

# Parent Pack and Home School Agreement



## PARENT PACK

Enclosed are the following documents which comprise our standard Parent Pack :

- Administering Medicine Consent Form
- Photograph and Video Consent Form
- Trip Consent Form
- Parent/Carer Information
- Parent/Carer Contact information request
- Dietary Requirements Form
- Parent Complaints Policy
- Exclusion Policy

All other policies and procedures can be found on the school website under the “Downloads Section” at [www.theislandproject.co.uk](http://www.theislandproject.co.uk)

## SCHOOL ETHOS

At The Island Project School (“the School”), our ethos is to treat all pupils with dignity and respect. This extends to the wider school community including staff, parents, professionals, volunteers and everyone we interact with on a daily basis.

The School was established as a specialist independent school to provide an appropriate education for children and young adults diagnosed with Autistic Spectrum Condition (ASC, also known as ASD) and associated communication deficits.

The School is run by a charitable company and amongst its stated aims, the support of parents of our pupils is a key principle. This is achieved by working in partnership with parents to achieve the best possible outcomes for our pupils.

As a partnership, it is vital to ensure that the relationship between home and school is based on our core principal of ethos of dignity and respect, underpinned by care, integrity and trust.

## INFORMATION SHARING BETWEEN HOME AND SCHOOL

Communication between home and School is integral to the success of any placement. Parents are offered the choice of a home-school diary or a daily email. The School is a community for

children and young people with complex needs and even small changes at home can be considered as “setting events” which may affect behaviour at school at some point.

Parents agree that they will provide information via either of their chosen methods of any changes which may impact upon their child and their ability to access their day at School

This includes information such as :

- changes to medication, even if these are not administered in school;
- any period of absence for a parent, or for example, sibling going to university
- where another person is looking after your child, even if for a short period
- changes to contact information

It is important that this type of information is shared as it can impact on behaviour within school and if we are aware of any changes, we can modify demand if it is needed

## **EVIDENCE FOR LEARNING**

The School uses an App called [Evidence for Learning](#) which is an application used by more than 40,000 teachers and child care providers in over 40 countries to support assessment, planning and management of the Curriculum. It is used to gather, annotate, assess, manage and curate evidence of children’s learning and their learning journeys.

The Evidence for Learning Cloud allows us to share learner profiles with parents. In some instances, the evidence visible to parents may include photographs or videos of other children within the School.

Any images or videos obtained from Evidence for Learning must not be shared on social media. If the School becomes aware of any images being shared, the School will:

- Notify any parents affected
- Notify the image sharing to the Information Commissioner
- Consider removal of access for the parent sharing the images
- Consider whether this constitutes inappropriate use of social media under the terms of this Agreement

Parents should be aware that sharing images or videos online of any child which is not their own could constitute a criminal offence

## **GUIDANCE**

Staff, parents, carers and visitors to the School are reminded:

- To respect the ethos of the School;
- That parents/carers need to work with staff for the benefit of their children

- That when approaching school staff for help to resolve an issue, is done in an appropriate manner
- All members of the school community should be treated with dignity and respect using appropriate language and behaviour

In order to support this, the School will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the School's operation or activities anywhere on school premises.
- Any inappropriate behaviour on school premises.
- Using loud or offensive language or displaying temper
- Threatening in any way a member of school staff, visitor, fellow parent, carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voice mail/phone messages or other written communications to anyone working at or connected with the School.
- Using defamatory, offensive or derogatory comments regarding the school or any of the pupils, parents, staff, on Facebook or other social media sites.
- The use of physical or verbal aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- The use of verbal rebukes, shouting or derogatory comments aimed at their own child whilst on school premises.
- Approaching another pupil in order to discuss or chastise them because of the actions of this child towards their own child (any such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking, taking illegal drugs, or the consumption of alcohol on school premises.
- Sharing images or videos obtained from Evidence for Learning

Should any of the above occur on school premises, the School may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, considering banning the offending adult from entering the school premises.

Continued occurrences may constitute a breach of this Agreement.

Should any parent or carer use threatening or aggressive language during the course of any meeting, the School will bring the meeting to a close immediately. Any repeat occurrence of any such behaviour will be deemed to be in breach of this agreement.

## **INAPPROPRIATE USE OF SOCIAL MEDIA**

Social media websites are being increasingly used to fuel campaigns and complaints against schools, headteachers, school staff, and in some cases other parents or pupils.

The Department for Education, Government, and Trustees of the School considers the use of social media websites being used in this way as unacceptable.

Any concerns you may have about the School or your child must be made through appropriate channels by contacting a member of the Education Team, or Senior Leadership Team. Any complaints should be made following the Parent Complaint Policy (which can be found on the School website) where they will be dealt with fairly and appropriately.

In the event that any parent or carer of a pupil is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate section of the relevant network site. All social network sites have clear rules about the content which can be posted on their sites and provide robust mechanisms to report contact or activity which breaches this. The School will also expect that any parent/carer or pupil removes such comments immediately.

All members of staff are employed to carry out a role within the school and they have the right to privacy and freedom from harassment. Reference to members of staff on social media will be deemed to be harassment and will be reported to the police.

The School will also consider its legal options to deal with any such misuse on social networking and other sites

Sharing of any videos or images of another child without explicit written consent from that child's parents and obtained from Evidence for Learning will constitute inappropriate use of social media

Inappropriate use of social media may constitute a breach of this Agreement.

## **END OF SCHOOL PLACEMENT AND EXCLUSION**

In the event of a breach of this Agreement, the School may take the following steps on the ground of inability to meet parental need:

- Give six weeks' notice to the Local Authority of end of placement in accordance with clause 14.1 of the National School' and Colleges Contract (2013); and
- Permanently exclude the pupil in accordance with clause 3.3 of the School's exclusion policy on the grounds that the parent/carer behaviour is unreasonable and adversely affects or is likely to affect the pupil's, other pupils' or staff wellbeing, or to bring the School into disrepute

School Details :	<b>The Island Project School</b> DofE Registration Number : 334/6010 Company Registration Number : 5924196 Registered Charity Number : 1119034 Telephone Number : 01675 442588
Designated Safeguarding Lead :	<b>Sarah Gallagher</b> – School Principal Mobile : 07971 543 832 Email : <a href="mailto:s.gallagher@ipschool.co.uk">s.gallagher@ipschool.co.uk</a>
Deputy Designated Safeguarding Lead :	<b>Nicole Sheehan</b> – SLT (Welfare, Safety & Safeguarding Director) mobile: 07971 543 755 email : <a href="mailto:n.sheehan@ipschool.co.uk">n.sheehan@ipschool.co.uk</a> <b>Melanie Collett</b> – SLT (Education Director) Mobile : 07971 543 753 Email : <a href="mailto:m.collett@ipschool.co.uk">m.collett@ipschool.co.uk</a>
Designated Trustees For Child Protection:	<b>Claire Browning (Staff)</b> <b>Jacqui Walters-Hutton (Pupils)</b>
Senior Leadership Team :	<b>Sarah Gallagher</b> – SLT (School Principal) <b>Carol Howe</b> – SLT (Project Director and Founder) email : <a href="mailto:c.howe@ipschool.co.uk">c.howe@ipschool.co.uk</a> <b>Nicole Sheehan</b> – SLT (Welfare, Safety & Safeguarding Director) <b>Melanie Collett</b> – SLT (Education Director)
Trustees :	<b>Gordon Booth</b> <b>Jacqueline Walters-Hutton</b> <b>Claire Browning</b> <b>Lucy Doble</b>
Date Last Reviewed :	Issued 3 June 2019
To be reviewed by :	Review: 3 June 2021