follow the 'bubble' rules that will keep me and other safe.