



The Pavilion
Ashley Gardens
London
Wembley
HA9 8NP
Tel: 020 8937 3330

Head Teacher: Ranjna Shiyani

CENTRE LEARNING

Home/School Agreement for Centre Based Students

Student Name.....

The student and Parent/ Carer have read all of the attached information and agree to the all terms conditions:

Student

Parents/ Carers

On behalf of Ashley College

Name.....

Signature.....

Ashley College responsibilities

Ashley College agrees to:

- Contact parent/carer if there are any difficulties with attendance.
- Let parent/carer know of any concerns regarding work or behaviour.
- Provide a balanced curriculum which meets the learning needs of the individual need of the pupil.
- Listen to parent/carer concerns and take action where possible.
- Set academic and pastoral targets for your child and review them on a regular basis.
- Send a termly report home that details all progress, achievements and matters for concern.
- Arrange regular reviews to discuss progress.
- Prepare for a successful outcome for the future, encouraging self-confidence and social skills.
- Maintain up to date and accurate records.
- Act responsibly in the best interests of the student with regard to health and safety and child protection.
- Allocate a Link Tutor to the student.
- Provide meetings with teachers and Link Tutors at agreed times.

Parent/carers responsibilities

I understand that Ashley College staff have a duty to inform parents/carers of any major concerns that they have regarding their child and, in exceptional circumstances, have a further duty to inform other agencies.

I/We agree to:

- Contact Ashley College by 9.00am (020 8937 3330) if the student will be absent and provide a letter/correspondence/medical certificate to explain the absence in every situation.
- Arrange dental treatment or other appointments at a time when there are no lessons; unless emergency treatment is necessary.
- Ensure the student returns to school as soon as possible on the day of appointment.
- Complete a health care plan with any medical information relating to the student, including ALL medical conditions, such as: - allergies, asthma, diabetes, epilepsy, heart condition, panic attacks or physical weakness. I will provide necessary updates on the student's medical condition as and when needed.
- Provide updated medical evidence of existing medical need at every 6-weekly review.
- Liaising with Ashley College before allowing the student to bring any prescription or non-prescription medication they may be taking in to school and this information being added to the health care plan.
- Provide Ashley College with details of any special dietary requirements that the student has; and provide updates on this when necessary and this information being added to the health care plan.
- Keep staff informed of any changes in: - address, phone numbers or family circumstances.
- Not take holidays with the student in school term time.
- Work in partnership with staff at the School to help make a success of the student's time at Ashley College

As part of the Ashley College package to support the student and family I/we will:

- *Attend family group sessions, 1:1 parent sessions and other therapeutic interventions, as identified by Ashley College.*
- *Complete all necessary online safeguarding training e.g. E Safety etc. at Ashley College during induction week.*
- *Attend an initial meeting with the education welfare officer to discuss strategies to support the student's attendance. Attend further meetings with the EWO if required.*
- Ensure my child attends relevant therapeutic interventions that the school provide e.g.; TaMHS, Mentoring, Connexions, Mindfulness, Well-being sessions, off site trips etc.
- Attend termly PLP meetings and 6 weekly reviews, provided by staff to discuss the student's progress. If I am unable to attend, I will ensure I notify the school as soon as possible.
- Ensure that homework set by tutors is completed by the student and returned as requested and sign the student's homework diary on a weekly basis during term time.
- Ensure the student understands and complies with Ashley College's Acceptable Use of ICT procedures and Code of Conduct for Behaviour.
- The student handing in their mobile phone to the reception area at the start of their day at Ashley College.
- Give consent for any wandering or searches of the student's bag or possessions which senior staff deem necessary in order to ensure the safety of all students at Ashley College. Searches will be conducted with at least two members of staff present in a private room.
- Accept that Ashley College will investigate serious contraventions of the Code of Conduct alleged to have been committed by the student. I/ We will participate in such investigations in a positive manner.
- Ensure that books and other materials loaned by the school are treated respectfully and returned to the college promptly. I agree to refund the cost of replacing lost or damaged property.

- That relationships, health and sex education is a compulsory part of the student's education and will be delivered through PHSCE lessons at Ashley College.
- Be flexible and accept when education provision needs to be adapted to meet the needs of the student.
- Ensure the student adheres to the uniform code:

Uniform Requirements

- A light blue polo shirt
- Your child's school trousers or school knee length skirt (alternatively, black trousers or knee length skirt). Please note that no black jeans or leggings are permitted, nor trousers that are ripped
- Plain black jumper or cardigan, or plain black sweatshirt
- Sensible footwear
- If jewellery is worn, please ensure that it is discrete; a pair of studs or sleepers are permitted for earrings.
- If make-up is worn, please ensure that it is subtle

For PE which is a compulsory part of the curriculum, all pupils must bring a change of clothes to wear that are comfortable and not outlandish. Please note that strappy tops or string vests are not permissible.

For your convenience, we sell polo shirts at the school office. Please enquire with office team as to the prices.

Permissions

- I give permission for the student to travel to regular off site activities, events and participate in organised activities / trips arranged by the staff in Ashley College
- In an emergency I consent to the student being given urgent medical or surgical treatment considered necessary by the medical authorities.
- I consent to the internal use of photographs/videos of the student for educational purposes and the recording any 1:1 webcam lessons, when required; which will be downloaded and stored securely by the school for 6 weeks after they take place.
- I consent to the recording of 1:1 webcam lessons,
- I agree that Ashley College does not accept any liability for personal items such as mobile phones, iPods or any other electronic items which the student may bring into school.

Data Protection

How we use your information

You are providing your information to Ashley College.

Contact details Phone: 020 8937 3330 Email: admin@ashleycollege.brent.sch.uk

Our Data Protection Officer is: Rajesh Seedher - 020 8937 2018 - school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

Your information is collected for the purpose of complying with the requirements of the Education Act 1996 as required to fulfil the school's duties under legislation and statutory requirements.

The information will be shared with: - schools' pupils attend after us, LA, DfE, and other necessary and relevant parties. The information shall be retained as per IRMS advice and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten.

You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at Ashley College Privacy Notice and Data Protection Policy on our website

<http://www.ashleycollege.brent.sch.uk/college-info/policies/>

Signed.....

Date.....

ASHLEY COLLEGE CODE OF CONDUCT

CENTRE

ACADEMIC YEAR 2020 - 2021

Be ready for learning

- Be on time
- Bring completed homework and equipment / PE kit
- Hand in all phones, earphones and other gadgets to Reception on entry to the College
- Eat only at break time /lunch time, in the lunch room/designated area
- No gum, sweets, chocolate, crisps or fizzy drinks
- Collect water and visit the toilet before lessons begin
- Fully participate with your best effort in all activities directed by staff
- Dress appropriately – follow the uniform code
- No hats, hoods or sunglasses (indoors)
- No high heels, bare shoulders or mid rifts
- No long or acrylic nails



Be respectful

- Follow instructions from staff
- Listen to others
- Be kind and polite
- Respect Ashley College property and that of others
- Inappropriate social media communication is not allowed



Be safe

- Smoking is not allowed anywhere in or near Ashley College
- Keep your hands and feet to yourself
- Leave bags outside toilets
- Only staff members are allowed to let visitors in
- Follow all Health & Safety rules at all times
- Follow all Covid related social distancing and specified safety guidance.



Acceptable Use of ICT Agreement

Rules for internet access and use of ICT at Ashley College

The staff provide computers with Internet access to help learning. These rules will keep us safe and help us be fair to others.

- I will only access the system with permission from an adult.
- I will not access other people's files, email system or USO area.
- I will use the computers for schoolwork and homework and follow all instructions for creating and saving files and folders given by my teacher in lessons and during homework club.
- I will not bring in memory devices.
- I will only e-mail people I know, or those approved by my teacher.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone using the school email system.
- I will not use Virtual Private Networks (VPNs) to access any material on the internet.
- I will report any unpleasant material or messages sent to me. I understand that this report would be confidential and would help protect other pupils and myself.
- I understand that the school may check my computer files and may monitor the Internet sites I visit.

Student: **Signed**.....

Date.....

Parent/Carer: **Signed**.....

Date.....