



Archbishop Holgate's School

A Church of England Academy Founded 1546

Justice

Justice means giving everyone what is right and fair. We act out of concern for each other in our school community and the world in which we live. Working for justice encourages all of us to have hope for the future.

Compassion

As a school community we strive to show compassion in all we do, by being sensitive to the needs of others in our school community and beyond. We want to share with others the compassion that we, ourselves, receive.

Forgiveness

Following Jesus' example forgiveness is at the centre of all we do. Showing forgiveness requires us to have courage and strength, bringing us freedom from anger and a sense of peace. Forgiveness means we take responsibility for what we have done wrong and we desire not to do again.

Trust

Trust is at the heart of all we do and all the relationships that underpin our school community, helping us to live and learn together in harmony. Trust allows us to work together to enrich every member of our community and make the most of our individual gifts and talents.



SCHOOL AGREEMENT

For students and parents to ensure Values, Care and Achievement

Working together

We aim to provide the best possible education and opportunities for each student at Archbishop Holgate's School. As part of this, we aim to foster the development of the whole person, in an environment which is ordered, secure and caring. We aim to create a positive, happy atmosphere, in which students feel safe and are able to take pride in their achievements. **We seek high standards in all aspects of school life.**

In order to achieve this, we place great emphasis on a disciplined and ordered environment, within which students can give their best - a working environment based on collective responsibility where staff and students work together with mutual respect, courtesy and consideration for others.

We have a clear, consistent Behaviour Policy based on our Christian Values of Justice, Compassion, Trust and Forgiveness.

As being a member of the school community you have committed yourself to these four Christian Values and to working towards the common goals of caring for others, achieving their full potential and being the best that they can be. This agreement is designed to help members of the community that make up Archbishop Holgate's School achieve these aims.

We seek to establish a close working partnership between students, parents and staff, and we trust that this agreement will have your full support. Further details are available to parents via the schools website and policies and for students at the start of each term, detail and clarity of expectations are reinforced, ensuring that it is a choice to not conform to the schools code of conduct.

The values that underpin how the school works:

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Behaviour

To be a successful member of the Archbishop Holgate's School community, it is important we all value each other to ensure everybody can achieve our full potential. To achieve the highest standards:

As a school we will:

- Set high expectations in everything that we do.
- Provide a learning environment in which every student can flourish.
- Provide quality lessons that provide challenge and support for maximum achievement
- Challenge and support all students who fall below the high standards.
- Endeavour to be consistent and fair.

We expect all our students:

- **To follow ALL instructions from a member of staff first time, without question.**
- If a student feels something is unfair, they must talk to their Head of Year at an appropriate time.
- To be respectful to everyone at all times.

To ensure our school is a welcoming and inclusive environment, by:

- Treating everyone with respect at all times.
- Challenging and reporting any homophobic, discriminatory or inappropriate language.
- Consider the impact their language and actions may have, including in school, outside of school and online.
- Being welcoming and tolerant of all people, accepting their gender, sexuality, values, beliefs and choices.

In a lesson, to always:

- Enter a room in silence and start the bell work
- Show respect to others by only speaking when invited to by the teacher
- Complete all homework and seek help when needed
- Complete all work to the best of their ability

We ask that all parents/guardians support their child and the school by:

- Reinforcing and promoting the school's expectations at home.
 - Talking to the Head of Year if you have any queries or disagree with something.
 - Checking the planner daily to identify any issues or poor behaviour.
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Behaviour outside of lessons

The conduct of our students reflect on the whole community; the manner in which students walk around school, socialise and how they act in the wider community must be of the very highest standards.

As a school we will:

- Provide clean, pleasant social areas.
- Provide a safe environment, with a high staff profile.
- Provide clear boundaries and expectations, that set the highest standards.

We expect all our students to:

- Be respectful to everyone at all times.

During social times:

- Eat, drink and socialise in their social areas only, ensuring they put all litter in the bins provided.
- Sit and talk to their friends quietly, ensuring their actions do not impact on others.
- Only drink water or juice. No fizzy or energy drinks allowed.
- Keep their mobile phone turned off and in their bag at all times.
- Follow the 'hands off policy'.

To create a calm environment as they move around school, they will:

- Follow the one way system.
- Always walk on the left.
- Put all litter in the bin.
- Walk quietly and sensibly both inside and outside school, keeping to the paths at all times.

In the local community, they will:

- Walk sensibly and safely at all times, taking care when they cross the road.
- Wear a helmet and cycle safely, on the road, at all times.
- Treat local residents with respect as they are representing the school at all times.

We ask that all parents/guardians support their child and the school by:

- Reinforcing and promoting the school's expectations at home.
 - Talking to the Head of Year if you have any queries or disagree with something.
 - Taking responsibility for the conduct of their child in the community if the school reports any concerns or poor behaviour. This includes attending meetings in school and if required making alternative transport arrangements.
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Attendance

Excellent attendance is essential to the happiness, wellbeing and social and academic development of a child.

As a school we will:

- Provide an environment and lessons for students that make them want to attend.
- Support students and parents with any issues that prevent good attendance.

We expect all our students to:

- Attend school everyday, unless too ill to attend.
- Arrive at school before 8.45, fully prepared and equipped for school.

We ask that all parents/guardians support their child and the school by:

- Sending their child to school every day unless too ill to attend.
- Ensuring their child arrives at school before 8.45, fully prepared and equipped for school.
- Reporting any absences to school via the absence phone (01904 411341) or the schools website.
- Contacting the relevant Head of Year if there are any issues preventing attendance.
- Not taking holidays during term time.

Uniform

As a school we will:

- Ensure the school uniform policy is followed, as can be seen on the school website.
- Support any family who is struggling to follow the school uniform policy.

We expect all our students to:

- Wear the correct school uniform. This includes:
 - a. The correct trousers and shoes.
 - b. No make up or jewellery (except for one pair of plain studded earrings).
 - c. The correct jumper and tie, with shirt tucked in.

We ask that all parents/guardians support their child and the school by:

- Following the guidelines provided on the school website or newsletter prior to purchasing uniform to ensure compliance.
 - Talking to the school if you have any concerns.
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COVID-19 safety measures

As a school community we must all protect each other from the risks of COVID-19. You must follow all the measures to protect yourself and others at all times.



Minimise contact with those who have coronavirus (COVID-19) symptoms

If you become unwell with a new, continuous cough or a high temperature, or a loss of, or change in, your normal sense of taste or smell (anosmia), you must self isolate and get tested.

If someone in your family is showing symptoms, you must self isolate and get tested. ***Please phone school and inform you will be self-isolating.***



Minimise contact and maintain social distancing wherever possible

You must:

- Stay in your Year group bubble and not deliberately break it.
- You must stay in your 'zone' of school
- You must socially distance (2 metres is best) wherever you can.
- You must arrive between 8.30 and 8.45 and go directly to your form room.
- On school buses you must stay in your zones and wear face coverings.
- On the way to and from school, you must socially distance. Do not wait for friends outside of your Year group.

We ask that you do everything you can outside of school to minimise risk. This includes:

- Following the latest government guidance, including on social distancing and face coverings

If you deliberately put others at risk, for example:

- Not following social distancing
- Coughing on others
- Pretending to cough on others
- Refusing to wash hands
- Breaking your 'bubble' or Year group Zone

This will be treated as a serious offence.



Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Everyone must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

Washing hands means thoroughly for at least 20 seconds (Happy Birthday x2) with running water and soap. You must then dry them thoroughly.

Where it is not possible to wash hands, you must use the sanitiser that has been provided outside each classroom ensuring that all parts of the hands are covered.

It is important that you do not just use sanitiser, but do also wash your hands.



Follow good respiratory hygiene, ie 'catch it, bin it, kill it' approach

You must:



CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

Homework

Homework is a vital part of learning. Regular homework is essential to ensuring students make excellent progress and are in good routines come exams. We believe that these skills for life will give our students the best life chances possible.

As a school we will:

- Set homework that supports students learning.
- Provide 'supporting documents' to help students to complete homework
- Ensure homework is either marked or incorporated into lessons.
- Issue a sanction if the homework is not completed or/and handed in on time.
- Support students who are regularly struggling to complete homework.
- Set KS4 homework on Google Classroom, to provide the best support possible with homework. This will include narrated resources and the option for direct contact with your class teacher through the platform.

We expect all our students to:

- Record homework accurately in their planners, including the due date.
- Complete all homework on time and to the best standard they can.
- Take pride in their work and achievements.
- 'Tick off' completed homework in their planners.
- Find the best time to complete homework. A good consistent routine will work best!
- To ask for help if they are struggling.
- Attend homework club and Prep when required to do so.

We ask that all parents/guardians support their child and the school by:

- Talking about homework each night, checking all homework is completed.
- Signing the 'planner' weekly.
- Providing their child with a suitable location to complete homework. This should include a firm, well-lit surface to write on.
- Remove distractions from your child whilst they are completing homework.
- Checking homework through. Is it their best work? Do they understand the work?
- Contacting your child's Form Tutor if you are worried by excessive work or an apparent lack of homework. We will do all we can to help.
- Familiarise themselves with Google Classroom, in order to track their child's work and offer support where necessary.

'Your present circumstances don't determine where you can go; they merely determine where you start.'

Social media and communication

Students need to learn how to use mobile phones and social media both wisely and safely. They need clear boundaries and support in developing their understanding of how to best use them.

As a school we will:

- Provide E-Safety education.
- Remove phones from students during school hours if they are seen.
- Support students and parents.
- Respond to all parental enquires within 24 school working hours.
- Keep parents informed via the schools newsletter, social media, website, school app and students reports. If there is an issue we will contact parents via phone or if not available email.

We expect all our students to:

- Take full responsibility for the security of their mobile phones, ensuring they are not used or seen during the school day. We accept no responsibility for mobile phones.
- NOT phone home during the day if there is an issue, but to tell a member of staff about the issue.
- Not use social media to be negative about anyone, and to not post inappropriate comments or images.
- If a student has a concern, they must speak to their Head of Year so they can receive support.
- Bring their planner to school every day and show both their parents/guardians and teachers any messages in the planner. Students should have the planner signed weekly by both parents and their Form Tutor and should record all homework and messages in the planner.
- Not deface or personalise the planner.

We ask that all parents/guardians support their child and the school by:

- Ensuring mobile phones etc. do not impact on sleep and mental wellbeing. We recommend phones are left outside of the bedroom at night.
- Monitoring their child's use of social media.
- NOT answering phone calls in the school day from their child and inform the school if their child has tried to phone them. Please be assured we will support your child in school and contact you if necessary.
- Monitoring the use of their child's planner and its use, signing it weekly.
- Please addressing any initial concerns to your child's Head of Year.

All our policies, including our complaints procedures, are available on our website.

Bullying

Unfortunately, like in every school there are occasions when students are unkind to each other and on rare occasions a student will bully another.

The school will:

- Deal firmly with the aggressor and support the victim, to ensure that clear messages are understood that bullying will not be tolerated and that it is a core principle that all members of the school community treat each other with consideration, courtesy and respect.

We ask that student's who believe they are being bullied:

- Tell their parents/guardians and their Head of Year.
- They need to complete a 'Bullying report form' and give it to their Heads of Year.

We ask that parents/guardians who have a child who is being bullied:

- Contact their child's Head of Year in the first instance.
- Work with the school and trust that the school has their child's interests at heart.

If you need to talk to the school

As a school we work very hard to ensure all our students have the best experience at school. We want to work together with students or parents to ensure that the schools values of Justice, Compassion, Forgiveness and Trust are lived into being.

We expect all our students:

- If a student feels something is unfair, they must talk to their Head of Year at an appropriate time.
- To live our school values into being.

We ask that all parents/guardians support their child and the school by:

- Contacting their child's Head of Year in the first instance. Head's of Year are there to support your child and resolve issues.
 - If a parent is unhappy with the Heads of Year response, they can ask to speak to a member of the Senior Management Team:
 - Year 7 to 10 —Mr Furniss (Deputy Head teacher)
 - Year 11— Miss McDermott (Deputy Head teacher)
 - Curriculum—Mr Green-Harding (Deputy Head teacher)
-

Student responsibility

Please sign and return this to your Form Tutor.

As a member of the community of Archbishop Holgate's Church of England Academy I agree to abide by this agreement at all times. I understand that this is a summary of the school's rules and policies and further details are available in the 'Student Handbook' (available in the shared area—Extra Curriculum—Student Handbook) and as explained at the start of each term by the school.

I agree to follow all of the rules it sets out and embrace the schools Christian values of Justice, Compassion, Forgiveness and Trust.

I will:

1. attend school and be on time
2. follow the school's guidelines on uniform
3. work hard and to the best of my ability in all lessons
4. complete homework well and on time
5. carry out the reasonable instructions of all members of staff
6. accept consequences and sanctions without argument
7. **treat other students, staff and property with courtesy and respect**
8. follow this agreement at all times whilst in school uniform
9. live our four Christian Values (Justice, Compassion, Forgiveness, Trust) into being

Student

Name _____ **Form** _____

Signature _____ **Date** _____



Parent/Guardian responsibility

Please sign and return this to the school via your child.

I understand that I have responsibility for ensuring my child follows this school agreement and will support the school at all times.

Therefore I will:

- work with the school in supporting the education of my child and trust staff to be professional and to have my child's best interests at heart.
- see that my child attends school, is punctual and is suitably equipped and dressed in full school uniform.
- support the vision and values of the school community.
- work in co-operation with staff to resolve issues and problems that may arise and let the school know of any issues that might affect my child's work, behaviour or attendance.
- encourage my child to be enthusiastic about learning, provide opportunities for home learning and support homework from school.
- encourage my child to show kindness and consideration to others and to always behave appropriately, when in school uniform, on their way to, and from school.
- participate in whatever way possible in school events, including attending Parents' Evening.
- **treat ALL staff and students with courtesy and respect.**

Parent 1: (Relationship to child: mother, father, carer (delete as applicable))

Name _____ Form _____

Signature _____ Date _____

Parent 2: (Relationship to child: mother, father, carer (delete as applicable))

Name _____ Form _____

Signature _____ Date _____

