

Manor Park Primary Home – School Contract



Please either return this form directly to school or you email it to admin@manorpark.coventry.sch.uk

Parent/Carer's promise

I/we will:

- Support school events, activities and meetings/trips and inform school of any problems.
- Support my child/ren with their Learning/Homework and listen to my child read.
- Keep the school informed of any change in circumstances i.e. change of address, medical conditions etc.
- Support the school's uniform policy.
- I will make sure that my child/ren have the appropriate PE kit in school.
- Work with the school and discuss any issues which you unhappy with or indeed happy about.
- Be courteous and respectful at all times towards school staff.
- Follow the school parental conduct policy and social media policy.

Attendance

I/we will:

- Ensure that my child/ren attends school daily and if they are absent I will phone the school on **024 76501736** before 8.30am.
- Contact the school every day to update on my child/ren's wellbeing for absences for more than a day.
- Understand that home visits may be made by the school as the school determines i.e. where contact with a parent has not been established, or there are other queries surrounding the absence.
- Ensure that all medical/dental appointments are taken out of school hours wherever possible.
- Ensure my child arrives on time to avoid disrupting the school day and young people's learning.
- Understand any absences from school can have a detrimental effect on my child/ren's learning.
- Encourage my child/ren to develop their own motivation to attend school regularly and punctually.
- Ask to speak to a Learning Mentor if I need advice or support around my child/ren's attendance and punctuality.

Please see our Attendance and Exceptional Leave policy for further information

Request for leave during term time

I/we will:

- Understand that a request for leave/holiday in term time will not be authorised unless there are exceptional circumstances and must be discussed in advance by appointment with the Head teacher, four weeks prior to the planned absence.
- Understand that it is not acceptable to advise the school of a holiday retrospectively; International dialling tones will be investigated.
- Understand a penalty notice of £60 per parent per child can be issued for any pupil who has had 10 sessions of unauthorised absence recorded in any 5-week period; this includes unauthorised leave/holiday taken in term time.
- Understand my child/ren can be removed from the school roll if they have stopped attending school or if my child/ren fails to return to school following a holiday, they may be removed from roll after a period of 20 days of unauthorised absence. A 'Children Missing from Education' referral will be made to The Children & Family First Team in this instance.
- Ensure that any request for absence due to Visa applications is supported with official documentation.

Child's name.....

Signed.....

Parent/Carer Name.....