

Mulberry UTC Home School Agreement

Key Stage 4

Name: _____

Welcome to Mulberry UTC. The school aims to ensure that all students are given equal opportunity to fulfil their potential. This agreement recognises the important partnership between parents/carers, students, governors and staff.

1. CURRICULUM

School

At Key Stage 4, Mulberry UTC has a broad based curriculum which satisfies National Curriculum requirements and in which all students participate.

Where there is a choice of subjects, students are enabled to make a guided and informed choice. Some subjects will include fieldwork and other off-site activities that will take place in lesson time and be supervised by staff. This includes theatre trips, enterprise education, work experience and other work such as careers events.

Parents/Students

Students will participate fully in all aspects of the curriculum. All students are expected to participate regularly in Study Support, National Curriculum trips and visits and extra-curricular activities.

2. HOMEWORK

School

Pupils in Key Stage 4 will follow a structured homework timetable designed to help them organise their time effectively to complete homework that supports their learning. Homework will typically require 1-2 hours of study each weekday evening and may use a range of online platforms and paper-based tasks. This is usually set as an "Assignment" on MS Teams, which the student can access outside of school

Parents/Students

Parents/carers should monitor that pupils complete the homework as scheduled and support their organisation and time management. Parents can see the "Assignment" set on MS Teams on the Edulink One app in the "Homework" icon. Parents/carers can see when it was set, due dates and whether their son/daughter has submitted said piece of work.

Feedback from parents on homework is welcomed.

3. CODE OF CONDUCT

School

Mulberry UTC aims to provide a safe and orderly environment where everyone is expected to show respect, courtesy and consideration and where all students can work undisturbed by others.

Parents/Students

All students are expected to show concern and consideration for others and this should be reflected in their behaviour at all times.

Students are required to demonstrate a commitment to all aspects of their education in order to achieve their maximum potential.

Parents are expected to cooperate with the school in matters of discipline and expectations.

Appendix A sets out the school's expectations in relation to behaviour at Mulberry UTC.

4. ATTENDANCE, PUNCTUALITY AND SCHOOL HOURS

School

Students' attendance and punctuality will be checked and recorded at morning registration (8.40am) and at the start of each lesson. Parents/carers will be informed as quickly as possible about any unexplained absence and any concerns reported to the Attendance Officer. Parents/carers are asked to ensure that the school is given up to date information about students' addresses and telephone numbers. This helps the school to ensure the safety of students at all times.

Students must only leave the building with permission from a member of the school's Senior Leadership Team. Students are expected to report to the main reception to be signed out before leaving school during the course of the school day. If returning to school before the end of the school day, students must sign back in at the main reception.

Detentions: Normal school hours are from 8.40am to 3:50pm Monday to Thursday and 8:40am to 2:10pm on Fridays. Detentions may be issued for lateness or conduct issues. Pupils may be kept after school for up to **one hour**, but parents/carers will be contacted at least **24 hours in advance**.

Parents/Students

Students are expected to attend school each day unless there is a very good reason for being absent (i.e. they are too ill to come to school or they are attending a medical appointment). Parents/carers must telephone the school office or alert via the Edulink One app before 8.40am if their child is not going to be attending school that day. Any absences will not be authorised unless evidence has been seen or a parent/carer has contacted the school.

Students are expected to arrive at school on time for school and for all lessons.

Parents/carers will comply with the Governors' Extended Leave and Leave of Absence policy, which makes clear that students should not be taken on holiday during term-time and that parents/carers must ensure their son/daughter attends school full time until the end of Year 11.

Parents/carers must report any change of address and telephone, or change in family circumstances, immediately to the school to update records and to ensure the school is able to contact parents/carers immediately in an emergency.

5. EQUIPMENT, UNIFORM AND PERSONAL BELONGINGS

School

Lockers are provided with keys for students' use and all reasonable care is taken to secure the safety of personal belongings. Coats, jackets, hats, and scarves must be removed before entering the building, and be left in their lockers. Black hijabs, if worn, must be plain with no decorations or tassels.

Appropriate facilities and equipment are provided for all on-site activities and the National Curriculum.

Mobile phones are not permitted and should not be brought into school. If a student is seen using a mobile phone, or if a phone is heard in school, it will be confiscated and kept by the school **until the end of the school day**. This also applies to any other electrical devices which students in Key Stage 4 are not permitted to use in school. Failure to follow this can result in students leaving their devices at reception every morning, for a minimum of 2 weeks.

Parents/Students

It is essential that students come to school fully equipped for all lessons. This should include a school bag which is big enough to fit all relevant equipment, at least two pens, a pencil and a ruler, a calculator, and appropriate mathematical equipment. Please ensure students have a scientific calculator to support their education. Their lanyard and ID card is part of their Uniform, which is to be worn during the school day. It is essential for safeguarding.

Uniform and Physical Education kit are compulsory (see appendix for details). With regard to the enclosed uniform policy, students and parents/carers should be aware that if students choose to wear a black hijab it should be plain and not have any tassels, decorations or sequins. No denim, leisure wear or leather should be worn at any time. Shoes should be flat, strong and supportive. Trainers must be worn for PE. Any hardship in relation to uniform may be raised with the Head of KS4.

Jewellery must not be worn in school, except for one small plain pair of silver or gold studs for pierced ears. This rule is for the safety of students and to safeguard against loss of property. If the rule is disobeyed the jewellery will be confiscated.

Students are responsible for all personal property. The school is not responsible for money or valuables as they should not be brought to school.

It is recommended that only small amounts of money should be brought in to cover a student's daily needs.

6. THE ENVIRONMENT

School

Mulberry UTC aims to maintain a safe secure, and attractive working environment.

Parents/Students

Students must ensure that the school is kept free of litter, graffiti, vandalism and chewing gum (which is a banned item).

Please sign below to confirm your understanding and agreement.

Pupil Signature: _

Parent/Carer Signature: _

Date: _

Appendix A: School Rules and Classroom Rules

We want Mulberry UTC to have a calm and purposeful atmosphere in which all students feel safe and in which they can achieve and progress to their full potential. These rules will help us to learn and work effectively together.

SCHOOL RULES

1. Treat with respect all students and staff, the building and its facilities.
2. Wear correct uniform or dress code at all times. Including PE kit for PE sessions.
3. Walk quietly on stairs and in corridors.
4. Keep hands, feet and negative comments to yourself.
5. Mobile phones and other personal electronic equipment should not be used in school, and must not be seen or heard within the school building, as it will be confiscated.
6. Lockers should only be used outside of lesson and registration time.
7. Behave responsibly during lunchtime and on the way to and from school.
8. Listen to instructions from staff and follow them the first time they are given.

CLASSROOM RULES

1. Arrive on time with necessary equipment and wearing correct uniform.
2. Listen to the teacher's instructions and follow them the first time they are given.
3. Be respectful to everyone in the class.
4. Do not drink, eat, or chew in class (you may drink water if given permission).
5. Keep hands, feet, and negative comments to yourself.

CLASSROOM ROUTINES

Teachers will explain to students the routines that they need to observe in the classroom. This includes:

1. Students lining up quietly outside the classroom when they arrive
2. Students ensuring all coats and other items of outdoor clothing are removed before entering the classroom.
3. Students entering the classroom when instructed to by the teacher.
4. Students sitting according to the teacher's seating plan.
5. Students starting work immediately on the 'do now' task provided for them.
6. Students answering their names when the register is called by the teacher.
7. Students listening to the teacher's introduction to the Learning Outcomes.
8. Students respecting each other and listening when others are talking.