



## The Archer Academy Home School Agreement

The Archer Academy is an outstanding secondary school, where each and every student is valued and supported in achieving their academic goals. Student well being is at the core of our community and we strive to provide an inspirational education for all. We believe that the success of all students is achieved through a strong partnership between students, parents, and our staff. Promoting the active and full engagement of our parents in the education of their child and the life of the school brings endless benefits, ensuring every child achieves more than they ever felt possible.

Owing to the very different expectations placed on daily life for our students, staff and parents as result of the Coronavirus pandemic it is important that our home school agreement is reviewed and that a refined version is in operation for this period. This home school agreement takes into account the very specific requirements and responsibilities placed on students, staff and parents during this time to ensure that everyone is kept safe and well and that education is prioritised.

- **For our students:** It reinforces the knowledge that they will be encouraged and supported both at home and in school in their aspirations and endeavours
- **For our parents:** this partnership provides a clear understanding of how they can support The Archer Academy in helping their child/ren gain an outstanding education
- **For our staff:** It encourages them to raise the expectations and aspirations of our students and parents so that our students grow into confident and resilient young adults who achieve the very best results in all areas of their lives.

To help students succeed, we each have responsibilities and a role to play. Working in partnership is the crucial ingredient to the success and happiness of all our students.

Our home school agreement is the document we use to outline the responsibilities we all have to ensure that each student 'realises their potential' through modelling the Archer Way. At the start of each academic year, or return to school from a period of absence or school closure, we ask that every Archer parent, student and member of staff reviews and signs this document as a commitment to their responsibility in ensuring an outstanding education for themselves/ their child/ their students.

Our home school agreement is the document we use to outline the responsibilities we all have to ensure that each student 'realises their potential' through modelling the Archer Way. However, owing to the circumstances and the changes to school policy and protocols required as a result of the pandemic it is essential that expectations are refined and that we are all confident with our responsibilities to keep ourselves and one another safe. This document should be read in conjunction with the school Behaviour Policy.

### I have read and understood the Archer Academy Home School Agreement September 2020

Signed Parent.....

Signed Student.....

Date.....

	<b>As a student I will..</b>	<b>As a parent I will..</b>	<b>As a teacher I will..</b>
<b>Uniform and Equipment (including lunch arrangements)</b>	<ul style="list-style-type: none"> <li>• come to school each day correctly dressed, following the uniform and appearance guidelines</li> <li>• bring the correct equipment every day</li> <li>• use my handbook and other equipment correctly</li> <li>• wear my uniform correctly in and out of school</li> <li>• wear clean school uniform each day.</li> <li>• carry my own hand sanitiser</li> <li>• bring my own school equipment – pencil case, calculator, glue stick and scissors</li> <li>• be prepared for lunch. (bring a packed lunch, have money on my account and pre-order my lunch)</li> <li>• wear an appropriate facemask if I wish to or if required</li> </ul>	<ul style="list-style-type: none"> <li>• ensure that my child leaves home each day appropriately dressed, equipped and prepared for the school day</li> <li>• ensure that my child follows the appearance guidelines</li> <li>• ensure my child has their own hand sanitiser</li> <li>• ensure my child has their own stationery and equipment each day they attend school</li> <li>• ensure my child has a packed lunch or money on their account and has pre-ordered their lunch</li> <li>• wash my child's school uniform at the of each school day</li> <li>• provide my child with a clean face mask as required and for use on public transport</li> </ul>	<ul style="list-style-type: none"> <li>• monitor uniform, appearance and equipment on a regular basis and inform parents of problems</li> <li>• consult on any changes to regulations in advance</li> <li>• expect students to have their own equipment and inform families if equipment is missing</li> <li>• remind students that they should not lend or borrow their equipment outside of their year group Supervisees students, as required, at break and lunch time)</li> </ul>
<b>Arrival to and from school</b>	<ul style="list-style-type: none"> <li>• will not congregate in the local area on the way to or from school so as to not put others in our community at risk</li> <li>• arrive on time each day, at the designated time for my year group</li> <li>• sanitise hands on arrival and departure</li> <li>• go directly to the playground and line up in my designated area</li> <li>• if late wait in allocated area before entering the school site</li> <li>• leave school as directed, at a designated time and by the designated exit</li> <li>• go home directly at the end of the school day</li> <li>• practise active social distancing on my journey to and from school</li> <li>• wear PPE in shops and on public transport in line with Government Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• support my child in getting to and from school safely. Where possible avoiding public transport.</li> <li>• support my child in arriving at school at their designated arrival time.</li> <li>• support the school in maintaining high expectations regarding punctuality to school</li> <li>• remind my child to come straight home, at the end of the school day, and not congregate in the local area at any point.</li> </ul>	<ul style="list-style-type: none"> <li>• sanitise hands on arrival and departure</li> <li>• ensure students sanitise their hands on arrival and departure from school</li> <li>• be in classrooms, the playground meeting points and on duty to support a smooth arrival and dismissal of students from school.</li> <li>• dismiss and accompany students to break and lunch in a staggered way to support social distancing of year groups</li> <li>• have high expectations of punctuality</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• attend school every day</li> <li>• arrive on time each day at the designated time for my year group</li> </ul>	<ul style="list-style-type: none"> <li>• ensure my child attends school regularly and punctually</li> </ul>	<ul style="list-style-type: none"> <li>• monitor and encourage good attendance and punctuality to lessons</li> </ul>

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	<ul style="list-style-type: none"> <li>• be punctual to and attend all my lessons.</li> <li>• not leave the premises without permission</li> <li>• aim for 100% attendance</li> <li>• not to congregate in the local area</li> <li>• be punctual to all lessons</li> <li>• understand that any truancy or refusal to remain in allocated lessons puts others at risk</li> <li>• talk to a trusted adult if you have any concerns regarding your attendance to school</li> </ul>	<ul style="list-style-type: none"> <li>• inform the school of the reason of any absence by 9.30am via telephone</li> <li>• ensure the school authorises any leave of absence, including those for medical appointments, well in advance.</li> <li>• avoid taking my child out of school during term time</li> <li>• inform the school immediately if you or your child has any anxiety regarding their attendance to school</li> <li>• ensure my child makes their way straight home and follows social distancing guidance in the community</li> <li>• not send my child to school if they have any symptoms of COVID19 and seek medical advice</li> </ul>	<ul style="list-style-type: none"> <li>• follow up attendance issues with students and parents as necessary</li> <li>• provide remote learning to students who cannot attend school for health reasons as directed by medical professionals</li> </ul>
<p><b>Behaviour</b></p>	<ul style="list-style-type: none"> <li>• take responsibility for my own learning and behaviour respecting the rules of social distancing and year group bubbles</li> <li>• not disrupt the learning of other students</li> <li>• follow the school rules at all times</li> <li>• treat everyone with kindness and respect</li> <li>• accept that if I do not meet the expectations of the school there will be consequences</li> <li>• respect social distancing guidance by not mixing with peers outside of my year group at any time</li> <li>• follow the one way system at all times</li> <li>• line up to lessons and lunch times sensibly at allocated times</li> <li>• not enter the building or any area of school outside of my year group bubble unless escorted by a teacher</li> <li>• ask for help if I am feeling unsettled or in danger of making poor behaviour choices</li> <li>• follow instructions of staff at all times.</li> <li>• understand that seating plans are non-negotiable and must be adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• actively support the school's behaviour policy.</li> <li>• encourage my child to behave responsibly and correctly ensuring the follow school rules at all times</li> <li>• encourage my child to take personal responsibility and model self discipline</li> <li>• encourage my child to develop good friendships</li> <li>• contact the school swiftly if you have any queries regarding behaviour so we can support you and your child</li> <li>• encourage my child to uphold the values of honesty, tolerance and compassion</li> <li>• support the school's behaviour policy</li> <li>• encourage my child to take responsibility for social distancing from staff and other year groups for the health and safety of themselves and others</li> <li>• understand that my child can be removed from a lesson or social time for poor behaviour, including poor decisions around social distancing</li> <li>• understand that if my child does not follow social distancing guidance that they may be sent home for the safety of others</li> <li>• attend meetings at school or on the telephone, as requested</li> </ul>	<ul style="list-style-type: none"> <li>• provide clear and consistent expectations of behaviour and support students in meeting them</li> <li>• promote the values of honesty, tolerance and compassion</li> <li>• provide a safe and positive learning environment.</li> <li>• take time to notice and recognise excellent behaviour and the modelling of the Archer Way</li> <li>• provide guidance to and support for all students</li> <li>• treat every student and their opinions with respect</li> <li>• be consistent in disciplining students, when necessary, in line with the school's behaviour policy</li> <li>• have high expectations of students' behaviour in following social distancing guidelines</li> <li>• model and maintain high expectations regarding social distancing, the schools one way system and year group bubbles</li> </ul>

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<p><b>Learning &amp; Academic Progress</b></p>	<ul style="list-style-type: none"> <li>• learn to the best of my ability and always try my very best</li> <li>• try to improve by seeking and taking advice from teachers</li> <li>• reflect on my progress and set myself personal targets</li> <li>• ask for help when I need it.</li> <li>• attend parents' evenings and review days</li> <li>• be hardworking</li> <li>• complete the work set by my teachers on SMH and/or MS Teams in line with deadlines</li> <li>• be proactive and ask for help from my subject specialist teachers</li> <li>• respond to feedback as directed by my teacher</li> <li>• continue to complete all work set both in school, remotely and through virtual lessons, if required, to a high quality, to the deadline set by teachers</li> <li>• make sure I am organised in my approach to learning with work completed in exercise books or organised in folders</li> <li>• check online learning platforms, MS Teams and SMH daily</li> <li>• alert my teachers if not able to complete work</li> <li>• when working online demonstrate proper online conduct, such as using appropriate language in messages</li> <li>• ensure all communication with teachers takes place using school email addresses only or SMHW/Teams commenting platforms</li> </ul>	<ul style="list-style-type: none"> <li>• support my child in completing their academic studies on time</li> <li>• support my child's learning.</li> <li>• take an active interest and role in my child's life at school</li> <li>• attend all parents' evenings, review days and other events focused on my child's progress</li> <li>• contact my child's tutor if you have concerns about your child's workload.</li> <li>• work with teachers and pastoral staff if there are concerns regarding individual subjects</li> <li>• provide access to a desk space at home with appropriate stationery and resources to complete work</li> <li>• provide access to electronic devices so that my child can complete homework and attend virtual lessons, remote learning as required</li> </ul>	<ul style="list-style-type: none"> <li>• promote a high quality learning environment</li> <li>• provide a broad, balanced and creative curriculum</li> <li>• teach excellent lessons</li> <li>• ensure that work is interesting and differentiated to a high standard so that all students are supported and challenged</li> <li>• assess work promptly</li> <li>• report regularly on progress and give clear advice on how improvements can be made</li> <li>• set work regularly on SMHW and /or MS teams</li> <li>• contact parent/s carers if there are concerns student submissions of work</li> <li>• provide feedback to students work in line with school policy</li> <li>• praise students for excellent effort, progress and achievement</li> <li>• provide extra help to students as requested by them or parents</li> <li>• help students in organising their work so that they can be effective in their studies set high quality work remotely and virtually if required</li> </ul>
<p><b>Community</b></p>	<ul style="list-style-type: none"> <li>• respect the school buildings, equipment and facilities the school reserves the right to charge for damage to or loss of books and other school equipment and for wilful damage to school property.</li> <li>• respect the local community and wider environment</li> <li>• play an active role in the life of the school and wider community</li> <li>• give a positive representation of the school within the community</li> </ul>	<ul style="list-style-type: none"> <li>• support my child's involvement in school events</li> <li>• encourage my child (and my family) to engage with community-based events and activities</li> <li>• expect my child to respect the local environment</li> <li>• remind my child of the importance of social distancing from staff and other year groups</li> <li>• expect my child to follow handwashing guidance as directed by the school</li> </ul>	<p>encourage all students to become actively engaged in their local, national and global community</p> <ul style="list-style-type: none"> <li>• encourage all students to become actively engaged in their local, national and global community</li> <li>• provide opportunities for engagement by building links with local organisations through curricular and extra-curricular activities</li> <li>• model social distancing in all my interactions</li> </ul>

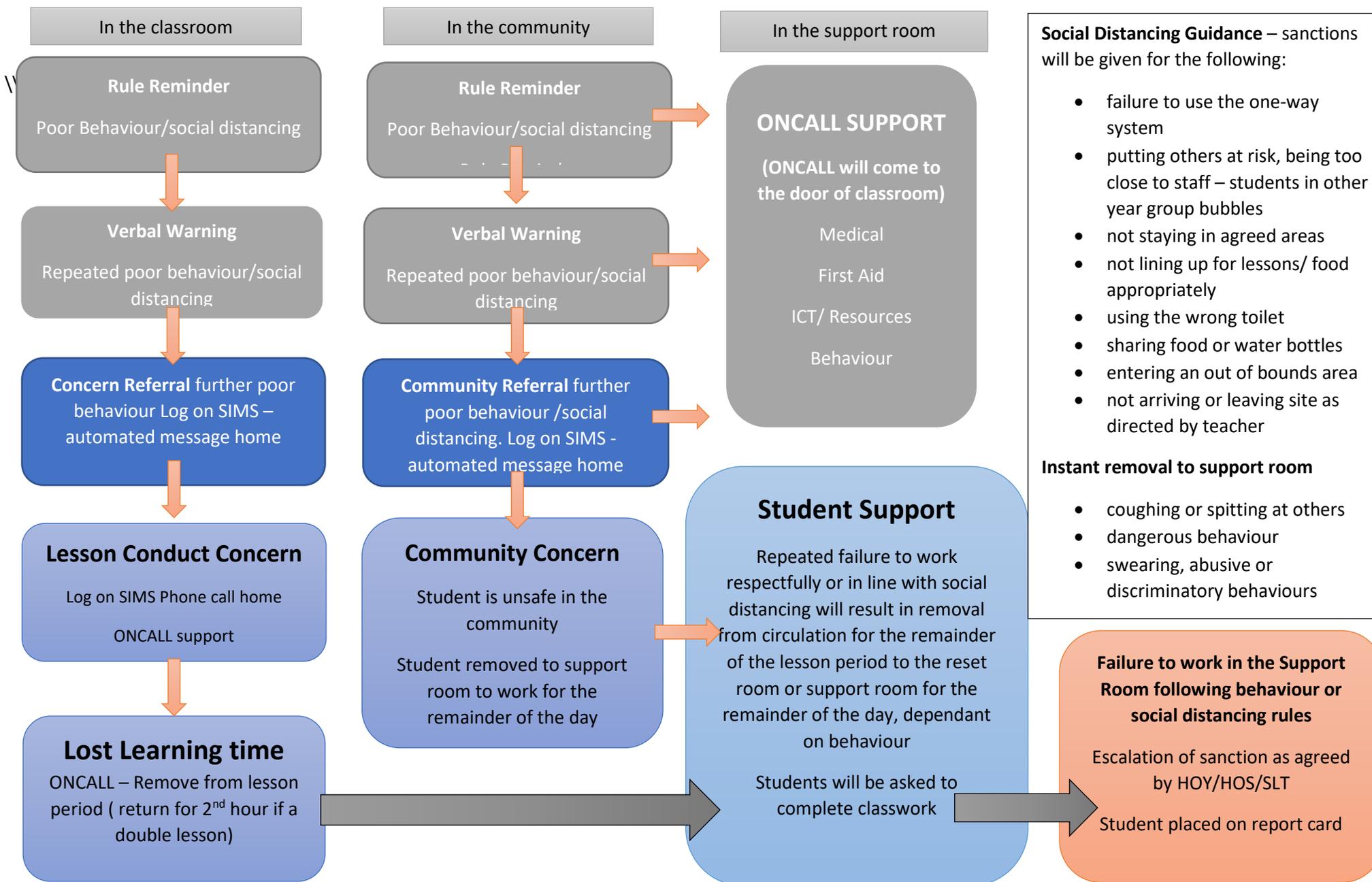
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	<ul style="list-style-type: none"> <li>• be respectful of 2m distance from staff at all times</li> <li>• not loiter in school corridors as this makes social distancing difficult.</li> <li>• line up sensibly at the start and end of all lessons, as required on the playground</li> <li>• start all lessons standing behind my chair in silence and waiting for a teachers instruction</li> <li>• complete lesson cleaning routines</li> <li>• respect the one way system to support social distancing in school</li> <li>• wash my hands regularly and as directed by school staff</li> <li>• stay in my allocated classroom and break time space social bubble at all times</li> </ul>	<ul style="list-style-type: none"> <li>• remind my child to be aware of their behaviour in the local community</li> <li>• model social distancing to my child when out in the community</li> </ul>	<ul style="list-style-type: none"> <li>• model and uphold use of the one way system</li> <li>• have high expectations of students in line ups before and after lessons and at lunch times</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• take home newsletters and information regularly</li> <li>• check SMHW, MS Teams and my school email daily</li> <li>• bring back or submit reply slips and letters promptly</li> <li>• use my student handbook to help my organisation</li> <li>• alert staff if I see something happening that I feel is wrong</li> </ul>	<ul style="list-style-type: none"> <li>• give early warning of concerns with friendships, behaviour and learning</li> <li>• take note of and respond promptly to all school communications</li> <li>• read the school newsletter each week</li> <li>• refer to the school website for information</li> <li>• check the student handbook weekly</li> <li>• communicate respectfully with all staff at all times</li> </ul>	<ul style="list-style-type: none"> <li>• provide clear information for parents</li> <li>• share successes and achievements wherever possible</li> <li>• use school email to contact students and parents, at the earliest appropriate moment should concerns or problems arise</li> <li>• use school email, the telephone and postcards to share students successes with them and their parents</li> <li>• promote and regularly update the school web site to ensure these are useful</li> <li>• contact parents at the earliest appropriate moment should concerns or problems arise</li> <li>• deal with parental concerns promptly, professionally and effectively.</li> <li>• Refer to the student handbook to support student organisation</li> <li>• check all email accounts daily</li> </ul>
<b>Well being</b>	<ul style="list-style-type: none"> <li>• talk to any trusted adult if I am feeling worried or concerned about myself or others</li> <li>• ask for help or time out if I have any concerns</li> </ul>	<ul style="list-style-type: none"> <li>• inform the school if I have any concerns about my child's well being</li> <li>• keep the school informed of any well being support my child receives outside of school</li> <li>• ask for help if I have any concerns</li> </ul>	<ul style="list-style-type: none"> <li>• be sensitive to the well being needs of all individuals</li> <li>• be sensitive to the impact of COVID19. lockdown and school closure on all students and be alert to any changes in students well being and refer any concerns about students to the HOY for support</li> <li>• provide well being support to staff, students, and parents where possible</li> </ul>

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<p><b>Infection control</b></p>	<ul style="list-style-type: none"> <li>regularly clean my working area as directed by the teacher</li> <li>follow current social distancing guidance as directed by teachers</li> <li>wash my hands for 20 seconds regularly and after using the toilet</li> <li>maintain high standards of personal hygiene and follow 'catch it, bin it, kill it' guidance, avoiding touching my mouth, nose and eyes with my hands wherever possible</li> <li>remain in my year group bubble allocated zones at all times</li> <li>report concerns to school staff if I am worried about hygiene or social distancing whilst on site</li> <li>tell an adult if I feel unwell or am concerned I have COVID19 symptoms</li> <li>not attend school in line with COVID19 guidance until told it is safe to do so following a negative test or a period of isolation</li> <li>wear PPE appropriately and as directed by the school</li> </ul>	<ul style="list-style-type: none"> <li>report to the school if myself, my child, or members of my household have COVID19 symptoms</li> <li>model good personal hygiene to my child by sneezing, coughing into tissues, ('catch it, bin it, kill it') and avoiding touching my mouth, nose and eyes with my hands wherever possible</li> <li>wash my child's clothes regularly</li> <li>provide my child with hand sanitiser</li> </ul> <p>regularly talk to my child about the importance of hygiene and social distancing from teachers and members of the community</p> <ul style="list-style-type: none"> <li>report concerns to school staff if I or my child is worried about hygiene or social distancing whilst on site</li> <li>provide PPE for my child as required</li> </ul>	<ul style="list-style-type: none"> <li>ask students to regularly sanitise their equipment and tables</li> <li>gently remind students to stay in their year group bubbles at all times understanding that students may forget at times</li> <li>sanction students who purposefully chose to not follow the schools social distancing guidance</li> <li>wash hands for 20 seconds regularly and after using the toilet</li> <li>regularly clean their working area</li> <li>model good personal hygiene to students by sneezing, coughing into tissues, ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands wherever possible</li> <li>report concerns to senior school staff if they have concerns about hygiene or social distancing whilst on site</li> <li>report to the headteacher if they or members of their household have COVID19 symptoms and not attend work in line with guidance until told it is safe to do so following a negative test or a period of isolation</li> </ul>
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Behaviour and Rewards		Rewards
<p><b>The Archer Way</b> Students may be rewarded for a number of reasons intrinsically linked to the Archer Way and Outcomes:</p> <p>Achievement, Respect for Others, Curiosity, Hard Work, Enjoyment, Responsibility</p> <ul style="list-style-type: none"> <li>• excellent work of a high academic standard</li> <li>• academic progress</li> <li>• tremendous effort</li> <li>• exemplary conduct</li> <li>• setting the standard to others/being a role model</li> <li>• active involvement in activities or projects outside of the school day within the wider community</li> </ul>	<p>The Archer Outcomes Excellence in relation to any area of the school values and skills:</p> <p><b>Articulate</b> Able to express their ideas confidently, fluently and coherently using words, numbers and new technologies.</p> <p><b>Analytical</b> Able to investigate and apply reason and logic to construct opinions and evidence.</p> <p><b>Creative</b> Able to be original, expressive and imaginative.</p> <p><b>Collaborative</b> Able to work with all people to achieve shared goals.</p> <p><b>Reflective</b> Able to be contemplative and thoughtful about their own and others' ideas and performance.</p> <p><b>Resilient</b> Able to recover readily from adversity and face challenges robustly.</p>	<p>Student rewards for each academic year are listed in the student handbook, including the type of reward and the behaviour that earns it. This might include:</p> <ul style="list-style-type: none"> <li>• verbal praise</li> <li>• merits</li> <li>• postcards home</li> <li>• Head of Year commendations</li> <li>• Honour roll</li> <li>• attendance awards – Golden Tickets for 100% attendance</li> <li>• work on display</li> <li>• star of the week</li> <li>• article in school newsletter</li> <li>• house points</li> <li>• letters/email home/telephone call from subject teachers, Form Tutors</li> <li>• letters/email home/telephone call from Head of Year</li> <li>• letters/email home from Head teacher</li> <li>• lunch with the Head teacher</li> <li>• nomination for annual prize giving/awards ceremony</li> <li>• nomination for external, national award schemes</li> </ul> <p>All student rewards will be recorded in their pastoral file, the student handbook and logged on SIMS.</p>
Weekly Head teacher staff and student recommendation for outstanding effort, attainment or community spirit		
Termly Head teacher Commendation and lunch with the Head teacher for sustained excellence in any of the above areas.		
<b>Awards: Community involvement   Representing the School   Representation in the Arts   Representation in Sports</b>		
Outstanding academic progress and effort across the curriculum is celebrated formally each term. Including termly Archer Way Awards.		Archer Academy pins to be worn on the school jumper are awarded at the end of term celebration assembly
Outstanding work over the course of a year  Awards nominated/sponsored by members of the community		Archer Academy celebration assembly, each term and annual prize giving  To be annually developed with Head of Year and Governing Body to reflect aims of the school.



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Name of Student \_\_\_\_\_

Year \_\_\_\_\_

I have read and understood the Archer Academy Home School Agreement September 2020

Signed Parent.....

Signed Student.....

Date.....