



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/Carers

The school undertakes to inform parents/carers about 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 email and to those parents/carers on "ParentMail" (those not on "ParentMail" receive a hard copy via their daughter).

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 student can participate in any off site activity.

Attendance and punctuality texts will be sent daily if your daughter arrives late after the first bell at 8.35am.

The school uses a "text-alert" system to draw attention to important and urgent messages.

Parents/Carers to School

The first point of contact for parents/carers 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 Year.

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, Parsons 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. Medical appointments should be made out of school hours or during the holidays wherever possible.

Parents/Carers will:

- Support the Christian ethos of the school.
- Support the Behaviour 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 any day that their daughter is absent.
- Provide a written explanatory note on her return.
- Avoid ANY holidays and, wherever possible, medical appointments for their daughter during school time.
- Support their daughter's learning by attending parents' consultation evenings and by signing their daughter's Day Book weekly.
- Ensure exemplary 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 and support the Anti-bullying Policy.
- Be punctual in picking up their daughter when she has been involved in extra-curricular activities, e.g. theatre trips, games trips, residential trips.
- Monitor their daughter's use of social media and ensure they do not post, like or share comments/pictures which could 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 Use of ICT Network and Equipment policy.

Parent/Carer signature: _____

The School will:

- Provide, as far as possible, the opportunities for each student to achieve to the best of her potential.
- Provide an appropriate and balanced education based on the structure of the curriculum at Key Stages 3 and 4; provide a variety of A Level courses at Key Stage 5.
- Provide well qualified competent teachers to teach.
- Monitor each student's attendance, punctuality, progress and behaviour, and contact home if there is a concern.
- Keep parents/carers informed about school events and provide opportunities for involvement in school life.
- Provide an environment which looks after the students' health and safety during school hours and when they are away on day or residential trips.
- Provide a Special Educational Needs and Disability Co-ordinator with responsibility for students 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 and citizenship education within the Personal Social and Health Education curriculum.
- Ensure that students are assessed in all subjects in all years.
- Provide reports annually on each student's progress and the school's Key Stage 4 and 5 results.
- Set statutory targets for public examinations.
- Provide a programme of regular homework.
- Support each student in developing a sense of responsibility both for herself and the community.

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

The Student 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 – 3.30 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, like or share comments/pictures which could hurt/harm anyone or bring the school into disrepute.
- Abide by the ICT agreement she has signed.

Student Name (please print): _____

Signature: _____