

1. General Statement

This policy has been developed to take into consideration our Mercy ethos and local and national policy and guidance.

St. Anthony's Academy believes very strongly in the partnership involving the pupil, parents and the academy. This document sets down the expectations we have as an academy and our commitment to the pupils.

2. Aims

The Standard of Education

The main aim of St. Anthony's Girls' Catholic Academy is to develop the potential of each pupil. We strive to promote a broad, balanced curriculum in a Christian atmosphere of mutual respect. We offer a carefully planned range of learning experiences appropriate to the needs of each girl. We stress traditional values of good conduct and high achievement.

The Academy Ethos

The academy will promote Christian values and moral behaviour. It will provide the best possible learning environment that is safe, attractive and caring. It will make sure that all children and their families are treated with respect and sensitivity. Parents and pupils' opinions are very important to the academy and the academy will take these into consideration whenever policies are reviewed.

Regular and Punctual Attendance

Parents are responsible in law for ensuring that children of compulsory academy age receive full-time education. The law requires regular attendance in academy. This means attending academy punctually on every day and for the whole academy day during term time, unless there is a good reason (such as illness) for absence. If attendance problems do develop, the academy expects parents to work actively with academy staff and the Academies Attendance Officer to solve them. Parents should contact the academy if their child is worried about attending the academy or if something happens to affect the child's learning.

Discipline and Behaviour

The academy believes that promoting good behaviour and discipline in pupils should be a partnership between home and the academy. Parents have a vital role in fostering good behaviour, and parental influence is critical in shaping pupil attitude and behaviour.

Homework

The academy will set, mark and monitor homework regularly, in keeping with the academy policy.

Information academies and parents will give one another

Good communication between the academy and the home is essential. Parents will be informed when to expect a written report on their child's progress and how they can discuss their child's progress with a teacher. Parents must tell the academy about any issues that might affect the child's work or behaviour. Parents are welcome to approach the academy if they have any concerns or feel there is a problem. Parents should contact the Assistant Director of the Key Stage but if an issue is not resolved then they can speak to the Director of the Key Stage.

3. Responsibilities

Governing Body

- Seek financial efficiency and value for money.
- Draw up and publish academy policies.
- Consult with and report to parents/carers.
- Ensure compliance with statutory obligations, including health and safety regulations.
- Monitor and review all aspects of the academy's work.

Parents/Carers

- Parents are responsible for sending their daughter to academy regularly, on time and in full uniform.
- Parents must ensure that their daughter has all the necessary equipment and kit that she needs.
- Parents are responsible for notifying the academy if their child cannot attend.
- Parents do not have the right to take children on holiday in term time.
- If a child is taken out of the academy in the morning for medical reasons she should return following the appointment.
- Parents must work with the academy to try and make sure that their daughter behaves well.
- Parents must make every effort to support their children's learning at home.
- Parents should attend parents' evening.
- Parents must inform the academy of any circumstances that may affect their child's ability to learn effectively.
- Parents should support the academy and its policies as fully as possible.
- Parents should read all correspondence from the academy and respond promptly when necessary.

The Academy

- The academy is responsible for providing pupils with a safe well ordered and caring environment.
- The academy is responsible for having a clearly stated published rewards and sanctions policy.
- The academy will set and mark homework regularly.
- The academy will provide a balanced and challenging curriculum which meets the needs of all pupils.
- The academy will listen to and respond quickly to any concerns parents/pupils may have.
- The academy will contact parents if there are concerns about a child's attendance, punctuality or behaviour.
- The academy will encourage pupils to attend regularly and punctually.
- The academy will keep parents informed about pupil progress.
- The academy will provide high quality teaching and a variety of enrichment activities.

Pupils

- Pupils must work to the best of their ability.
- Pupils must show respect for others both in and out of academy.
- Pupils will be expected to observe the academy's rewards and sanctions and anti bullying policy.

- Pupils must attend the academy regularly, be on time and in full uniform.
- Pupils must cooperate with teachers.
- Pupils must record and complete homework on time.
- Pupils must respect the academy environment and the local community.
- Pupils must adopt a positive attitude towards, and participate fully in, the life of the academy.
- Pupils must keep the planner up to date and make sure that books are properly used and looked after.
- Pupils must be responsible for taking communications to and from academy and home.

Below are government suggested guidelines for the length of time pupils should work each evening.

- Years 7 and 8 45 – 90 minutes a day
- Year 9 1 ½ hours a day
- Years 10 and 11 1 ½ to 2 ½ hours a day

4. Procedures

All parents of, and pupils in, year 7 will sign the home academy contract. Parents will keep a copy, a copy will be kept in pupil files of all contracts. (See Annex 1).

All students in Sixth Form and their parents will sign the Sixth Form Contract. All copies will be kept by the Director of Sixth Form (See Annex 2).



Annex 1

St. Anthony's Girls' Catholic Academy

Academy Home School Agreement

Produced and signed for the benefit of:

(Print student name and form)

Academy ethos

As a Mercy Academy our education vision and ethos is

- Christ centred

Dignity of the human person, builds up self esteem, caring and belonging, personalized learning

- Faith enlightened

Faith, culture and life dialogue and harmony

- Shows concern for the poor especially women and girls

Eradicate suffering and its causes, compassion and search for justice

- Builds communities

Social responsibility, respect for life, the academy as a community of warmth and love

- Pursues excellence

Achieving potential for all, a community of reflective learners working to the highest standards.

ACADEMY UNIFORM - YEARS 7 - 11

The academy expects parents to support the policy on academy uniform, as we believe that wearing academy uniform helps to create a feeling of unity among pupils and strengthens their sense of belonging to the academy community.

The uniform for pupils at St. Anthony's is as follows:

1. Academy blazer - navy with green trim and academy crest.
2. Academy jumper - navy with green, brown and white trim.
3. A white loose fitting open necked blouse with a revere collar and it should be loose not fitted, with the bottom tucked into the waist of the skirt.
4. A navy blue skirt - the designated Academy skirt which should be around knee-length. The waistline should not be folded over to make the length of the skirt shorter.
5. Tights should be navy, without patterns. Alternatively, plain navy or white ankle socks (not trainer socks) may be worn in the summer term.
6. BLACK (single colour) SCHOOL SHOES ONLY. No fashion shoes eg. high heels, mules, backless shoes, sling backs etc. Boots may be worn during severe winter weather.
7. Outdoor coats should be plain navy (or black if navy is not available); without any kind of logo and must be worn over the blazer.
8. Academy scarf/navy blue pashmina. The school scarf can be purchased from the Academy.
9. Headwear – navy pashmina. (No jewellery attached)
10. PE Kit - with St. Anthony's Academy crest.
The PE kit is compulsory for all year groups. Available from Total Sport Tel. 5679043.
Navy t-shirt, polo shirt
Navy shorts
Navy blue tracksuit bottoms may be worn in wintry weather
Navy hooded top

Navy blue football socks (optional)
Trainers / Cross Trainers (suitable for all activities)
Gym sack (Optional)

After Easter pupils may wear a summer uniform

1. A white short-sleeved, reverse, loose fitting open necked blouse worn with a blazer (optional sleeveless jumper)
2. The designated Academy skirt of an appropriate length.
3. White or navy ankle socks or tights.
4. The Academy sleeveless jumper may be worn.

Please note

1. Short or tight skirts or skirts with slits are not appropriate for academy wear.
2. Items of personal jewellery are not appropriate for academy wear. They may constitute a safety hazard and there is a risk of them being lost or stolen. Pupils may wear a wrist watch (no camera watches allowed). Pupils are not allowed to wear make-up. Earrings or piercing of any kind are not allowed. In the case of jewellery worn for medical purposes, e.g. migraines, medical evidence must be provided. The piercings must be removed for PE lessons, if possible. If it cannot be removed then it is the responsibility of the teacher to try to establish a safe situation to enable participation, by considering how, or if the activity can be made safe by amending the task or creating some other management strategy to make participation safe. Where safe participation cannot be assured then the pupil cannot take part in that element of the lesson. This policy is in line with Department of Education guidance on this matter.
3. In bad weather pupils may wear black boots to come to the academy.
4. Trainers are not allowed for wear in academy except for PE lessons. No fashion shoes eg. high heels, mules, backless shoes, sling backs etc..
5. Hair must always be tied back using a plain navy hair accessory. Braided hair, hair extensions and inappropriate use of hair dye are not compatible with academy uniform and are not allowed in the academy.
6. Academy bags should be of a suitable size to hold planner, exercise books and an A4 file.
7. Planners, bottles of water, etc must not be carried in blazer pockets.
8. The use of mobile camera phones in academy time is not permitted. The academy cannot take responsibility for the loss of items such as mobile phones. The academy recognises the need for some students to carry phones to and from academy for security reasons. However, mobile phones belonging to students in Y7-11 **must** be switched off whilst on the academy premises. Students who do not adhere to this policy will be disciplined in line with the academy discipline policy. If there is any need to contact a parent the academy will make contact.

Academy Uniform Suppliers are:

Little Gems
Total Sport

Mobile Phone/iPod/MP3 player agreement

Academy staff appreciate that many parents like students to carry mobile phones to ensure security on journeys to/from academy or in case there is a change to family arrangements. Mobile phones may be carried onto the academy premises providing the pupil:

- has her mobile phone switched off at all times whilst on the academy premises
- keeps the mobile phone in her bag during the academy day
- receives calls/text messages prior to entering the academy premises in the morning and after leaving the academy premises at the end of the day. If there are any issues at academy or emergency during the academy day, then academy staff will contact parents or give students permission to contact parents

- does not use their mobile phone to contact parents, other students/individuals inappropriately during the academy day
- does not use her mobile phone to capture still or video images, as well as sound clips, of any member of the academy community
- does not use mobile technology to intimidate, bully, harass or threaten others, as this will be counted as an infringement of network use. This may result in disconnection from the network or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission. Ipods/MP3 players should not be used in class unless directed by a member of staff for valid educational reasons during appropriate classes e.g. Digital Cre8or, multi-media examination courses, etc.

Any violation of the above will result in the confiscation of the mobile phone/iPod/MP3 player and the pupil being dealt with in line with the Behaviour Management Policy. Parents will be asked to collect the item from the academy reception. The academy cannot take responsibility for any mobile phone/iPod/MP3 player which is lost or stolen.

ICT Acceptable network and internet use agreement

Access to computers and the internet is provided for the purposes of educational research and learning. Access to the internet is a privilege, not a right, and that access requires responsibility. The purpose of this policy is to provide rules for appropriate use of these facilities. The academy reserves the right to examine or delete files that may be held on its computer system, and to monitor any internet sites visited.

As a pupil I will:

- abide by log-on procedures and only use my own personal user-account and password to access the network
- not damage computers, peripherals or any part of the network
- refrain from accessing any web pages, or producing work that would be considered offensive because of pornographic, racist, violent or illegal content
- not send or display offensive messages or pictures, that could cause others pupils to be distressed or anxious
- not use obscene language
- not use the computer system to access chat forums/social networking sites
- not attempt to download or install any software applications, including viruses
- not violate copyright laws

Any violation of the above may result in: a temporary or permanent ban on internet/computer use and the student may face further disciplinary action.

Parents/carers will be informed when applicable, police or local authorities may be involved if necessary, external agencies such as social networking or email member sites may be contacted and informed.

I have read and understood the above agreements and will comply fully.

I will

- attend academy regularly and on time
- wear correct academy uniform, including journeys to and from academy
- arrive at lessons on time, fully prepared and ready to work
- move about the building in a calm and responsible manner
- be responsible for my own behaviour and learning, trying to reach my full potential
- do my homework on time and to the best of my ability
- treat all other members of the academy and community with respect
- respect the academy building and keep its environment clean and tidy
- observe the mobile phone agreement
- observe the acceptable network and internet use agreement

Signature: _____
(Pupil)

As a parent/carers I will:

- see that my daughter attends academy regularly, on time, properly equipped and in uniform

- ensure that my daughter follows the academy rules, abides by the mobile phone agreement and the acceptable network and internet use agreement
- support my daughter with her homework and other opportunities for learning at home
- make the academy aware of any concerns or problems that might affect my daughter's work or behaviour
- take an interest in my daughter's progress, attending open-evenings and events where possible

Signature: _____ (Parent/Carer)

As an academy we will:

- treat and respect you as an individual
- provide a safe and stimulating environment in which you can work
- offer an exciting, challenging and worthwhile education
- give you regular feedback on your progress
- give you praise, encouragement and advice on how to make further progress
- not tolerate bullying of any sort

Signature: _____ (Head Teacher)

Sixth Form Contract

I agree to fulfil the following requirements for the duration of my time in the Sixth Form:

I will ensure a high level of attendance (95%) plus and punctuality at all lesson, tutorial time and assemblies. If possible, I will inform my tutor and appropriate members of staff in advance of any planned absence, otherwise I will ring in on the first day. I understand that it is essential that a note from my parents/guardians, explaining all absences, must be brought in immediately on my return to Sixth Form.

I will wear only the official Sixth Form uniform and, I will not wear nose studs or other unorthodox forms of jewellery.

I realise that the Sixth Form has a positive work ethic and that I must arrive at each lesson fully prepared with the correct equipment and with all work up to date. I will complete work to a high standard and to specified deadlines. If I have to miss a lesson, I will see my tutor and the relevant members of staff in advance.

I understand that study periods are built into my timetable to enable me to focus in on the demands of the courses that I have chosen to study: coursework, presentations or preparation for examinations. Therefore, in these periods I am to be actively studying in a designated work area and observe a positive work ethos.

I understand that I may leave the site once a day, at lunchtime. For all other times I must get permission from my tutor and sign out when I leave and on my return.

I will abide by the Sixth Form behaviour rules on serving as a role model for students in the Academy.

I will respect the fabric of Sixth Form areas in Gabriel and Somerleyton Centre. I will do my part to ensure that all areas remain litter free.

I understand that I may use a mobile phone in the common but not in main school and never in lessons.

I understand that students should be respectful and polite to members of staff and to each other. Bullying is **not** tolerated, and the inappropriate use of Social Media will be severely dealt with.

I agree to avoid holidays in school time and not to do more than 8 hours paid work per week.

I understand the Sixth Form sanctions; withdrawal of any financial support; not being entered for examinations; if I have not completed the course or coursework; placed 'on report'; a first formal warning in the presence of my tutor; a second formal warning in the presence of my parents; after that I may be asked to leave the Sixth Form.

Sixth Form Home School Agreement

Mobile Phone Agreement and ICT/Internet Use

School Staff appreciate that many parents like students to carry mobile phones to ensure security on journeys to and from school or in case there is a change to family arrangements. Mobile phones may be carried on the school premises providing the student:

- Does not use his/her mobile phone on the main school site or in lessons
- Does not use their mobile phone to contact parents, other students/individuals inappropriately during the school day
- Does not use his/her mobile phone to capture still or video images, as well as sound clips, of any member of the school community
- Does not use mobile technology to intimidate, bully, harass or threaten others, as this will be counted as an infringement of network use. This may result in disconnection from the network or legal or civil disciplinary action. Uploading images and sound is only permissible if the subject involved gives permission.
- Ipods/MP3 players should not be used in class unless directed by a member of staff for valid educational reasons during appropriate classes such as multi-media examination courses.

Any violation of the above may result in the confiscation of the mobile phone, Ipod or MP3 player and the pupil being dealt with in line with the Behaviour Management Policy. The school cannot take responsibility for any mobile phone, Ipod or MP3 player which is lost or stolen.

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