Lady Margaret School
Parsons Green
London
SW6 4UN
020 7736 7138
admin@ladymargaret.lbhf.sch.uk
www.ladymargaret.lbhf.sch.uk

Home-School Partnership Agreement

This agreement aims to foster a true partnership between home and school.

Communication

School to Parents

The school undertakes to inform parents of key school events and holiday dates at the start of each academic year.

A newsletter "Lady Margaret Mentions" is published weekly to all students via a hard copy and via email to those parents on "Parentmail".

Letters regarding specific activities for individual year groups and teaching groups are sent out at least one week in advance of the activity. Signed permission slips have to be received by the member of staff organising an activity before a child can participate in any off site activity.

Attendance and punctuality texts will be sent daily if your child arrives is not marked in or arrives after 8.35am.

Parents to School

The first point of contact for parents for day to day matters (notes regarding absence etc.) is the Form Tutor. For issues concerning a particular school subject, the Head of Department should be contacted while more general concerns (e.g. about progress, pastoral issues etc.) should be addressed to the Head of Key Stage.

Communication (other than notes to the Form Tutor) should always be via the main school office either by

telephone on 020 7736 7138
email: admin@ladymargaret.lbhf.sch.uk
or
post: Lady Margaret School, Parson's Green, London SW6 4UN

An initial reply will be made within three working days and, if necessary, a more detailed response will be made within ten working days.

If the matter is very urgent, the school administration staff will contact the most appropriate member of staff available to deal with the issue.

Requests for absence should be made in writing to the Headteacher giving as much notice as possible. The School does not authorise time off during the term unless there are exceptional circumstances.

Ofsted Outstanding 2011|2012

Parents/Guardians will:

- Support the Christian ethos of the school.
- Support the Attendance and Punctuality Policy by ensuring regular attendance and that their daughter is in school before the first bell at 8.35am.
- Contact the school by 9.05 am on the first day of their daughter's absence.
- Provide a written explanatory note on her return
- Avoid ANY holidays and medical appointments for their daughter during school time.
- Support their daughter's learning by following the school's Homework Policy, by attending parents' consultation evenings, and by signing their daughter's Day Book weekly.
- Ensure good behaviour from their daughter and support the school in its delivery of its Behaviour Policy and accept any disciplinary measures taken by the school when and if their daughter behaves badly.
- Ensure that their daughter wears the correct uniform and is fully equipped for lessons.
- Actively work with the school to ensure equal opportunities, support the anti-bullying policy and prevent smoking.
- Be punctual in picking up their daughter who has been involved in extra-curricular activities, e.g. theatre trips, games trips, residential trips.
- Support the school's policy for Years 7 to 11 by not allowing their daughters to bring electrical equipment in to school.
- Monitor their daughter's use of social media and ensure they do not post comments/pictures which would hurt/harm anyone or bring the school into disrepute.
- Pay for any damage to school property caused by their daughter.
- Pay for the loss of school property caused by their daughter.
- Support the school's ICT policy.

Parent/Guardian(s) signature: _____

The School will:

- Provide, as far as possible, the opportunities for each girl to achieve to the best of her potential.
- Provide an appropriate and balanced education based on the structure of the National Curriculum at Key Stages 3 and 4; provide a variety of A-level courses at Key Stage 5.
- Provide, as far as possible, well qualified competent teachers to teach.
- Monitor each girl's attendance, punctuality, progress and behaviour, and contact home if there is a concern.
- Keep parents and carers informed about school events and provide opportunities for involvement in school life.
- Provide an environment which looks after the girls' health and safety during school hours and when they are away on day or residential trips.
- Provide a Special Needs Co-ordinator with responsibility for girls who have learning difficulties or conditions, which call for Special Education provision to be made for them.
- Provide careers guidance in years 9, 10, 11, 12 and 13, and appropriate Higher Education guidance for the Sixth Form.
- Provide sex education, citizenship, and work related learning within the Personal Social and Health Education curriculum.
- Ensure that girls sit annual examinations in all subjects in all years.
- Provide annually, reports on each girl and the school's Key stage 3, 4 and 5 results.
- Set statutory targets for public examinations.
- Provide a programme of regular homework.
- Support each girl in developing a sense of responsibility both for herself and the community.

Form Teacher's signature (on behalf of the school):_____

The Pupil will**:**

- Support the Christian ethos of the school.
- Make the most of the opportunities available to her.
- Attend school punctually with the equipment she needs.
- Maintain a regular pattern of attendance.
- Complete the work set by teachers and hand it in on time.
- Wear the correct uniform as laid down by the school rules.
- Be polite and respectful to others and be responsible for her own behaviour.
- Look after the school environment and avoid dropping litter.
- Follow the school's behaviour policy.
- Follow the school's policy on the use of mobile phones and make sure that these are switched off between 8.30 am – 3.40 pm.
- Present a positive image of Lady Margaret School at all times and particularly on public transport and when out on school trips.
- Use social media in a positive, constructive manner and not post comments/pictures which would hurt/harm anyone or bring the school into disrepute.
- Abide by the ICT agreement she has signed.

Pupil Name (please print): _____

Signature: _____