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……

Pupil Contact Number: ……

Parents/ Carers ……

Parents/Carers Contact Number: ……

Date: ……

On behalf of Ashley College

Name……

Signature……

Ashley College responsibilities

Ashley College agrees to:

- Contact parent/carer if there are any difficulties with your child's attendance.
- Inform parent/carer know of any concerns regarding child's work or behaviour.
- Provide a balanced curriculum which meets the learning needs of your child.
- Listen to parent/carer concerns and take action where necessary
- 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 6-week reviews to discuss the progress of your child and next steps.
- Support your child to prepare for their, focusing on a return to their mainstream school or another long-term, permanent provision that meets their needs.
- Maintain up to date and accurate records.
- Act responsibly in the best interests of the pupil with regard to health and safety and child protection.
- Allocate a Link Tutor to the pupil.
- 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 concerns that they have regarding my child and, in exceptional circumstances, have a further duty to inform other agencies.

As part of the Ashley College package to support my child, and family, I agree to:

- Ensure my child attends Ashley College as per their agreed timetable
- Contact Ashley College by 9.00am (020 8937 3330) if my child 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 my child returns to school as soon as possible on the day of appointment.
- Complete a health care plan with any medical information relating to my child, including all medical conditions.
- Provide necessary updates on my child's medical condition as and when needed.
- Liaise with Ashley College before allowing my child to bring any prescription or non-prescription medication into school and this information being added to the health care plan.
- Provide Ashley College with details of any special dietary requirements that my child has.

- Keep admin office informed of any changes in: - address, phone numbers or family circumstances.
- Not take holidays with my child in school term time.
- Work in partnership with staff to make a success of my child's time at Ashley College
- Attend family group sessions, 1:1 parent sessions and other therapeutic interventions, as identified by Ashley College.
- Complete the necessary E-Safety training at Ashley College during induction week.
- Attend an initial meeting with the education welfare officer to discuss strategies to support my child's attendance, if required. Attend further meetings with the EWO, if necessary.
- Ensure my child attends relevant therapeutic interventions that the school provide.
- Attend termly Personal Learning Plan (PLP) meetings and 6-weekly reviews, provided by staff to discuss my child's progress. If I am unable to attend, I will ensure I notify the school as soon as possible.
- Ensure that homework is completed by my child and returned as requested
- Read and discuss with my child their daily '2 positives'
- Ensure I sign my child's homework diary/planner weekly.
- Ensure my child understands and complies with Ashley College's Acceptable Use of ICT procedures and Code of Conduct for Behaviour.
- Agree to my child handing in their mobile phone to the reception area at the start of their day at Ashley College.
- Ensure my child uses all technology responsibly; inappropriate social media communication will be reported to school
- Ensure my child DOES NOT contact other Ashley College pupils via social media
- Give consent for any "wanding" or searches to my child's bag or possessions which senior staff deem necessary, in order to ensure the safety of all pupils at Ashley College. Searches will be conducted with at least two members of staff present in a private room.
- 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.
- Recognise that relationships, health and sex education is a compulsory part of my child '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 my child.
- Ensure my child adheres to the uniform code

CENTRE PUPILS - ACADEMIC YEAR 2025 – 2026

"READY, RESPECTFUL, SAFE"

Be ready for learning

- Wear the correct uniform and remove any outdoor clothes or items of non-school uniform as soon as you enter Ashley College.
- Hand in all phones, earphones and other gadgets to office staff on entry.
- Arrive at school in good time.
- Bring all necessary equipment you need ready for the day ahead.
- Eat only at break time or lunch time in the designated area.
- No gum, sweets, chocolate, crisps or sugary/fizzy drinks.
- Collect water and visit the toilet before lessons begin.
- Fully participate in all activities directed by staff.

Be respectful

- Follow instructions from staff.
- Listen to others.
- Be kind and polite.
- Respect Ashley College property and that of others.
- Work to the best of your ability and give others in class the same opportunity.

Be safe

- Use all technology responsibly; inappropriate social media communication is not allowed.
- DO NOT contact Ashley College pupils via social media
- Smoking or vaping 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.
- No long or acrylic nails.

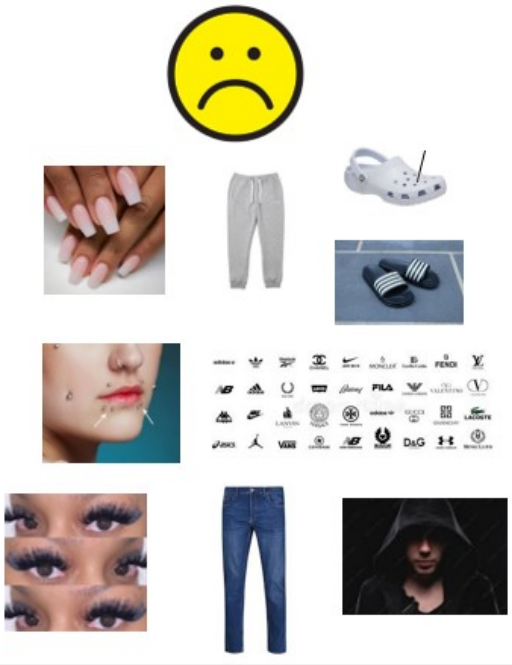
CENTRE PUPILS - ACADEMIC YEAR 2025 – 2026

UNIFORM

- All students must wear their light blue polo shirt (can be purchased from reception).
- School trousers, school knee length skirt in black or grey.
- No jeans, leggings or ripped trousers are permitted.
- **Plain** black or dark grey jumper, cardigan or sweatshirt.
- No hoodies are allowed
- Sensible and comfortable footwear; trainers, boots or typical school shoes.
- No sliders, high heels, sandals, clogs or Crocs.
- **No** fashion/sports labels/logos
- If jewellery is worn, please ensure that it is discrete; a pair of studs or sleepers are permitted for earrings.
- A subtle nose stud is permitted but all other facial piercings need to be removed.
- If make-up is worn, please ensure that it is subtle.
- No hats, hoods or sunglasses are allowed indoors
- No bare shoulders or midriffs.
- No long or acrylic nails.

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.





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 systems.**
- **I will use the computers for schoolwork and homework and follow all instructions for creating and saving files or 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 has an automatic monitoring system which checks my computer files and monitors internet sites I visit.**

Permissions

- I give permission for my child 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 my child being given urgent medical or surgical treatment considered necessary by the medical authorities.
- I consent to the internal use of photographs/videos of my child for educational purposes
- I agree that Ashley College does not accept any liability for personal items such as mobile phones, iPods or any other electronic items which my/our child may bring into school.
- I give consent for any "wanding" or searches to my child's bag or possessions which senior staff deem necessary in order to ensure the safety of all pupils at Ashley College. Searches will be conducted with at least two members of staff present in a private room.
- I give consent for Ashley College to collect information from schools' pupils attend before and after Ashley College, LA, DfE, GPs, Social Services and other necessary and relevant agencies

Data Protection

How we use your information

You are providing your information to Ashley College, The Pavilion, Ashley Gardens, Wembley, HA9 8NP.

Our Data Protection Officer is Judicium Consulting Limited 020 3326 9174

dataservices@judicium.com

Data Protection Officer, 72 Cannon Street, London EC4N 6AE

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, statutory or contractual requirements or obligations.

The information will be shared with and collected from schools' pupils attend before and after Ashley College, LA, DfE, and other necessary and relevant agencies in order to fulfil the legal obligations of the school. The information shall be retained for 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 https://www.ashleycollege.brent.sch.uk/college-info/policies/

I confirm the Home/School agreement was shared with me and I understand and agree to comply with the rules/guidance shown above.

As a parent/carer I provide my consent to the permissions stated above

Pupil: Signature……..……..……..

Parent/Carer: Print Name & Sign……..…

Dated……...