



MAPLE GROVE

Maple Grove Home-School Agreement 2024-2025

Please read and sign, before returning the full document to Maple Grove School. A copy for you to keep can be provided on request.



(A) Home – School Agreement

For your son or daughter's time at Maple Grove can be as successful as possible, we need to highlight several factors that contribute to the smooth running of the school; your cooperation in these as parents is vital.

Please read and sign the below agreement. If you have any questions about the contents, please do not hesitate to get in touch.

1. Attendance is crucial to developing and sustaining progress. Where your son/daughter's attendance falls below 90% we will contact you to arrange a remote or face to face meeting.
2. If your child is unable to attend school due to ill-health, please inform us as soon as possible on the day. If your son or daughter has vomiting and/or diarrhoea they need to stay at home until **48 hours** have passed from the last incident of vomiting or diarrhoea. This is to ensure infection does not spread.
3. It is expected that all pupils will wear Maple Grove uniform every day, and we will supply a number of sweatshirts/cardigans/hoodies and polo shirts each year. If your son/daughter would benefit from a variation to the standard uniform, please get in touch and we will work with you to find a solution.
4. We will communicate with you about any events or incidents in school that might have an impact on your son/daughter at home. It is important that you communicate with us about any changes or events (big or small) at home that might affect your child when in school.
5. It is important that we work together to ensure your child makes the maximum possible progress, whether that be in personal development, behaviour, or academic subjects. Regular communication between home and school is crucial in this, as is your attendance at parent-teacher meetings, Annual Reviews, and wellbeing meetings.
6. Please ensure the contact details we hold for you (and additional contacts) are kept up to date at all times.
7. Where appropriate we will provide clarity for your son/daughter about our expectations regarding their behaviour and learning. The way we communicate this with them will depend on many things, including their language skills and developmental stage, but we will also share this information with you and expect home to support school's efforts to provide both nurture and boundaries.

(B) Use of Photographs

1. It is school policy not to publish identifiable information about pupils online. Where a child's image is included in a photograph, their full name will not be used. We have a school website and a Facebook, Instagram and Twitter page where these images may be published. Please ensure you opt out of the use of pupil images in the consent forms if you do not wish your son/daughter's image to be used in these ways.
2. In the same way, we may use examples of pupils' work to celebrate what has been happening at school. We will ensure pupils cannot be identified from these images.



3. As part of our assessment process, we will capture learning using photographs and videos, and will in many cases share these important records with you. We will assume that we may include your son/daughter's image in group photos/videos that go home to multiple families.
4. We send out a school newsletter every half term and often use photographs within this. The newsletter is sent home to all parents via email so please ensure you opt out of pupil images in the consents if you do not wish your son/daughter to be included in any photos.
5. Group photos/videos sent from school must not be shared on any social media platforms or distributed in any other way.
6. In general, please do not take photographs when in school. Where arrangements have been made for you to take photographs or videos, please ensure you do not then publish images or details of any other pupils on social media.

(C) First Aid, Medication, Suncream

1. In the highly unlikely circumstances, your child may suffer an accident or injury and need emergency medical treatment, and whilst we will endeavour to contact you, it may be necessary for trained colleagues to administer first aid, or treatment may be required at a hospital. In this event school staff will accompany the child and act as the responsible adult, until such time you can be contacted and assume parental responsibility.
2. Parents are asked to accept that the administration of medication is a service that school is willing but not obliged to undertake.
3. For any medication that needs to be administered at school, a Parental Consent form must be filled out and signed by an adult who has parental responsibility.
4. Each item of medication must come into School in the prescribed box (labelled with the pupil's name, name of medication, dosage, and the frequency of the dosage). The medication must be handed to the taxi driver/escort and then handed directly to a permanent member of staff (not via your son/daughter).
5. All medication is then carefully recorded in a log that is kept in the medical room. When there have been any changes to the medication such as dosage etc. school must be notified via a new medical form to enable any changes. If parents wish their child to carry their own inhalers, they must inform school in writing otherwise they will be secured in the locked medicine cabinet.
6. In the event of hot weather, we ask that sun cream is applied by parents before pupils arrive at school, staff will however reapply sun-cream throughout the school day as needed. We will keep a stock in school for this purpose, however if you wish to supply your own, please provide this in a container clearly labelled with your son/daughter's name.

(D) Mobile Phones, Hand-Held Devices

We understand some pupils have a long journey to and from school and may benefit from using an electronic device during this time. Once at school these must be handed to staff, and they will be



locked away until home time. School cannot take responsibility for damage to electronic devices caused during transport, or transition into/out of school. Smart watches can be worn as long as any recording functions are not used when in school. School reserves the right to withdraw permission for these to be used on an individual basis.

(E) PSHEE & RSE

1. As part of our commitment to offer a broad and balanced curriculum, pupils at Maple Grove School will take part in lessons about Personal, Social, Health and Economic Education (PSHEE). This will follow national guidance from the Department of Education and the PHSEE Association. Broadly speaking it covers topics such as 'Keeping Myself Safe', 'Growing Up', 'Relationships and Managing Change' and later 'Drugs, Alcohol and Dealing with Risk'.
2. As of September 2021, Relationships education is compulsory for all primary-aged pupils (5-11 years old), and Relationships and Sex Education (RSE) is compulsory for all secondary schools. At Maple Grove, we deliver these as part of our wider PSHEE programme but will provide you with details in advance. Parents have the right to request that their child be withdrawn from some or all of sex education; such requests should be made, in writing, to the headteacher.

(F) Visiting Staff

During the school year, your son/daughter may work with a range of staff not directly employed the school. These may include employees of Options Autism and Outcomes First Group, coaches (EG for sports, yoga), or tutors (EG for music lessons). We will keep you informed of any such input but would not typically ask you for additional written consent for each of these services. Any such visiting staff would be strictly subject to the stringent safeguarding procedures in place at Maple Grove.

(G) Educational Visits in the Local Area

As part of our curriculum, pupils may access facilities and areas of interest in the local community (EG library, park, shops), for which we ask you to provide generic consent. For any trips further afield, or that involve more planning, we would seek specific additional consent. All trips are carefully risk assessed and signed off by the Educational Visits Co-ordinator.

(H) Intimate Care

For some children, intimate personal care is an important part of their daily routine. This will only be carried out by staff with whom your child is familiar, and all staff employed by the school are subject to enhanced DBS checks, and have regular, compulsory safeguarding training. If you have any questions about intimate personal care arrangements for your son/daughter, please get in touch.



(I) Yoga

Sally comes in every week and has one to one yoga sessions with our pupils. Yoga classes may include yoga poses, breathing exercises, mindfulness, relaxation, rhythm, and songs. The benefits of a regular yoga classes for students are wide ranging and include:

- Helping children to regulate their central nervous system enabling them to them to:
 - navigate difficult emotions, stressful situations, and moral choices,
 - Teaching techniques to help calm, switch off and rest,
 - Improving concentration and focus for longer periods.
- As well as physical benefits including:
 - Increased flexibility and ease of movement,
 - Building core strength improving posture,
 - Developing the vestibular system, improving balance, coordination, gross and fine motor skills,
 - Improving children's proprioception; an awareness and application of their bodies.

It is our school's policy to request parental consent for any external partners working on a one to one to one with students at the school.

(J) Holidays in Term Time

In accordance with DFE guidelines, you must gain permission from the Head Teacher if you want to take your child out of school during term time. To do this, you must make an application as soon as possible but at least 4 weeks before the planned holiday, in writing, and outlining the exceptional circumstances supporting your request. Emails to be sent to info@maplegroveschool.org

(K) Labelling of uniform, clothing, footwear & equipment.

Please could we ask that any clothing, footwear, or equipment worn or brought into school is clearly labelled with your child's name. This will help us to ensure that all items are sent home with the correct child each evening and to help with any mislaid items being returned to the correct families.



(L) Massage in Schools.

Massage in Schools is an inclusive programme of positive touch and clothed peer massage for children. Children wear their normal school clothes and give massage to each other on the back, head and arms. A trained instructor/ teacher will teach the children and their teacher. All children are asked if they would like to work with a partner for giving and receiving clothed massage. It is always all right for a child to say 'no'. More information on this is available in the School Welcome pack.

	AGREE			DISAGREE		
(A) Home – School Agreement						
(B) Use of Photographs/videos						
(C) First Aid, Medication, Suncream						
(D) Mobile Phones, Hand-Held Devices						
(E) PSHEE & RSE						
(F) Visiting Staff						
(G) Educational Visits in the Local Area						
(H) Intimate Care						
(I) Yoga						
(J)Holidays in Term Time						
(K) Labelling of uniform, clothing, footwear & equipment.						
(L) Massage in Schools						
Pupil Name						
Parent/Carer Signature						
Signed by (please print name)						
Date						