



2019/20  
Home School Agreement

**This copy is to be kept at Home**

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## Welcome To Ernehale Junior School.

### Purpose

This agreement explains Ernehale Junior School's aims, values, and responsibilities toward our pupils. It also sets out our expectations of parents and carers and what we expect from our pupils.

You will find enclosed a number of forms that need to be signed and returned to school to be kept on file, if you could return these to the school office, it would be much appreciated. We hope that you find it informative, we welcome your feedback so please do not hesitate to contact us if you have any queries.

### Mission Statement

Ernehale Junior School's mission is to provide a happy and caring environment in which pupils feel secure, enjoy themselves and strive to achieve their educational potential.

#### **We aim to:**

- Develop the whole child and create inquisitive learners.
- Enable all children to be confident, building on strengths and improving in areas of need.
- Enable children to understand the part they play in the world in the future as a positive citizen and a driver of business and enterprise.
- Create high aspirations for all school stakeholders.
- Ensure high quality teaching and learning.
- Support the development of all teachers and leaders to be the best they can be and to realise their career potential.
- Support the development of effective teaching across the region and country.

### Statement on Inclusion and Equality

At Ernehale Junior School we believe that all children in our community should have access to an appropriate education which gives them the opportunity to reach their full potential. This is an inclusive education which seeks to extend learning, remove barriers to learning and increase participation.

Inclusion means that this school publicly recognises that we are all different and that we celebrate and value our differences. We see diversity as a rich source which will enhance our life experiences and learning.

This school is fully committed to challenging **all** forms of discrimination and promoting equality and this Equality statement is relevant to the whole Ernehale Junior School community.

## The Agreement – Home Copy

### The school will:

- Value and respect each child as an individual;
- Care for your child's safety and happiness;
- Encourage high expectations and pride in achievement;
- Provide opportunities for each child to develop their full potential in all areas of school life;
- Recognise and celebrate effort and achievement;
- Inform parents of the progress and welfare of their child;
- Inform parents on other general school matters;
- Provide and monitor home learning which is appropriate to your child's needs;
- Listen and respond to parents' views and concerns;
- Give opportunities for parents to be involved in the daily life of the school.

Signature: \_\_\_\_\_

*Head Teacher*

### Parents/carers will:

- Support the school in its aims and values;
- Ensure their child's regular and punctual attendance;
- Notify the school as soon as possible on the first day, and subsequent days, the reason for their child's absence. A telephone call is all that is needed;
- Support the school's Behaviour Policy;
- Support their child with homework according to the school's Homework Policy;
- Inform the school of any circumstances which may affect their child's behaviour or performance in school, eg medical, domestic;
- Attend parents' evenings;
- Follow the school's dress code; provide correct PE kit and other equipment.

Signatures: \_\_\_\_\_

*Parent/Carer*

\_\_\_\_\_  
*Parent/Carer*

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

### Pupils will:

- Respect each member of the school community;
- Be polite and helpful to others;
- Follow Ernie's Non-negotiables in behaviour and learning;
- Attend school regularly and punctually and bring the correct equipment;
- Do all my classwork and home learning as well as I can;
- Follow the school dress code;
- Demonstrate the school's Take Care Values.

Signature: \_\_\_\_\_

*Pupil*

## The Agreement – School Copy

### Parents/carers will:

- Support the school in its aims and values;
- Ensure their child's regular and punctual attendance;
- Notify the school as soon as possible on the first day, and subsequent days, the reason for their child's absence. A telephone call is all that is needed;
- Support the school's Behaviour Policy;
- Support their child with homework according to the school's Homework Policy;
- Inform the school of any circumstances which may affect their child's behaviour or performance in school, eg medical, domestic;
- Attend parents' evenings;
- Follow the school's dress code; provide correct PE kit and other equipment.

Signatures:

\_\_\_\_\_

*Parent/Carer*

\_\_\_\_\_

*Parent/Carer*

Child's name: \_\_\_\_\_

Class: \_\_\_\_\_

### Pupils will:

- Respect each member of the school community;
- Be polite and helpful to others;
- Follow Ernie's Non-negotiables in behaviour and learning, and dress code
- Attend school regularly and punctually and bring the correct equipment;
- Do all my classwork and home learning as well as I can.

Signature:

\_\_\_\_\_

*Pupil*

## Pupil Acceptable Use Agreement

### School Policy

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

### This Acceptable Use Agreement is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and will have good access to digital technologies to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

### Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

#### For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep any usernames and passwords safe and secure – I will not share them, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details etc.)
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

#### I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school systems or devices for on-line gaming, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.
- I will act as I expect others to act toward me:
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

#### I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will only use my own personal devices (mobile phones etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.

**When using the internet for research or recreation, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network and contact with parents.

**Please complete the sections on the next page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems and devices.**

## **Pupil Acceptable Use Agreement Form**

This form relates to the pupil Acceptable Use Agreement, to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems. I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed)
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g. communicating with other members of the school, accessing school email, website etc.

**Name of Pupil:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Parent/Carer*

## Photography Consent Form

Child's name: \_\_\_\_\_

Date: \_\_\_\_\_

Dear **Parent/Carer**,

At Ernehale Junior School, we sometimes take photographs of pupils. We use these photos in the school's prospectus, on the school's website and on display boards around school.

We would like your consent to take photos of your child, and use them in the ways described below. If you're not happy for us to do this, that's no problem – we will accommodate your preferences.

We are aware that you will have completed this information on the data capture sheet, however more information about photos can be found on the following page.

Please tick the relevant box(es) below and return this form to the school office by Friday 12<sup>th</sup> July.

I am happy for the school to take photographs of my child for **internal purposes only**.

I am happy for photos of my child to be used in the schools newsletter.

I am happy for photos of my child to be used on the school website.

I am happy for photos of my child to be used on social media e.g. Twitter

I am happy for my child to have their official school photograph taken by an external provider.

I am happy for photos of my child to be used within press events, e.g. Nottingham Post, NG5 Magazine.

I am happy for my child to be videoed for internal purposes.

I am happy for my child to be videoed for external purposes.

I am **NOT** happy for the school to take or use photos of my child.

If you change your mind at any time, you can let us know by emailing [office@ernehalejuniorschool.co.uk](mailto:office@ernehalejuniorschool.co.uk), calling the school on 0115 956 8008, or just popping in to the school office.

If you have any other questions, please get in touch.

### Why are we asking for your consent again?

You may be aware that there are new data protection rules came in May 2018. To ensure we are meeting the new requirements, we need to re-seek your consent to take and use photos of your child. We really value using photos of pupils, to be able to showcase what pupils do in school and show what life at our school is like to others, so we would appreciate you taking the time to give consent again.

Parent or carer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Conditions of use

1. This form is valid for the time your child attends Ernehale Junior School. Your consent will automatically expire after this time. We will not re-use any images after this time. If you wish to remove your permission at any time please contact the school office.
2. During this period, the photos will be kept in a secure location and only authorised staff will have access to them. After this period the photos will be privately destroyed.
3. We will only include a child's full name as photo captions for press releases if the child is not easily identifiable by a member of the public, e.g. not identified by a school uniform. Addresses will not be disclosed in detail. Personal e-mail, telephone or fax numbers will not be disclosed.
4. If we use an image of an individual pupil who is identifiable by their school, we will not use the name of that child in the accompanying text or photo caption without good reason.
5. If a pupil is named in the text of a publication, we will not use a photograph of that child to accompany the article unless we have specific consent. For example, we might want to include a picture and a full name of a competition prize winner. However, we will not include a picture and full name of a child in promotional literature.
6. We may use group or class images with very general labels, such as 'a literacy hour' or 'children exploring the environment'.
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

## Home Learning Policy

At Ernehale Junior School we recognise and value the contribution that learning in the home environment can make to children's education. This policy sets out the purpose of and benefits of home learning, and the guidelines we follow when setting home learning activities for our children.

### Aims:

Our school believes that home learning should:

- Involve parents and carers in their child's education
- Consolidate and reinforce class learning to help raise children's confidence and achievement
- Provide children with the opportunity to learn in different settings
- Encourage children to talk about what they are learning and foster good home-school links
- Encourage children to develop the self-confidence and discipline needed to study independently
- Prepare children for the transition to secondary school

### General Principles

Home Learning will be given to all pupils and will be appropriate to their age and ability.

It will consist of:

- Reading for pleasure
- English task (generally spelling or grammar)
- Maths task
- Times table practise
- Plus occasional activities to support learning within in school.

Class teachers will be responsible for giving home learning and will set deadlines. The amount and frequency will increase with the age of the child. Where possible, teachers will be consistent in the day home learning is handed out and the day it is due back in to make this as manageable as possible for the children.

Where possible we would like you to be able to support your child with their home learning. However, we do not wish for it to be a cause of anxiety or stress for either child or parent. If there are any issues, children are encouraged to talk to the class teacher prior to the hand in date.

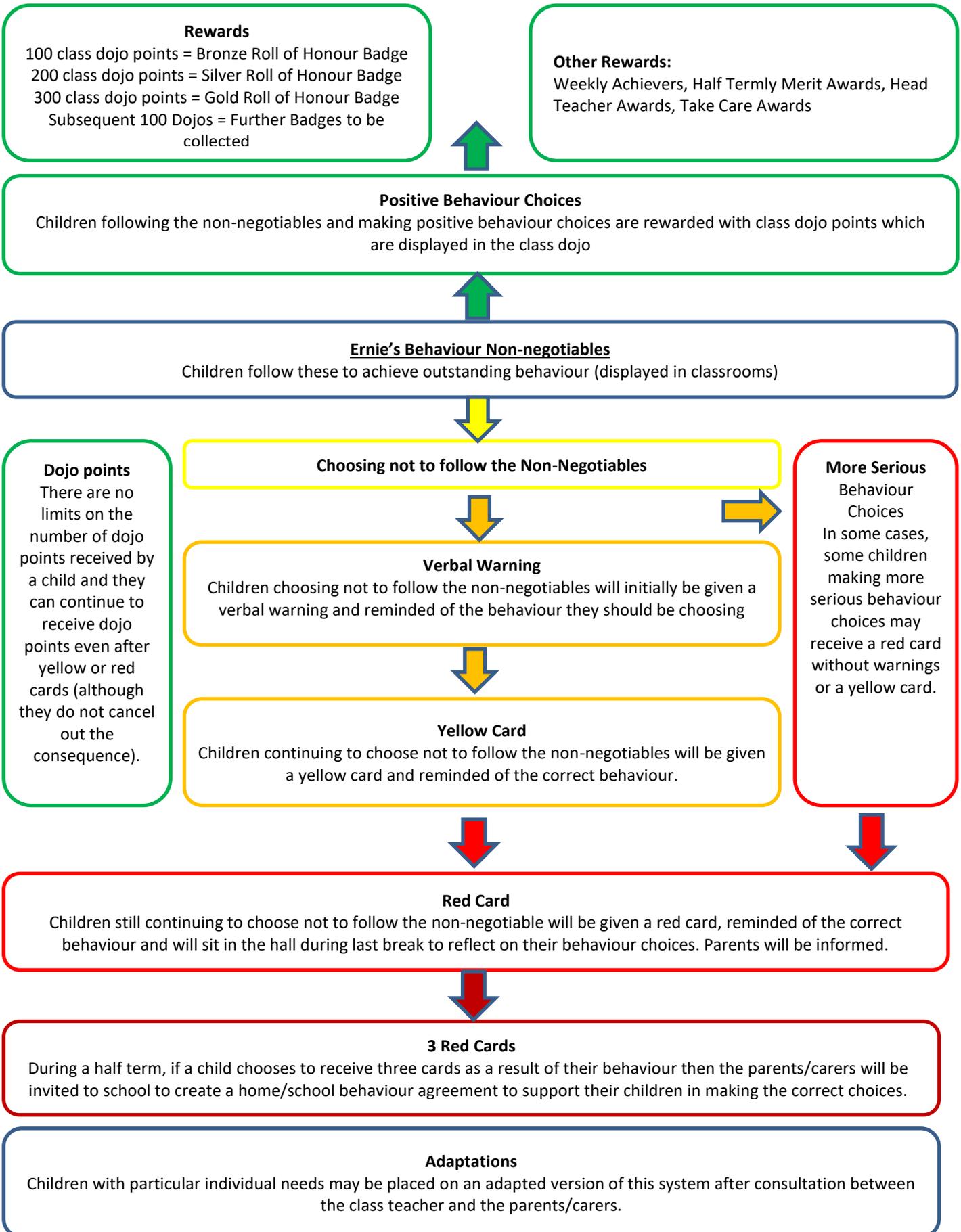
Your child will be given a school diary. This can also be used for communication between you and your child's class teacher, as can class emails.

### How can you help?

- Support your child with their home learning, but don't be tempted to do it for them;
- Regular home reading (a minimum of twice a week);
- Help to learn times tables and spelling patterns;
- Listen, discuss, support, make it fun!

Home learning should a positive opportunity for parents to share in their children's learning.

## The Ernehale Behaviour System – Step by Step Guide



## School Uniform Policy

We have two nominated suppliers for all of our school uniform, please see below for more information:

Just Schoolwear in Arnold. You can phone them on 0115 9652869 , email them at sales@just-schoolwear.co.uk, or visit them at 12 High Street Arnold Nottingham, NG5 7DZ .

Or alternatively, Schoolwear Solutions on Mapperley Top. You can phone them on 0115 871 9926, email them at nottingham@schoolwearsolutions.co.uk, or visit them at 806 Woodborough Road, Mapperley Top, Nottingham NG3 5QJ.

### Dress code is as follows:

- White school logo or plain white polo shirt (no blouses).
- Royal blue sweatshirt or cardigan **with school logo**.
- **Black** trousers, skirt or pinafore. Skirts must be knee length.
- Black or white socks or tights.
- Smart black school shoes must be worn. **Trainers, plimsolls, boots or heels are not acceptable. (In the event of wet weather should your child wear different shoes to get to school, they must be changed at school to the correct shoes as described above).**
- Ernehale Junior School fleeces and jackets are also available for outside wear.
- Royal blue gingham or stripe dress. (Optional summer wear)
- Black school shorts. (Optional summer wear)

Please ensure that during hot spells pupils wear sunscreen and bring a sun hat.

### Headwear

- If a hat is required to provide protection from the weather it must be **plain** and without logo/decoration.
- Items of headwear worn for religious reasons must be plain black.

### Hair

- Hair colour should be natural.
- Extreme hairstyles are not allowed.
- If worn, hair accessories should be simple neutral, blue or white bobbles, clips or headbands.

### Make up

- No make-up should be worn.

### Nails

- Nails should be an appropriate length for the learning environment.
- No nail varnish should be worn.

### Jewellery

- For those with pierced ears, a **single pair of plain stud earrings** can be worn in the **lobe** of each ear, these **must** be removed for PE.
- **No other jewellery is allowed**, apart from watches.
- If parents wish their child to have their ears pierced we ask that this is done at the start of the **summer** holiday so it is fully healed by the start of term.

### PE Kit

- White t-shirt.
- Navy shorts.
- Suitable trainers.
- Navy tracksuit for the winter months.
- **No logos** except Ernehale Junior School logo.

PE Kits should be brought in on a Monday and left at school all week.

### **ALL CLOTHING SHOULD BE CLEARLY LABELLED**

School will endeavour to return all named lost property. If unclaimed, all unnamed items will be given to the PFA or charity.

## School Meal Service at Ernehale Junior School

The School Meals service at Ernehale Junior School operates under the Local Authority's scheme and the children are under the immediate supervision of 7 midday assistants. Overall organisation and discipline is still, of course, the responsibility of the Head Teacher.

### SQuid and collection of money

We operate a cashless school office. Your child has been given a sQuid account for you to access where you can pay for school meals, school trips/residentials. Please do not send cash or cheques to the office. You should receive a letter from school before the end of July with your child's unique 16 digit SQuid number and a 3 digit security code. Follow the on line instructions and remember, if you have more than one child you must create an account for each with different passwords etc. This must be done before the first day of school in September and money put into your account in advance to enable your child to receive a meal on the first day. If you cannot access your account please contact the school office and they will help you. Some parents prefer to pay for half term in advance and we are happy to provide you with the cost if you wish.

If your child is entitled to free meals, it will be assumed a dinner is required unless the parents notify us differently.

As a school we are really flexible when it comes to lunch. Children can decide on the day if they would like a hot dinner or a packed lunch. All your child has to do is tell their teacher during registration if they are having a packed lunch or a hot dinner, its that simple!

We also operate a rolling lunch rota that will allow all classes to have the opportunity to have their dinner as a first or second sitting. The lunch rota can be found on our website or the school noticeboard. This allows children to also sit with their friends from their class whether they are having sandwiches or hot dinners.

### Packed Lunches

Facilities also exist for children to eat packed lunches on the premises. We encourage healthy school lunches and drinking water is provided on each table. We do insist that nuts are not brought into school. Please note Ernehale is a nut free zone.

### DEEPA – LUNCH LIST FOOD YES NO

## **Privacy Notice (How we use pupil information)**

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment records which may include images
- Relevant medical information including dietary requirements
- Exclusions and behaviour records
- Special Educational Needs (SEN) information
- Parental and emergency contact information
- Why we collect and use this information

### **We use the pupil data:**

- To support pupil learning and assessment
- To monitor and report on pupil progress
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing

### **The lawful basis on which we use this information**

We collect and use pupil information under the Education Act 1996 and subject to Article 6 of the General Data Protection Regulation whereby one or more of the following apply:

The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

Processing is necessary for compliance with a legal obligation to which the controller is subject;

### **Processing of special categories of personal data:**

Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

The above paragraph would only not apply if one or more of the following criteria, under Article 9 of the General Data Protection Regulation were to apply:

1. The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where national law(s) provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
2. Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
3. Processing relates to personal data which are manifestly made public by the data subject;
4. Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

5. Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;

### **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

### **Storing pupil data**

We hold pupil data in accordance with statutory and Trust guidance on retention. All personal data is stored securely whether in paper or electronic format. Information relating to retention of personal data is available from the school office.

### **Who we share pupil information with**

We routinely share pupil information with:

- Schools that the pupil's attend after leaving us
- Our local authority
- The Department for Education (DfE)
- The Flying High Trust
- The school nurse

### **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

### **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **The National Pupil Database (NPD)**

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested: and
- The arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

### Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact **[school office email and phone number – on receipt of a request you can contact Nick Layfield for support and advice or if you purchase the Browne Jacobson Quickcall service you can refer to them also for guidance on what can and cannot be shared]**

### You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance via the school office. Should the outcome not be to your satisfaction you can contact the Flying High Partnership via [info@flyinghightrust.co.uk](mailto:info@flyinghightrust.co.uk) or 0115 989 1915. We are confident that we can work together to avoid/remove/reduce concerns but should the school and Trust not be able to resolve to your satisfaction the matter can be raised via the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact

If you would like to discuss anything in this privacy notice, please contact:

Nick Layfield Trust Operations Manager on 0115 989 1915 or [info@flyinghightrust.co.uk](mailto:info@flyinghightrust.co.uk)

Louise Barber Data Protection Officer via [lbarber@discoveryschoolstrust.org.uk](mailto:lbarber@discoveryschoolstrust.org.uk)

## Separated Parents Policy

At Ernehale Junior School we recognise that while some parents may be divorced or separated, both have a right to be informed of, and involved in, their child's educational progress.

Evidence shows that after separation children do best when those around them cooperate, provide stability, and avoid conflict. We understand that this can be difficult and parents can become estranged. Our aim is to work with all parties to promote positive family involvement. This policy clarifies what is expected from separated parents and carers, the school and its staff.

- It is the responsibility of parents to inform the school when there is a change in the family's circumstances. We need to be kept up to date with contact details, arrangements for collecting children and emergencies.
- The information provided to school when the pupil was enrolled, detailing whether both parents have parental responsibility, will be presumed to be correct unless a court order or original birth certificate proving otherwise is provided to the school.
- All diary dates, Newsletters, and Head Teacher's letters are available on our website at <http://www.ernehale-jun.notts.sch.uk/parents/>. Class emails will be sent to both parents. Parents are responsible for providing a correct email address. Occasionally paper letters are sent home with pupils and we expect parents to communicate these messages to each other as and when appropriate.
- We will hold two parent's evening appointment per child where both parents are welcome and we expect parents to communicate with each other regarding these arrangements. If parents are unable to do this then we expect parents to take it in turn, one having an Autumn Appointment one having a Spring appointment. Unfortunately the school is unable to offer individual appointments as the school does not have the capacity to support this.
- We expect parents to liaise and communicate directly with each other in matters such as the ordering of school photographs; tickets for performances and other instances.
- Both parents are entitled to receive progress reports and review their child's pupil records. Progress reports will be sent to the parent with whom the child resides with the expectation that he/she will share the report with the other parent. The school will email copies of progress reports to the non-custodial parent if a written request is submitted.
- Both parents are legally entitled to collect their child from school unless a court order is provided that states otherwise. In all cases, the school will be mindful of its safeguarding responsibilities and may use its discretion not to send a child home with a particular parent.