



CHESTNUT HILL SCHOOL

Home-School Agreement

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

(A) Home – School Agreement

For your son or daughter's time at Chestnut Hill to 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 Chestnut Hill 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) 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 parents apply sun cream to their child. We will keep a stock in school for any required reapplications. However, if you wish to supply your own, please provide this in a container clearly labelled with your son/daughter's name.

(C) 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 kept 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.

(D) Health and Well-Being

As part of our commitment to offer a broad and balanced curriculum, pupils at Chestnut Hill School will take part in lessons about health and well-being in line with the Welsh Curriculum; this will cover all aspects of relationships, sexuality and religion. Please be reassured that this will be delivered at their level.

(E) Visiting Staff

During the school year, your son/daughter may work with a range of staff not directly employed by the school. These may include employees of Options Autism and Outcomes First Group. 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 Chestnut Hill.

(F) 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. All trips are carefully risk assessed and signed off by the Educational Visits Co-ordinator. For any trips further afield, or that involve more planning, we have provided an additional consent form.

(G) 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.

(H) 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 2 weeks before the planned holiday, in writing, and outlining the exceptional circumstances supporting your request.

(I) 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.

(J) Clinical support

Chestnut Hill have a clinical support team based on site, consisting of occupational therapists, speech and language therapists, psychologists and psychotherapists. They will be seeing your child at various points through the year. This will include to offer support to school staff, to complete assessments and, on occasions, to run individual therapy sessions. We will aim to inform you, via telephone or email, of these and any outcomes, before any therapy begins but there may be occasions when this is not possible.

(K) Key Policies

School policies on various matters are available on request (please contact the office). However certain, key policies are published on the school website, please take some time to read these. In particular, the Curriculum, Behaviour and Safeguarding policies. By signing this agreement, you are agreeing with the content of these policies.

By signing below, I confirm that I have read, and agree with, the full content of this document.

Pupil Name	
Parent/Carer Signature	
Signed by (please print name)	
Date	