

3. RESPONSIBILITIES OF STAFF

- To motivate and encourage pupils.
- Have high expectations of pupils and behaviour and implement the school behaviour policy consistently.
- To ensure all aspects of safeguarding are followed and that children remain safe within school. The school may be required to liaise with children's social care or other agencies as part of safeguarding procedures.
- Plan and deliver appropriately differentiated lessons to meet the needs of all pupils.
- To mark all books promptly in line with our school marking code (ensuring children understand what they need to do next) so that children make good progress.
- To set and mark appropriate homework each week.
- Make sure that the classroom and the school is an attractive, tidy and stimulating learning environment.
- Meet termly with parents/carers to review their children's progress.
- Inform and involve parents and carers in any matters to do with their children, whether these are positive or raise concern.
- Be aware of and respect all languages, religious beliefs and cultures in our school community and show they are valued.
- Involve the wider school community in reviewing and evaluating the effectiveness of school policies and practice.
- Ensure pupils know and follow all safety regulations and procedures.
- Uphold all school policies.

Signed.....Class teacher Date.....

2. RESPONSIBILITIES OF PARENTS AND CARERS

- Actively support your child's learning by showing interest in what your child does at school. Support all home-school initiatives such as reading each day with them, writing a comment in their yellow reading record and ensuring they complete their homework and hand it in on time (every Wednesday).
- Read all letters, texts or emails that are sent from school and keep up to date with school events. Try to attend as many school events as you are able to, particularly parents evenings.
- Respect children and adults- their race, religion, gender and culture, and explain to your child that they must do likewise.
- Ensure your child is ready to start their day at school each morning. Make sure your child gets the right amount of sleep at night, has a breakfast that will sustain them through the morning and has all the items they need for school each day, including their reading book and reading record book.
- Ensure that your child arrives in school on time and in good health. If your child is ill, please call the office on the first morning of their absence.
- Ensure that your child is dressed in the correct school uniform (including for PE) and that all clothing and personal property is clearly marked with their name.
- If you have any concerns or questions about aspects of the school, please come and speak to your child's class teacher or a member of the school's leadership team. We have an open door policy and like to address any issues before they become more serious.
- Be prepared to discuss any unacceptable behaviour with your child's class teacher or the head teacher. This includes their behaviour online and the expectations that are set out on the acceptable use agreement form.
- Explain to children they must do nothing to disturb the learning of other children.
- Inform school as early as possible about anything happening in your child's home/ community life which might affect their behaviour at school.
- Agree to school using information about myself and my child in line with the school's GDPR (data protection) policy

SignedParent/Carer Date.....