

# MANCHESTER ENTERPRISE ACADEMY

## HOME-ACADEMY AGREEMENT – including PARENTAL INVOLVEMENT POLICY

<b>Approved By:</b>	<b>Project Steering Group</b>
<b>On:</b>	<b>20<sup>th</sup> May 2009</b>

## CONTENTS

Aims	3
Policy Statement	3
Procedures and expectations	4
Parental Involvement	4
Home-Academy Agreement	7

The Home-Academy Agreement is an important contribution to the life of the Manchester Enterprise Academy. It sets out what the Academy, parents/carers and the students agree together for the good of the whole Academy and each individual within it.

The partnership between the home and Academy is one of the most important influences on the education and personal development of our students. This Agreement recognises the need for good partnership working between the home and Academy and seeks to build on it.

***parent(s) is used throughout this document to mean those people who are both mothers and fathers, these include both natural or birth parents as well as stepparents, grandparents, foster carers and parents who do not live with their children but have contact with them and play a part in their lives]***

## **Aims of the Academy and Home Partnership**

- To work with parents and carers to enable students of all abilities to make the most of their intellectual, practical and physical abilities
- To work with parents and carers to ensure that the students are secure and well cared for
- To support parents and families to help students to develop self discipline and to learn to behave towards others with care, respect and good manners
- To encourage parents and carers of students to participate in the life of the Academy and to celebrate the achievement of their children and others
- To help parents and carers of students develop high aspirations and to enable them to progress towards a rewarding and fulfilling future

## **Policy Statement**

In order to ensure that the aims of 'Every Child Matters' are achieved, the Trustees require that parents/carers, students and the Principal (or their representative) agree to sign an Agreement which sets out the expectations each party can have of the others.

This Home-Academy Agreement is intended to be a helpful document and will serve to remind everyone what is needed to ensure that all of our students, their parents and families are successful and happy members of the Manchester Enterprise Academy learning community.

Parents, Carers and the Community will have the opportunity to learn and be involved as part of the extended services as provided by the Extended Academy Programme co-ordinated by the Vice Principal in partnership with the local community providers.

## Procedures and Expectations

Prior to starting at Manchester Enterprise Academy all students and parents/carers must ensure that they have signed the Home-Academy Agreement.

In the hopefully rare event of serious misdemeanour it may be referred to, together with the Academy's Behaviour Policy, in determining the Academy's response.

## Parental Involvement

### Aims

- To recognise the importance of having parents as partners in the education of students
- To promote effective parental partnership and involvement in their child's learning and in the life of the Academy
- To provide support and information for parents

### Objectives

- To foster an ethos and atmosphere where all parents feel welcome and valued
- To maintain an 'open door' approach so that parents are able to communicate with staff on a regular basis, both formally and informally
- To develop a means to ensure that all parents are involved and this may mean we have different strategies for involving fathers or parents who work and live apart from their children
- To ensure ongoing dialogue with parents to improve our knowledge of the needs of their children and to support their families
- To inform all parents on a regular basis about their children's progress
- To provide as much information as possible in timely, specific, targeted and accessible ways so that parents feel confident and knowledgeable in supporting their children's learning
- To ensure that all information related to the Academy, meetings and other activities is sent to parents with basic skills' needs or those for whom English is an additional language, in a format and language that parents can understand, as far as is practicable
- To provide opportunities for parents to learn about the curriculum offered and assessment methods used in the Academy
- To inform all parents of the Academy's policies, system for registering queries, complaints or suggestions and to ensure that all parents have access to our written complaints procedure

To seek and welcome parents' views and opinions and act upon them

- To enable parents to participate in Academy decision making
- To provide support through a range of agencies and encouragement for families suffering difficulties/crises or barriers to involvement
- To work with parents in promoting positive behaviour at home and in the Academy
- To involve parents in the planning and review of their children's learning
- To seek to provide a range of activities, courses and workshops to promote parental involvement in children's learning and also lifelong learning for both students and adults
- To involve all parents in the shared record-keeping about their children and ensure parents have access to their children's written records. The vision for the Academy is that parents and carers will have access to the Learning platform whereby they can track the progress, attendance and behaviour of their son and daughter.
- To provide family learning sessions where intergenerational learning is valued and enjoyed
- To provide activities that will encourage involvement of the dads/male carers
- To encourage and support parents to play an active part in the governance of the Academy
- To hold meetings in venues that are accessible and appropriate for all

To involve parents as volunteers in the Academy – through the Extended Academy programme. This is available from the Vice Principal of the Extended Academy and Community.

### **Communication, sharing information and real time reporting**

The Academy will communicate and share information with parents and carers in a variety of ways;

- Verbally either in a meeting at the Academy or by telephone
- In a written format or a format that is accessible for the parent or carer
- Through a student home visit (when appropriate)
- By email or text when appropriate
- Through the Academy Managed Learning Environment (MLE)

The Academy is aware of the requirement to provide information to parents covering **achievement, progress, attendance, behaviour and special needs**. We also understand that from September 2010, parents are required to have real-time access

(including the opportunity for secure online access) wherever and whenever they want.

This student information will be made available by providing parental access to parts of the Management Information System of the Academy.

The Academy is also aware of the **Government's e-strategy** set the expectation that every pupil should have access to a personalised online learning space with the potential to support an e-portfolio where parents will be able to see the achievements of their children and support them in achieving their targets.

## The Home-Academy Agreement

<b>Manchester Enterprise Academy</b>	<b>The Student</b>	<b>The Parents/Carer</b>
We will:	I will:	I/We will:
<ul style="list-style-type: none"> <li>Provide high standards of learning and teaching through a broad and balanced cross-curriculum, learning environment, which promotes confidence and enjoyment in a safe, secure and happy environment</li> </ul>	<ul style="list-style-type: none"> <li>Take pride in my work and my achievements</li> <li>Be committed to achieving the best of which I am capable</li> </ul>	<ul style="list-style-type: none"> <li>Support my/our child and Manchester Enterprise Academy in maintaining high standards of work and behaviour</li> </ul>
<ul style="list-style-type: none"> <li>Provide challenging learning opportunities for each student both in and out of Academy hours which endeavour to meet individual needs</li> </ul>	<ul style="list-style-type: none"> <li>Accept the authority and rules of conduct of the Academy</li> </ul>	<ul style="list-style-type: none"> <li>Support the Academy's policies, including the Behaviour Policy, and respect the disciplinary authority of Academy staff</li> </ul>
<ul style="list-style-type: none"> <li>Give support and care for your child as a valued member of the Academy community</li> <li>Encourage students to develop a sense of self-worth, self-discipline and personal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Attend the Academy every day in full uniform, on time and equipped to learn</li> </ul>	<ul style="list-style-type: none"> <li>Ensure my/our child attends the Academy every day and is on time, wearing full Academy uniform and properly equipped for lessons, and will notify the Academy on the first day of the reason for my child's absence</li> </ul>
<ul style="list-style-type: none"> <li>Promote the development of enquiring minds, effective communication skills and creative expression</li> <li>Encourage a healthy lifestyle so that student can make informed choices</li> <li>Inform you about progress and areas of concern with work and behaviour</li> <li>Report to parent/carers about the academic attainment and welfare of your child and hold review meetings which parents/carers are expected to attend</li> <li>Listen to parents/carers' views and concerns</li> <li>Provide a safe and orderly environment in which to work</li> <li>Encourage the involvement of and partnership with parents/carers, Governors and the wider community</li> </ul>	<ul style="list-style-type: none"> <li>Respect and co-operate with other students and all staff, external visitors and volunteers</li> <li>Look after the Academy and its grounds</li> <li>Take letters/information home for parents/carers</li> <li>Attend student review meetings and be positive about finding ways to improve my progress and achievement. I need to recognise that I need to develop and have ownership of my learning.</li> </ul>	<ul style="list-style-type: none"> <li>Attend meetings with Academy staff, if requested, to discuss my child's behaviour/progress</li> <li>Make every effort to attend student review meetings to discuss my child's progress</li> </ul>
Signature _____ Principal/Representative	Signature _____ Student	Signature _____ Parent(s)/Carer(s)