

# Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027



## Home School Agreement

### Parents:

I/We shall:

- Ensure that my child attends school regularly, arriving by 8.45am. I will also ensure that he/she is properly equipped and is dressed in school uniform.
- Contact the school if my child is going to be absent that day.
- Let the school office know about any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour.
- Work collaboratively with staff to promote high standards of behaviour
- Support my child in homework and other opportunities for home learning.
- Attend parents' evenings and discussions about my child's progress, getting to know about my child's school life.
- Encourage our children to engage in After School Activities.
- Not take any holiday during term time. I acknowledge that leave of absence must be granted in advance by the school and that leave of absence will only be granted in exceptional circumstances.

### The School will:

- Care for your child's safety and happiness, ensuring that your child fulfils their potential as a valued member of the school community.
- Contact parents/carers if there is a problem with attendance, punctuality or damage to school equipment.

## Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

- Let parents/carers know about any concerns or problems that affect their child's work or behaviour and give regular updates on progress through parents' evenings and reports.
- Provide a balanced curriculum to meet each child's needs.
- Be open and welcoming, offering opportunities for parents/carers to be involved in the daily life of the school and keeping you informed about school events and matters.

### **Photos, Videos and Images**

We may wish to use photos/videos of children in the following ways:

Occasionally we are contacted by local/national media requesting photographs of/or permission to video children. We also like to publish our achievements in the press — usually in the form of photos. Where the press or other agencies would like to use video images in the public domain, we will request your permission separately. By signing the agreement, you confirm that photos may be published in the media including newspapers and magazines.

Photos are also increasingly used in school driven media formats such as the website, twitter and school prospectus. This means that by signing the permission slip, you understand that your child may appear on the school's Twitter account. Please let someone in the main office know if you wish to change your permission at any point during the school year.

Photographs are sometimes taken of the children in their working school environment in order to keep a record of the work of the school and achievement of the children.

As technology develops we are using video more and more to support and enhance learning and to record work and significant events in school. Therefore your child may be filmed on occasion in school and shared in school and with the local community.

If you do not wish to give permission for your child's image to be used then please inform Mrs Vessey or Mrs Borrell.

# Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

## **The Internet**

We would be grateful if you would read this code of conduct and talk about it with your child. We understand that not all children (especially those in the infants and Foundation Stage) will be able to fully comprehend the code but request that you reinforce the need to follow the instructions of the class teacher when using the computers.

This code of conduct applies at all times whilst using school equipment. If your parents have given you permission to have access to the internet in school and have signed and returned the Home School Agreement, internet access will be provided for you to conduct research and communicate with others, but only on the understanding that you agree to follow this code.

You should:

- Only go onto sites that your teacher says you are allowed to
- Remember that we can check which sites you have been using
- Be careful of what you say to others and how you say it. Never give your address, telephone number or any information, about yourself or others, to anybody on the internet.
- Treat others as you would expect to be treated- be polite.
- Check with an adult before you use anything from the internet in your own work—you may not be allowed to
- Always check with your teacher before:

Sending e-mail

Opening e-mail attachments

Downloading files and pictures.

## **Please remember that:**

- Your work on the internet will be closely monitored at all times by your teacher.
- Using the internet at our school is a privilege which could be lost if not used properly.

## **Uniform**

We are proud of our school uniform and the sense of unity and belonging that it brings. Therefore, we request that all children wear full school uniform, as detailed below.

# Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

## **Winter**

All: Maroon school sweatshirt or cardigan, white polo shirt and grey/black trousers, skirt or pinafore.

## **Summer**

Grey/black tailored shorts (same material as school trousers) or trousers with white polo shirt.

Grey/black skirt, pinafore or trousers with white polo shirt.

Alternatively, maroon/red & white checked summer dress.

## **Footwear**

Black school shoes and plain socks/tights must be worn all year. We request that sandals and canvas shoes are not worn, to prevent unnecessary playground accidents.

## **PE Kit**

Indoor: A plain white t-shirt (or house team coloured t-shirt), black sports shorts and a pair of plimsolls.

Outdoor: A plain white t-shirt (or house team coloured t-shirt), black sports shorts and a pair of trainers. Jogging bottoms and a warm sweater will be needed for the colder months of the year. No hoodies must be worn.

PE clothes that are worn to school on PE MUST be part of the PE uniform and must not include logo or character tops.

All clothing items, PE bags, lunchboxes, water bottles etc must be clearly labelled with your child's name.

We are pleased to be working with Nationwide School Uniforms who sell our school uniform. All of our uniform is available to order online at:

[www.nationwideschooluniforms.co.uk](http://www.nationwideschooluniforms.co.uk)

You can also buy in the shop at: Nationwide School Uniforms, Vale Road, Spilsby, Lincolnshire. PE23 5HE

All clothing items, PE bags, lunchboxes, water bottles etc must be clearly labelled with your child's name.

# Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

## **Jewellery, Ear Rings and Hair Accessories**

### **Jewellery**

Jewellery presents a health and safety risk during the school day. As such we request that children do not wear jewellery to school unless there is a medical reason.

### **Earrings**

Children should only wear studs in their ears. These will need to be removed prior to the child being allowed to take part in PE. Teachers are no longer allowed to help children remove or insert earrings, nor are they allowed to allow children to participate in PE with tape over their earrings.

We request that pupils have their ears pierced during the first weeks of the Summer Holidays so that they are able to remove ear rings upon their return to school.

Remember—No child is allowed to participate in PE should they be wearing earrings — even if they have been taped over.

### **Hair Accessories**

If your child has long hair, please ensure that it is tied back neatly for school. Small, school coloured hair accessories may be worn but large bows and brightly coloured accessories are not part of our school uniform.

### **Communication**

We have an 'Open Door Policy' at Chapel St Leonards Primary School. Clear, honest communication between home and school is vital for good partnership.

If you have any questions or concerns, please do not hesitate to contact a member of staff either in person or via the School Office.

### **Contact Details**

We need to ensure that our contact details for each child are correct. It is essential that we have the correct details so that we are able to make contact with parents/carers in an emergency. As your child progresses through the school please ensure that you inform us of any changes in

## Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

address, telephone number or mobile phone number this includes changes for any person that you may wish us to contact should you be unavailable.

We will request the details of the main parents and carers plus two additional emergency contacts.

We will send you a copy of our records each year so that you are able to check that they are correct.

### **Breakfast Club**

We run a breakfast club each day from 7.45am until 8.45am the cost of this is £2 payable on the day, unless your child eligible for the Pupil Premium then this club is free. Breakfast club includes a healthy, filling breakfast and supervised play activities.

We are not in a position to offer a 'credit' facility (please do not ask as we do not want to cause embarrassment) we require payment up front.

### **The End of the Day**

The school day ends at 3.25pm for all children.

Children in Reception, Year 1 and Year 2 are released to their adults at the end of the day. Please inform us if there is a change or someone new who is going to collect your child.

Children in Year 3 and 4 will be released from their classroom doors to go and meet their adult or walk home. If you would like your child released from the classroom to a specified adult rather than walking to meet an adult or home please inform the School Office.

Children in Year 5 and 6 will be released from their classroom doors at the end of the day.

Class teachers are always available on the playground at the end of the day.

### **Local Trips**

From time to time we like to organise occasional, short walks within Chapel St Leonards as part of our curriculum studies. These walks are always well planned, supervised and controlled.

## Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

Rather than completing a permission slip for each of these local visits we ask that you give your permission at this stage.

### **Medical Forms for Trips**

Rather than completing a medical form for each visit or club we take the medical details from your child's school application form and send you a data checking sheet to amend annually. Should these details change then it is essential that you inform the School Office immediately.

We will request that you complete a permission slip for each club or visit on which you will be reminded to amend your child's medical details should their health needs have changed.

### **Medicines**

Parents are strongly encouraged to administer medicines to their children outside of the school day. Medicines will only be administered on the school site when there is no other alternative, and when failure to do so would be of detriment to the child's health. Parents must complete the school request form (administration of medication) before any medicines are administered on site. Staff will keep a record of any medicines administered on site using the record log.

### **Non Prescription Medication:**

Where possible, the school will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

A child under 16 should never be given aspirin-containing medicine, unless prescribed by a doctor. If non-prescription medication is to be administered, then the parent/carer must complete an Administration of Medicine Consent form, and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it.

# Chapel St Leonards Primary School – Home School Agreement

Published: February 2026

Review Date: September 2027

## **A Healthy School**

At Chapel St Leonards Primary School we are keen to ensure that your child adopts a healthy lifestyle. All children will participate in P.E. each week. This is supplemented by swimming for specific classes during the year.

Children in the Foundation Stage and KS1 are offered a piece of fruit each day and KS2 children are welcome to bring fruit or vegetables for a snack.

Our children in Reception are given a free drink of milk each day. Children are able to purchase a piece of fruit (20p) or a drink of milk (20p) at break time from our Healthy Tuck Shop Trolley should they wish to. All children have the option to bring a clear, named water bottle which they can access throughout the school day.

In order to reinforce aspects of PSHE, Science and other subjects we often ask children to sample different types of food. In such cases we always check our records to ensure that any allergies are known and religious beliefs observed.

We are delighted that your child attends Chapel St Leonards Primary School and we will do all that we can to ensure their school life is happy, safe and full of memorable learning experiences.