



**GRIMSBY INSTITUTE GROUP**

# Home/Academy Agreement



The Academy Grimsby  
YOUR FUTURE, FOCUSED

### Change Control

<b>Version:</b>	3.0
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### Revision History

<b>Version</b>	<b>Type</b>	<b>Date</b>	<b>History</b>
V1	New		Draft
V2	Revisions	June 2014	Education working group amends
V3		July 2014	SMT approved

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## **1. Aim**

We aim to provide an outstanding learning experience for all students. The purpose of this policy is to ensure students are aware of what they can expect from the Academy Grimsby (the Academy) both before they become an Academy student and when they become an Academy student and what the Academy can expect from students so that they can fully benefit from the learning opportunities provided. We are committed to ensuring that your son/daughter receives a high quality education in a safe environment. We can only do this with your help and support, and believe that sound home/Academy relationships are the key to success.

## **2. Policy**

### **2.1. Before your child becomes a student at the Academy we will:**

- Provide accurate information in a variety of formats about our courses, support services and facilities on offer.
- Provide independent and confidential advice and guidance, if required, on suitable courses.
- Respond to enquiries made in person, by email, telephone within 5 working days.
- Respond to an application within 10 working days providing details of application forms and a date to meet with Academy staff.
- Inform you of the outcome of the meeting within 5 working days and the arrangements for starting at the Academy.
- Work with you to identify any support needs you may have, including those arising from a disability or learning difficulty.
- Ensure all communications are accurate, clear, polite and in line with Grimsby Institute Group's policies.
- Arrange for you to be supported during the induction process as necessary.
- Provide information on how to make a complaint.

### **2.2. When your child becomes a student at the Academy we will:**

- Care for their safety and well being
- Strive to achieve high standards of work and behaviour
- Encourage students to achieve their full potential as a valued member of the Academy community.
- Provide a balanced curriculum to meet individual needs
- Inform parents/carers of student progress at regular intervals
- Provide an induction which will include as a minimum course details, attendance and punctuality requirements, Health and Safety, Equal Opportunities, Academy Core Values and Acceptable Standards for Learning Environments, Disciplinary Policy and Procedures.
- An induction to the Academy services and facilities to include, as appropriate, Learning Centres, ICT facilities, enrichment activities, student support services.
- Provide a tutor who is responsible for providing support, reviewing progress and helping students to achieve success.
- Produce an Individual Learning Plan (ILP) agreed by your child and their tutor.
- Agree with your child learning objectives with SMART targets.
- Ensure that students with special educational needs are appropriately educated. Statemented students will have their needs assessed and reviewed annually.
- Provide an appropriate personalised curriculum
- Provide a secure, caring and welcoming environment

- Not take responsibility for a student's private property such as mobile phones, laptop computers and cameras
- Provide information and guidance in relation to future careers, further and higher education
- Encourage students to develop a sense of pride in themselves and the Academy, encouraging them to strive towards reaching the highest possible standards in all their work and involvement with the Academy's activities.
- Inform parents/carers if there are concerns about attendance, punctuality, behaviour or progress
- Respond sensitively and promptly to any concern or complaint raised by any student, parent/carer
- Not post images or video footage of either Academy staff, students, images of the Academy or the Academy name on any internet site without prior written consent from the Academy Head

**2.3. As a parent/carer you will:**

- Agree to support the Academy by encouraging your son/daughter to attend regularly, on time and properly equipped.
- Agree to support the Academy on its policies of attendance, uniform and behaviour
- Agree to support your son/daughter with homework encouraging them to complete it to the best of their ability and on time
- Agree to make the Academy aware of any concerns which may affect your son/daughter's behaviour
- Agree that the Academy has a responsibility to contact help from outside agencies if your son/daughter is causing concern of a learning, behavioural or medical nature.
- Check and sign your son/daughter's planner
- Attend parent's evenings and any other meetings concerning the education and well-being of your child
- Whenever possible attend and join in with community, social, sports, etc functions and events
- Endorse the Academy's policy on uniform and appearance
- Support the Academy's Home/Academy Agreement

**Discussions with parents are a priority except where there are safeguarding concerns:**

- I agree that my son/daughter should receive professional medical help in an emergency if I cannot be contacted
- I agree that services can be accessed by my child to help support their learning and wellbeing.
- College services such as Counselling and behaviour mentor support is part of the college offer.
- I agree to take every opportunity to praise my son/daughter and to recognise and encourage their achievement.
  
- Students
- I agree to attend the Academy regularly, on time and properly equipped
- I agree to wear the Academy uniform and follow rules
- I agree to do my class work and homework as well as I can
- I agree to follow the Academy's anti-bullying policy

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- I agree to respect the Academy's building and surrounding areas
- I agree to have my mobile phone turned off during lessons
- I will do my best to help others and behave in a way which will not cause disruption in the Academy.
- I agree to respect fellow students
- I agree to follow teacher instructions
- I agree to follow the Academy's Code of Conduct

**Signatures**

Parent/Carer: \_\_\_\_\_

Print name: \_\_\_\_\_

Student: \_\_\_\_\_

Print name: \_\_\_\_\_

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

**After signing, this Agreement should be handed in to the Academy's Senior Administrator**

Home/Academy Agreement received by:

Senior Administrator: \_\_\_\_\_

Print name: \_\_\_\_\_

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