

EMMANUEL COLLEGE

HOME SCHOOL AGREEMENT



Attendance Agreement

You should aim to be in College 100% of the time. There is a clear link between attendance and academic attainment. You should therefore make every effort to book medical (or other) appointments outside of College hours, at weekends or in holiday times. If an appointment is made during College hours, it must be made for after 2:00pm, aside from orthodontist and hospital appointments, driving tests and music exams. Any request for an appointment before 2:00pm must be passed to your respective Head of Year who will most likely refuse to authorise this absence.

If you think you need to be absent from College for any other event, aside from medical and dental appointments, driving tests and music exams, then your parents must write to College requesting permission for this absence at least a month in advance. They must address their letter to your respective Head of Year.

You must not go on holiday during term time and you must attend compulsory College events, such as Sports Day, the Carol Service and Presentation Evening.

If your attendance at College drops below 93%, your attendance will be more closely monitored and the College will support your attendance improving via the attendance improvement process.

You must be in College by 8:25am every school day.

If you arrive after 8:25am, you must enter College at the main entrance and report to reception. If you are late three times in a term, then you will receive a detention. If you continue to be late, then you will be subject to a Punctuality Concern process that will support you in attending College punctually.

More detail on how the College monitors and supports good attendance and punctuality is laid out in Attendance Policy and Procedures on the College website.

Computer Network Acceptable Use Agreement

The College computer network exists in order to enhance learning, improve communication and administration. Students should access the network understanding that they are fully accountable for their actions. Students, like staff, must understand that all network activity is monitored and action will be taken should inappropriate activity be detected. Just as we expect high standards of conduct and behaviour in and around College, the same principles apply with the network. Students are responsible for what they search for, view and save while using the College network.

The network should only be used for activities that relate to College.

Students must not search for, view or save material that is sexually explicit, violent or promotes hatred towards others as well as any other material that has been deemed unsuitable for their age.

Students must not stream media unless permission has been given by a member of staff.

Students must take care to avoid uploading any files that may cause harm to the network.

Health And Safety Agreement

It is important that all of us are aware of health and safety procedures to help keep accidents to a minimum.

Take all reasonable care for the health and safety of yourself and everyone else who may be affected by your actions or negligence.

Co-operate fully with College staff when any statutory or other health and safety procedure is followed (for example, fire drills); deliberately setting off the fire alarm will result in permanent exclusion.

Comply fully with safety instructions issued by staff with responsibility for safety (for example in PE, Technology or Science lessons).

Report any defects and dangers to a member of staff immediately.

Behave in an orderly manner at all times.

Do not misuse any item provided by the College.

Do not run in College or outside on the way up to the Granary.

Always cross roads with utmost care at the puffin crossing with central pedestrian refuges.

Energy drinks are not a healthy option and should not be brought into College or be part of a packed lunch.

Whilst we would not wish to ban particular food items from packed lunches, we would prefer packed lunches to not contain nut products, for example, as we seek to minimise the risk of anaphylactic shock. We hope that parents feel able to support our students in this way.

The biggest danger whether in the lab, workshop or gym is YOU! You are at risk when you don't understand the hazards or you are careless, or both. The person most likely to suffer from your mistakes is YOU! Report any accident, injury or breakage to your teacher.

Science Laboratory Rules

Only enter a lab when told to do so by a teacher. Never rush about or throw things in the lab. Keep your bench and floor area clear, with bags and coats well out of the way.

Follow instructions precisely; check bottle labels carefully and keep tops on bottles except when pouring liquids from them; only touch or use equipment and materials when told to do so by a teacher; never remove anything from the lab without permission.

Wear eye protection when told to do so and keep it on from the very start until all practical work is finished and cleared away.

When using naked flames (e.g. Bunsen or spirit burners or candles), make sure that ties, hair, baggy clothing etc. are tied back or tucked away.

Always stand up when working with hazardous substances or when heating things so you can quickly move out of the way if you need to.

Never taste anything or put anything in your mouth in the laboratory. If you get something in your mouth, spit it out at once and wash your mouth out with lots of water. Tell your teacher.

Always wash your hands carefully after handling chemicals, microbes or animal and plant material. If you are burnt or a chemical splashes on your skin, wash the affected part at once with lots of water. Tell your teacher.

Never put waste solids in the sink. Put them in the bin unless your teacher instructs you otherwise.

Wipe up all small spills and report bigger ones to your teacher.

Rules For Working In Design & Technology Rooms

Only enter a D&T room when told to do so by a teacher.

Keep your work area and floor area clear, with bags and coats well out of the way. Never move or remove anything from any D&T room without permission.

Never throw things in a Technology workshop and never shout at or distract other students in anyway.

Follow all instructions precisely; only touch or use tools, equipment, machines and materials after you have been shown what to do by your teacher and are confident that you can do so safely. If you are at all unsure about using any equipment ask your teacher for help.

Wear eye protection and other Personal Protective Equipment (PPE) when told to do so and keep it on until you have finished the task. Make sure all machine guards are in place before use (i.e. closed).

When using machines or naked flames (e.g. gas torches in workshops), make sure that ties, hair, baggy clothing etc. are tied back or tucked away. If at any time you feel unsafe or see anybody else in a dangerous situation use the nearest emergency stop button.

Always stand up when doing practical work in workshops so you can quickly move out of the way if a dangerous situation occurs.

If you get scalded or burnt, run the affected area at once under lots of cold water and report the incident to your teacher. Report any cuts or abrasions.

Report all spillages of any substance to your teacher.

Always wash your hands carefully at the end of lessons in all Technology areas.

Rules For Working In Pe Rooms

Only enter a room when told to do so by a teacher. Never rush about or throw things in a PE room. Keep your changing room floor area clear, with bags and uniforms well out of the way. Never remove anything from any PE room without permission.

Follow instructions precisely; only touch or use equipment or machines when told to do so by a teacher. If you are at all unsure about using any equipment ask your teacher for help.

Wear the correct footwear when told to do so and keep it on until you have finished in that area.

Never use any cardio/weight room equipment without first completing the induction delivered by your teacher.

Always wear the safety clip when on the treadmill.

Never try to lift any equipment unless you have been shown how to lift by your teacher.

Never try to assemble equipment (e.g. trampoline, table tennis table) without being instructed by your teacher. Report all cuts, grazes, sprains, etc. to your teacher.

(The Student Code of Conduct and the Uniform Code also form part of the Home School Agreement. They are separate documents.)

DECLARATION: I have read, understood and agree to the following policies: College Code of Conduct; Uniform Code; Attendance Policy; Computer Network Acceptable Use Agreement; Health and Safety Agreement; Science Laboratory Rules; Rules for Working in Design & Technology Rooms and Rules for Working in PE Rooms.

Parent signature

Student signature

Date