



**Summer 2019**

**Academy Parental Agreement**

Dear Parent/Carer

I am delighted that your child is joining Castle View Enterprise Academy in September. I am immensely proud of all our students and consider it a privilege to be involved in their education. Naturally, I depend on the efforts made by my staff in ensuring that children receive the very best secondary education possible.

A considerable part of our success will be built on clear rules and an attempt to act fairly, justly and equally with all children. We will depend enormously upon your support in achieving the good behaviour, respectful attitudes and reputation for honesty which we believe are hallmarks of the academy at Castle View. To this end, I am asking you to support the Academy and your child by putting your name to the attached set of rules. I know how much parents value a disciplined approach to school which brings significant personal and academic benefits for all our children.

By putting your name to these rules, I trust that you will do everything possible to ensure that your children abide by them and accept the discipline system within Castle View Enterprise Academy. I also ask you to support us by not taking holidays in term time as absence is a major disruption both to your child's education and to the work of staff who try to ensure that all children keep up with the work in hand.

I trust that as we put our names to these various documents, our children will learn that our word is our bond.

Castle View Enterprise Academy will be an exciting place to be and I look forward to working with you over many years to come.

**Yours sincerely,**

A handwritten signature in black ink that reads "J. Bridges". The signature is written in a cursive, flowing style.

**Janet S. Bridges**  
**Principal**

## Academy Parental Agreement

Every community must have rules and Castle View Enterprise Academy is no exception. Academy rules exist to create a harmonious, safe and productive work environment and to help our young people develop character. All academy rules derive from our mission and aims.

However, there are certain major rules to which I would draw your attention because of the serious consequences of any breach. To indicate that you have read and understood each rule and discussed it with your child, I would ask parents to sign against each rule below. Please note that no recommendation for exclusion will be put to the academy governors without there being clear evidence of the academy rule having been broken and without consultation with you as a parent or guardian.

**Janet S. Bridges**

**Principal**

### 1. Copying Work (Classwork and Examination Work)

Copying work from any source without giving proper credit to the author is **illegal**. Photocopying of printed text or illustrations may also be a breach of copyright. Copying the work of another – from books, computer, other students or any other source – without proper acknowledgement of the source is forbidden. Any copying in examinations, or in coursework to be submitted as part of an examination, may disqualify your child from taking any public examination in the year of the offence, at the discretion of the examination awarding body.

Parent/Carer	Child	Date
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### 2. Cigarettes, Drugs and other Illegal Substances

It is **illegal** for a child to be in possession of cigarettes, drugs or drug-related paraphernalia, alcohol or other substances which cannot legally be bought by children of their age. Neither should a child associate with those who are openly in possession of such. Any student bringing drugs onto the academy premises, or agreeing to supply it to, or receive it from, another academy student, will be subject to immediate fixed-term or permanent exclusion and relevant statutory bodies such as the police will be involved. Smoking of cigarettes of any kind, including e-cigarettes, is banned from the academy building and grounds. Students will be sent home and parents informed immediately should smoking occur on site or between home and school.

Parent/Carer	Child	Date
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### 3. Holidays and Attendance at Major Academy Events

Attendance is expected at every session of the academy year except in the case of illness or when an absence has been authorised by the Principal. Therefore I agree not to take holidays during the academy year. The academy will not authorise holidays during term time.

Parent/Carer	Child	Date
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### 4. Representing the Academy

Students' selection to represent the academy as a member of an academy sports team takes preference over other arrangements.

Parent/Carer	Child	Date
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## 5. Mobile Phones, Smart Watches and all other Electronic Devices

Whilst mobile phones have become helpful aids for parents and children to communicate on the way to and from the academy, their use in the academy is strictly forbidden. Students may, therefore, carry phones at their own risk but any phone switched on or in use during the academy day will be confiscated and held in the Main Office until parents can pick it up. This includes headphones, smart watches, iPods, MP3 players, cameras or any other electronic device.

Parent/Carer                      Child                      Date

## 6. Chewing Gum and Bottles

Chewing gum is forbidden in the Academy because of its impact upon cleanliness and décor. No glass bottles are allowed in the academy. Only clear plastic bottle are allowed in the academy. Fresh water is available in the academy from fountains located around the building.

Parent/Carer                      Child                      Date

## 7. Health and Safety Equipment

Deliberate tampering with Health and Safety equipment such as fire extinguishers, fire alarms, laboratory or workshop equipment can put lives at risk, and may therefore result in a recommendation for immediate exclusion. The building has many open plan teaching spaces with balcony areas. Any student found acting in a way that may cause harm to themselves or others especially in these areas will risk exclusion.

Parent/Carer                      Child                      Date

## 8. Bullying

Bullying will not be tolerated, and repeated bullying – or any bullying involving extortion of money or serious physical aggression or cyber bullying (via internet, text, MSN or Facebook) – will result in a recommendation for immediate exclusion. *See also 'Social Networking Sites & Cyber Bullying' section overleaf.*

Parent/Carer                      Child                      Date

## 9. Aggressive Behaviour/Assaults on students or staff

Aggressive or threatening behaviour (including swearing) will not be tolerated in the academy. When students behave in this way to other students or staff they will be excluded from the academy. Where a student's behaviour results in damage to property, parents/carers will be invoiced for the cost of the repair(s). In accordance with the Academy Behaviour Policy and the Positive Handling Policy, the following categories would be considered legitimate situations in which to consider physical restraint as a response:

- where there is risk of injury to self and/or others, such as a fight situation.
- an incident around the balcony areas.
- a serious health and safety incident.
- persistent failure to respond to reasonable requests, placing themselves and others in danger.

Students with a risk assessment may also require a care plan in order to manage effectively specific crisis situations. Care plans will only be drawn up in a multi-agency forum with the agreement of the family/carers and only for those students who have required handling on a previous occasion. The policy for the Use of Physical Restraint will be adhered to in conjunction with the care plan. A register of students with care plans will be provided to all staff. In times of specific crisis when there is a threat to health and safety, for example (but not limited to), fighting or incidents around balcony areas, the use of "reasonable, proportionate and absolutely necessary" positive handling may be required, this being the legal terminology. The Positive Handling Policy will also be adhered to at such times.

Parent/Carer                      Child                      Date

## 10. Powers of Search

In instances where staff have reasonable suspicion and concerns regarding the safety of students or staff members, or as part of an agreed care plan, the power of search will be utilised by members of the SLT.

Parent/Carer                      Child                      Date

## **Social Networking Sites and Cyber bullying**

The Department for Children, Schools and Families (DCSF) define cyber bullying as, *“the use of information and Communication Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else.”*

We have promised to address and eradicate bullying in all its forms in the academy. Staff work hard to address any unpleasantness that arises between students, and bullying is dramatically reducing in the academy. We record and monitor all incidents and the outcomes of such events. However, the increasing use of social networking sites such as ‘Facebook’ has meant that bullying can take place beyond academy hours, and intrude into the home. Childnet International says, *“In the UK, a reported 22% of children and young people claim to have been the target of cyber bullying, making this one of the most important new areas of behaviour to understand and to equip schools, carers and young people with the ability to respond to.”*

### **Mobile Phones, Cameras and the Internet**

*While mobile phones have become helpful aids for parents and students to communicate on the way to and from the academy, their use inside the academy is absolutely forbidden. Students may carry phones (at their own risk), but any phone switched on during the academy day will be confiscated and held until parents can pick it up. If a student uses a mobile phone in a lesson they may be required to work in the IEU (Internal Exclusion Unit) for the day. The unauthorised use of a camera (including on a phone) constitutes an invasion of privacy, and as such is strictly forbidden. Should images of other student or staff thus obtained, or any material which brings the academy’s name into disrepute, be published via the internet this may result in exclusion from the academy.*

### **Bullying**

*Bullying (defined as behaviour which maliciously hurts another, either physically or emotionally) will not be tolerated.*

*Repeated bullying or any bullying of a serious nature, for example involving extortion of money or serious aggression, will result in exclusion. This may extend to behaviour outside the Academy, including malicious use of the internet or mobile phones.*

Staff are vulnerable to malicious use of the internet as well as students. These rules therefore apply also to the creation of so-called ‘Fanzine’ Sites, which invite students to discuss a particular member of academy staff. I am sure that you will understand why this is inappropriate, even where a site is prompted by appreciation for a teacher. This breaches the professional relationships between staff and students, and comments can quickly deteriorate. This situation has been addressed with a few students and their parents and we have had sites and any comments removed successfully. We have spoken to all students about this and it is covered in ICT and Enterprise lessons. In addition, all students attend sessions on Internet safety and cyber bullying during our termly Challenge Days.

We welcome your support in these matters and ask you to discuss this carefully with your child.

Parent/Carer	Child	Date
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### **11. Student Photographs**

All students must have their photograph taken in the academy at the beginning of each academic year. This is to be used for safeguarding, student records and student reports.

Parent/Carer	Child	Date
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