



Please Complete Every Section of This Form In Black Pen And Block Capitals.

### HOME SCHOOL AGREEMENT

#### The Student is expected to:

- Live the school values of compassion, integrity, accountability, equality and high expectations;
- Abide by the Code of Conduct and the School's Behaviour Policy and attend all detentions set;
- Attend school every day, on time and wearing the correct uniform as specified on the school's website;
- Adhere to the school dress code;
- Never refuse to follow or ignore staff instructions, especially in relation to COVID-19;
- Take responsibility for my own learning, organisation and discipline;
- Never bring a mobile phone, chewing gum, any item which could be used as a weapon or any other banned items into the school;
- Complete classwork and home learning on time and to the best of my ability;
- Take part enthusiastically in all school events in and out of class including extra-curricular;
- Be honest, polite and exhibit good behaviour at all times;
- Show respect for others, their possessions and the school;
- Be a responsible member of the school community;
- Travel directly to/from the school without stopping at shops in the surrounding area and/or congregating in school uniform in the local area;
- Let my parents/carers and Form Tutor know of any problems.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#### The Parent/Carer is expected to:

- To support the Code of Conduct, Behaviour Policy and school ethos;
- Ensure that their child is properly prepared for the day ahead;
- Ensure that my child comes to school with appropriate uniform and equipment;
- Ensure that their child behaves in an appropriate manner that upholds the school's Code of Conduct on the way to and from the school and always adopt a courteous and professional manner towards staff;
- Ensure that my child understands the need to follow staff instructions first time, especially in relation to COVID-19;
- Reply to school communications and supply absence notes promptly;
- Ensure that the school has correct up-to-date telephone and mobile numbers for emergency contact;
- Inform the school immediately of any changes of personal details, medical conditions or circumstances, including addresses, phone numbers etc;
- Make the school aware of any concerns or problems that might affect their child's work or behaviour;
- Ensure regular and punctual attendance by my child, and avoid absences in term time;
- Attend Parents' and Information Evenings and discussions about their child's progress;
- Monitor their child's planner daily and sign it on a weekly basis;
- Do my best to provide an appropriate environment and time at home to enable my child to complete their homework;
- Ensure that their child is available for extra-curricular, revision and catch up sessions including extra classes for revision or support at the end of the day, on Saturdays and in the holidays;
- Inform the school of absence before 8.30am on the first day of your child's absence and any subsequent days of absence, then follow up with a letter explaining the reason for absence on your child's return to school which should be handed into Reception;
- Ensure that holidays are taken outside of term dates;
- Support the school's policies, guidelines and sanctions for poor behaviour including Saturday and after school detentions;
- I agree to my child attending trips and visits in and around London (walking, public transport or by coach) once I have been notified of the details and a Risk Assessment is in place.

Signature of Parent/Carer: \_\_\_\_\_ Date: \_\_\_\_\_

#### The School is expected to:

- Model the school values of compassion, integrity, accountability, equality and high expectations;
- Provide an education where all are valued;
- Develop good relationships with all the school community;
- Maintain regular contact including letters, reports and access to Go for Schools and the Parent Forum;
- Challenge your child to strive for the highest standard of personal, social and intellectual development and aim for excellence in all they do, so that they can achieve their full potential;
- Promote high standards of individual work and behaviour;
- Provide the very best teaching possible;
- Contact you if there is a problem with your child's attendance, punctuality or progress;
- Be constantly aware and vigilant of safeguarding matters relating to the children in our care (see Safeguarding policy available on the school website);
- Provide processes and procedures so that any disclosures made by a student and concerns raised by staff in relation to safeguarding are taken seriously and addressed;
- Care for your child's safety and well-being;
- Keep you informed about general school matters and about your child's progress in particular;
- Be open and welcoming at all times and offer opportunities for you to become involved in the daily life of the school.

Signature of the Headteacher: J. Heffernan Date: \_\_\_\_\_ April 2021 \_\_\_\_\_

**STUDENT DETAILS:-**

Student's LEGAL SURNAME: \_\_\_\_\_ LEGAL FORENAME: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: M/F (please circle)

Student's Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_  
.....

**CONTACT DETAILS (MOTHER, FATHER, CARERS):-**

**Primary Contact:-** Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Pupil: \_\_\_\_\_

Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

(telephone contact is essential for safeguarding information)

Work Phone Number: \_\_\_\_\_ Parental Responsibility: **Yes/No** (please delete as appropriate)

E-mail Address: \_\_\_\_\_

(this is essential as all letters are sent home via email)

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**Secondary Contact:-** Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Home Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Work phone number: \_\_\_\_\_ Parental Responsibility: **Yes/No** (please delete as appropriate)

E-mail address: \_\_\_\_\_

**Additional Contacts:-**

Full Name : \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Parental Responsibility: **Yes/No** (please delete as appropriate)

Relationship to Student: \_\_\_\_\_

Siblings/Family: (Please complete any names of brothers/sisters/cousins etc attending Cardinal Pole)

Surname: \_\_\_\_\_ Forename: \_\_\_\_\_

Year/Registration Group: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

**MEDICAL/HEALTH INFORMATION:**

No  Yes (if yes, please state below or if possible provide medical documents and details of current medication. This will ensure the school is aware of the requirements for the student)

Details: \_\_\_\_\_  
\_\_\_\_\_

**Allergies:**

Eggs  Fish/Seafood  Pollen  Nuts  Gluten  Other  (please specify) \_\_\_\_\_

**Medical Practice Details:**

Surgery Name: \_\_\_\_\_

Surgery Full Address: \_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**SPECIAL EDUCATIONAL NEEDS:** (Has any special help been given with reading/learning/behaviour etc.?)

**Yes/No** (please delete as appropriate)

If yes, please give details, e.g. withdrawal work, support in class, does the child have a statement/EHCP.

\_\_\_\_\_

**FREE SCHOOL MEALS:-**

Is your child eligible for Free School Meals? **Yes/No** (please delete as appropriate).  
If yes, please ensure you complete an application form from your local authority.

**RELIGION, MOTHER TONGUE and ETHNICITY:**

Religion: \_\_\_\_\_

My Child has been Baptised/Christened **Yes/No** (please delete as appropriate)

Languages Spoken At Home: \_\_\_\_\_

Is English your Family's First Language: **Yes / No** (please delete as appropriate)

**Please tick one of the below categories:-**

- Afghan    Albanian    Any other Asian Background    Any other Black Background    Any other Mixed Background
- Bangladeshi    Black Angolan    Black Congolese    Black Ghanaian    Black Nigerian    Black Somalian
- Black Sudanese    Black Caribbean    Black Sierra Leonian    Chinese    Greek / Greek Cypriot    Gypsy
- Gypsy Roma    Indian    Kurdish    Latin / South / Central American    Other Black African    Other White British
- Pakistani    Roma    Traveller of Irish Heritage    Turkish    Turkish Cypriot    Vietnamese    White English
- White Irish    White Scottish    White Welsh    White and Asian    White and Black African
- White and Black Caribbean    White and Asian    White Eastern European    White Other
- White Western European

**Other ethnic group**

Please State: .....

**SCHOOL HISTORY:**

Previous/Current School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Post Code: \_\_\_\_\_ Date(s) of Attendance: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

If new to the Country: Date of arrival: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Reason for Moving Schools: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

**Parental Consent:** (please note that by signing this form, you are agreeing to the school's policies on the following:

Biometric Permission (cashless catering)

Relationships & Sex Education Curriculum

Copyright Permission

Internet Access

Student Photography/Video

Data Exchange (see attached)

Participation of School Trips/Visits within the M25 without further permission, once notified of the visit.

**Mode of Travel:**

walk  bus

train  cycle

car  other: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

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