

2023

## ***Parent Information Booklet***



***Fulford School***

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## General School Code of Conduct

This code of conduct has been created by both staff and students. It aims to create a safe and secure learning environment where tolerance and respect are shown towards everyone in the school community.

### **All students of the school should:**

- Follow the Fulford Way.
- Use the HEART core values in everything you do.
- Be correctly and smartly dressed.
- Respond to instructions first time, every time.

### **To be in a school where all students feel safe:**

- Do not put up with bullying; report it when you see it.
- Do not put up with bullying amongst your friends.
- If you are worried go to your friends, tell a member of staff, tell your form tutor, tell your parents.

### **When moving around school:**

- Walk calmly, quietly and keep to the left.
- Be punctual to lessons, form time and assemblies.
- Queue in single file in an orderly, sensible way.
- Ensure you adhere to the out of bounds areas.

### **For the health and safety of all:**

- All personal property should be clearly named.
- The possession of cigarettes, e-cigarettes, lighters, matches, laser pens, aerosols or any other illegal or dangerous substance or weapon is forbidden.
- The selling of any items in school or on school transport is forbidden.
- Do not bring in expensive items or large sums of money to school. The school cannot take responsibility for any such items that are lost or stolen.

### **For a clean and tidy school:**

- Chewing gum is not allowed in school due to the damage it can cause.
- Lunches and other snacks should be eaten in designated areas only. Food should not be taken out of the canteen.
- Litter should be placed into the bins provided.
- Recycling is promoted throughout the school and the correct bins should be used at all times.
- All property and the school premises must be treated with respect.

**Outside:**

- Ball games are restricted to designated areas.
- Do not enter out of bounds areas.
- Use the paths provided when entering or leaving school.

**Travelling to and from school:**

- Maintain our high standards of behavior, courtesy and consideration in our local communities and when on school transport.
- All cyclists travelling to and from school are recommended to wear a safety helmet.
- Cyclists must dismount and walk their cycles when on school premises.
- All cycles in school should be stored in the lockable cycle sheds.
- Only students depositing or collecting bikes should be in the cycle sheds.

**For lessons and in order to maximise your learning and use your talents to the full:****Be READY to listen, work and learn:**

- Have the correct books and equipment.
- Sit down properly on chairs or benches.
- Be ready to start the lesson in a quiet, purposeful manner.
- Focus your attention on the teacher and the tasks set during the lesson.

**Be RESPONSIBLE for your behaviour:**

- Arrive on time for registration and lessons.
- Follow all instructions carefully.
- Enter and leave the classroom in a quiet, orderly and safe manner.
- Bring your planner to all lessons.
- Use class charts to monitor homework and complete it as instructed.
- Hand homework in on time.
- Copy up any work missed through absence.
- Treat resources with respect and keep them in good condition.
- Complete all work set to the best of your effort and ability.

**Be RESPECTFUL to any member of staff and to one another**

- Listen to and respect the views of others in the class.
- Respect the learning of the students in your group and allow them to do their best without comment or distractions.
- Be polite to staff and students and treat them as you would wish to be treated yourself.

## Home to School Travel and Behavioural Policy

As you will know, we all take pride in insisting on a high standard of behaviour from our students. We would wish to maintain and improve our reputation in this respect. The purpose of the attached policy document is to seek support from both you and your children in maintaining these high standards when they are travelling to and from school, particularly bearing in mind that this is a time when students have been unsupervised. The policy also addresses health and safety issues. Abiding by the policy should, therefore, ensure that students enjoy a journey which is, as far as possible, safe and trouble-free.

Fulford School works in close partnership with the Transport Planning Unit to ensure high standards of behaviour on the buses and consequently everyone's safety. Alongside the Transport Planning Unit the school operates a system of bus monitors. These bus monitors are appointed sixth form students who travel on the school buses with a view to maintaining expected standards of behaviour. Their role is not to intervene but to report any pupils who fail to comply with these guidelines. The pupils will then be dealt with appropriately by Senior Staff.

We should be grateful if you would take the time to read through the policy with your son/daughter and then ask them to sign the slip attached to record their agreement. Please confirm your and their support by signing as indicated.

Should you have any questions regarding the policy, please do not hesitate to contact us.

### General

1. The way you behave when going to and from school says a lot about you and the school.
2. This policy gives good advice on how to behave in a manner which brings credit to you and the school.
3. Please read this alongside any code of behaviour issued by the Local Education Authority.
4. When travelling to and from school, the normal school rules apply, including:
  - a. the wearing of school uniform correctly
  - b. no fighting
  - c. no bullying
  - d. no smoking
  - e. no spitting
  - f. no vandalism
  - g. no swearing or verbal aggression
5. If you see any misconduct, please report it to the driver, bus monitor, Pastoral Support Team/Head of Year or any member of the Senior Leadership Team.

### Travelling on Foot or Bicycle

1. Use approved footpaths and roads only. Do not take shortcuts through private property.
2. Follow the Highway Code.
3. Ensure your cycle is roadworthy and has the correct lights.
4. Avoid cycling in large groups.
5. Do not walk in large groups which others may find threatening
6. Respect other people's property

## **When Travelling by Bus**

1. Students who have a right to travel on school buses also have a responsibility to behave well.
2. Wait for the bus in an orderly manner without disturbing others
3. Take care when getting on and off vehicles
4. Sit one person per seat and remain seated throughout the journey
5. Do not shout or disturb the driver
6. Do not throw things inside the vehicle or out of windows
7. Do not intimidate or be rude to other passengers and respect the rights of other students to travel without fear and bullying or disturbance
8. Carry out any instruction given by the driver
9. Seat belts must be worn if fitted

## **The School's Response to Students who fail to Observe This Policy**

1. Complaints about misconduct will be investigated and appropriate disciplinary action taken which might include:
  - Official warnings
  - Adoption of a seating plan
  - Detentions
  - A ban from travelling on the bus
  - Internal or external exclusion from school
  - Payment for any damage caused
  - Involvement of the police
2. Criminal damage or behaviour will be reported to the Police.
3. Unacceptable behaviour will not be tolerated. Such issues will be treated seriously.

## IT and Electronic Services Permission

As part of the school's IT programme, we offer students supervised access to the Internet, computers and virtual managed learning environments. Before the school allows students to use the computer system it is essential that they understand the rules of acceptable use.

Various projects have proven the educational benefits of Internet access, which will enable students to explore thousands of libraries, databases, and bulletin boards. They will also be able to exchange messages with other learners and teachers throughout the world. Although Internet use is supervised and filtered in our school, families will wish to be aware that some students may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people.

We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. However, as with any other area, parents and carers of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. The school therefore supports and respects each family's right to decide whether or not to apply for access.

Therefore, we are asking you to support the school in promoting safe and proper use of the Internet and IT facilities. Consequently, please complete the Parental Agreement section within the Admissions+ app, as evidence of your acceptance of our policies and your approval in this matter. Thank you in advance for your support and co-operation.

All student school accounts and equipment are monitored by Smoothwall Monitor (formally VISIGO).

Smoothwall Monitor is a real-time, digital monitoring solution which flags incidents as they happen. By monitoring both keystrokes (what is typed) and screen views, senior staff are informed, when users try to view or type harmful content.

This is a remote monitoring arrangement aimed at protecting students from risks of computer misuse, online bullying, and students who may be at risk of wellbeing or safeguarding concerns. This monitoring software will enable staff in school to provide the required support where necessary and identify any incidents of computer misuse.

Students will see warnings and reminders regarding this monitoring software as they log on.

It is important to understand that student's computer use, and the data this creates, will be monitored/processed by ourselves and another third party (Smoothwall Monitor). The appropriate data processing agreement has been entered into with Smoothwall Monitor to protect relevant data. Further information on how your data is used and protected can be found in the following places:

<https://www.smoothwall.com/education/product-privacy-policy/#smoothwallmonitor>

<https://www.fulford.york.sch.uk/data-protection/>

## Use of Mobile Technology

The school aims to recognise the benefits to learning of mobile technology and, on occasions, teachers will offer students the opportunity to use their own mobile devices (laptop, tablet or mobile phone) in school to support their learning. Applications such as a calculator, a camera, a voice recorder and a timer are available on most mobile devices and can be used to support learning in lessons as can a range of websites that can be accessed through the school Wi-Fi under the direction of their class teacher. As a result, students are permitted to use their mobile device to assist learning in lessons as and when directed by their teacher. The students are responsible for ensuring that they use their device appropriately and sanctions will be applied to any student who fails to do this.

Mobile devices must be on silent mode (or turned off) and must not be used outside of lesson time whilst on the school site.

## Students Acceptable Internet Use Policy

Please read this document carefully, only once it has been agreed to will access to the Internet and the School's computer systems be permitted. Listed below are the provisions of this agreement. If any student violates these provisions, access to services will be denied and the student will be subject to disciplinary action.

### 1. Personal Responsibility

As a representative of the school, I will accept personal responsibility for reporting any misuse of the network to a staff member. Misuse may come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence and other issues described below.

### 2. Acceptable Use

The use of electronic services must be in support of education and research in accordance with the educational goals and objectives of the School. I am personally responsible for this provision at all times when using the electronic information service.

Transmission of any material in violation of any United Kingdom or other national laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade laws. I will be held responsible for any unlawful activities I commit.

### 3. Privileges

The use of the Internet and other electronic services is a privilege and inappropriate use will result in that privilege being withdrawn. The Network Manager will rule upon inappropriate use and may deny, revoke or suspend usage.

### 4. Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to the following:

BE POLITE. Never send or encourage others to send abusive messages.

USE APPROPRIATE LANGUAGE. Remember that you are a representative of the school on a global public system. You may be alone with your computer, but what you say and do can be viewed by others. Never swear, use vulgarities or any other inappropriate language. Illegal activities of any kind are strictly forbidden.



**PRIVACY.** Do not reveal any personal information to anyone, especially the home address or personal telephone of yourself or any other students.

**PASSWORD.** Do not reveal your password to anyone. If you think someone has obtained your password, change it and contact a member of staff immediately.

**ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities may be reported to the authorities

**DISRUPTIONS.** Do not use the network in any way that would disrupt use of the services by others.

## 5. Services

Fulford School makes no warranties of any kind whether expressed or implied, for the network service it is providing. Fulford School will not be responsible for any damages suffered whilst on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries or service interruptions caused by the system or elements of the system, or your errors or omissions. Use of any information obtained via the network or other information systems is at your own risk. Fulford School specifically denies any responsibility for the accuracy of information obtained via its Internet services.

## 6. Security

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the network manager at once. Never demonstrate the problem to another student. All use of the network must be under your own username and password. Remember to keep your password to yourself. Do not share it with friends. Anyone caught disclosing passwords may have their access denied and may be subject to disciplinary action. Any user identified as a security risk may be denied access to the network and be subject to disciplinary action. All users must respect, and not attempt to bypass, security or access restrictions in place on the computer system.

## 7. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy any equipment or data of another user or of any other networks that are connected to the network. This includes, but is not limited to, the uploading or creation of computer viruses, the willful damage of computer hardware, whether connected to the network or not, the deletion of data from its place of storage or the defacing of any computer-related hardware.

Anybody determined to have vandalised the system may have their access rights stripped and will have to pay for any damage caused.

## 8. Online Ordering systems

One of the many facilities available via the Internet is the ability to order goods and services whilst online. This technology is still undergoing development and several questions have been raised with regard to the issue of security of online credit card ordering etc. Because of the security and other ethical issues attached to this facility, Fulford School has a moral responsibility in this area. It is therefore strictly forbidden for students to use the Internet for ordering goods or services regardless of their nature.

## 9. Electronic Mail

Electronic mail (Email) is widely available via the Internet and through the School's own e-mail system. Students are expected to use this facility in a responsible manner. The sending or receiving of any email, which contains any inappropriate material, is strictly forbidden. This material includes, but is not limited to, pornography, unethical or

illegal requests, racism, sexism, inappropriate language, any use which may be likely to cause offence. Disciplinary action will be taken in all cases. It is also forbidden to send large volume Emails (Spamming).

Random checks will be performed on users' mailboxes and anybody found to be contravening the rules will have their access to the School's e-mail system removed immediately.

#### 10. Miscellaneous

Members of IT staff will monitor the use of the network and its services. This includes checking the data stored in the users' personal folders. If it is found that the system is being abused, access may be withdrawn without notice.

Questions relating to any part of the acceptable use policy should be directed to: [Year6Transition@fulford.york.sch.uk](mailto:Year6Transition@fulford.york.sch.uk)

## Photography and website permissions

We are always seeking to improve the quality of information we make available to parents and as part of this we are enhancing our website. This will be a place where in addition to information regarding courses, general information about the school, diary and calendar, the achievements of students can be celebrated. As part of this celebration, we may often wish to include photographs or video images of students. Photographs of our students are also often published in the press.

If you wish to consent to your child's image being used in this way please complete the relevant sections in the Admission+ app.

## Parents and Pupils Privacy Notice

Please follow this [link](#): to view the latest version of the SYMAT Parents and Pupils Privacy Notice

## Term Dates

Please follow this [link](#) for term dates and the school calendar.

## Resource Centre

The Resource Centre consists of a well-stocked library with computer facilities, spacious areas to work, study and read. We also manage a stationary shop where pupils can purchase supplies from.

Not only do we have a well-stocked library we also have access to our own eBook facility through wheelers eplatform. There are over 1,250 current and popular titles for young people to download for free onto their own device.

The Resource centre is open from 8.00am - 4.15 Monday – Thursday and 8.00am - 4pm on a Friday and is always supervised.

Books may be borrowed for 2 weeks and CDs and DVDs for one week. A total of 6 items may be borrowed at any one time. We do not charge for loans or overdue items but do expect to be reimbursed for all items lost or damaged. All DVDs are classified according to the rules of the British Board of Film Classification and we adhere closely to the

guidelines set concerning the classifications of 'U', '12,' '15' and '18'. We are required to ask your permission for your child to borrow items with a PG Classification via the Admissions+ app.

We look forward to welcoming your child to Fulford School Resource Centre.

## Design and technology projects

All pupils in Year 7 will be making a range of interesting products and modelling solutions to a variety of situations, in addition to carrying out a variety of testing and tasting assignments in Food.

A range of projects have been planned for this year, examples include:

- Electronic night light and housing
- Flat pack toy
- Textiles pillow

It is still expected that pupils will bring ingredients when they are preparing food to take home.

We would like to ask you for a donation of £9.00 towards the projects which will help us to continue to stock a variety of modern materials for use in your son's/daughter's work.

If you wish to contribute you will be able to do this at the start of the academic year via ParentPay.

## Art projects

Art and Design at Key Stage 3 is an exciting time to learn a variety of new skills and techniques taught through mostly practical art lessons at Fulford School. We are lucky to have a kiln and a printing press which allow our students to create ceramic works and use a variety of printing methods.

To allow our projects to be versatile and ambitious we ask for a small donation of £5 towards materials that your son and daughter will use throughout the three year key stage at Fulford School. The money will go towards quality clay, printing inks and rollers, acrylic paint, and high gsm cartridge paper. Your son/daughter will also have the opportunity to take all their art work home after it has been displayed around school.

If you wish to contribute you will be able to do this at the start of the academic year via ParentPay.

## Instrumental and singing lessons

We offer a wide range of instrumental lessons, listed below. Lessons take place on a weekly basis, with a rotating timetable to avoid students repeatedly missing the same lesson.

Instrumental teachers will send invoices directly, and payment is to be arranged with your child's teacher after signing up for lessons. Teachers will provide details of payment dates and methods once lessons have commenced.

**Lesson payment should not be paid to Fulford School.** If your child is eligible for Pupil Premium then lessons are fully funded by school. (Service children are eligible for a subsidy of £5 per lesson.) Please contact Miss Durham if you require further information or are unsure if your child is eligible for funded lessons.

**The lessons are taught by visiting specialists, and instruments/rates are as follows:**

Flute (Joanna Gibbons) - £15/30 mins

Woodwind – clarinet and saxophone (Amy Lacey) - £16/30 mins

Piano (Joanna Gibbons £15/30 mins/Amy Lacy £16/30 mins/Andrew Snedden £18/30 mins)

Drums (Clark Howard) - £16/30 mins

Violin/Viola (Hannah Crawford) - £15/30 mins

Singing (Emma Dickinson) - £16/30 mins

Electric/acoustic guitar (Dan Hardcastle) - £15/30 mins

Please contact Miss Durham if you have any further questions about instrumental/singing lessons:

[durhamH@fulford.york.sch.uk](mailto:durhamH@fulford.york.sch.uk)

To sign up for lessons, please fill in the digital Microsoft Form here:

<https://forms.office.com/e/SRM34Qjue2>

## Consent form for school trips and other off-site activities

Parental consent is not requested from you for all off-site activities offered by the school unless these are of a residential nature.

Please complete the relevant permission & medical information sections of the Admissions+ app if you are happy for your child:

- a) To take part in school trips and other activities that take place off school premises; and
- b) To be given first aid or urgent medical treatment during any school trip or activity.

### **Please note the following important information:**

- The trips and activities covered by this consent include:
  - All visits which take place during term time, school holidays or a weekend other than residential visits.
  - Adventure activities at any time.
  - Off-site sporting fixtures outside the school day.
- The school will send you information about each individual trip or activity before it takes place (with the exception of sports fixtures). You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity.
- It is your responsibility to ensure your child carries their inhalers/auto injectors on school trips, these are not provided by the school.

## School Uniform

School uniform has been devised in consultation with both staff and students. It plays a vital part in promoting the ethos of the school and in securing safety on site. Please click on this [link](#) for full details of the 2023-24 school uniform, PE Kit, personal presentation and essential equipment. The tie colour for Year 7 students in September will be navy.

## First Aid at Fulford

Our school welcomes and supports pupils with medical and health conditions and we aim to support all pupils in all school activities regardless. This is reflected in our school medical policy ([here](#)) which applies not only to those with medical condition but to all pupils, thus it is recommended that it is read in conjunction with the information in this booklet.

In line with our duty of care, we offer a First Aid service to all students in case of emergency, injury or sudden illness. It is important to note however, that we do not offer a full medical service within the school. Our staff are equipped to deal with known conditions and to deal with other illnesses and injury on a First Aid basis rather than in any diagnostic capacity. Where health conditions require this, we will contact parents to seek additional support or treatment where students need to receive this at home or in more specialised care.

For prescribed medication, we would encourage pupils to carry their own medicines and relevant devices and where pupils can self-administer we would provide support as appropriate. We will only administer prescribed medicine at school if essential to do so. Parental/carers written permission is also required (the form can be found [here](#)). Where medication cannot be carried by pupils, it will be stored in the medical room. Prescribed controlled drugs are stored in a locked cabinet in the medical room.

Non Prescribed medicines can only be administered when essential to pupil's health and cannot be taken out of school, and again parental/carers written permission needs to be in place and medicine provided (the form can be found [here](#)). Please note school does not routinely hold any non-prescribed medicines.

If there is a requirement for medication to be stored in school, it has to be in its original packaging with the name of student, dose and frequency of dose (on prescription label for prescribed medication).

We will always seek to keep our students safe and well. Please be assured that providing the best care, within the resources and expertise we have available, remains a high priority for us as a school. Thank you for your support in this matter and for ensuring you keep us updated of any medical needs your child may have.

## Lockers available for rental by pupils

The school uses an independent locker company ILS to provide lockers for Fulford School Students.

The lockers we provide are owned by ILS and are available for students to rent on an annual basis with ILS being responsible for their maintenance and management. The rental cost for a student locker is £25 per year allowing student use of these for the academic year from September through to July. Please note all bookings terminate at the end of the school year in July. We apologise but there is no discount for lockers booked late in the year.

The locker size is as follows:

Height: 450mm  
Width: 300mm  
Depth: 450mm

Lockers for September 2022 – July 2023 will be available to book from the 7th June.

Lockers are subject to availability please book early to avoid disappointment. All available lockers are shown online.

To rent a locker please book online at the ILS website [www.ilsschools.co.uk](http://www.ilsschools.co.uk). Please contact the school for assistance if you are unable to use the online booking system.

If you do not have access to the internet your local library can provide this facility free of charge.

All rentals are subject to ILS terms and conditions which are available during the booking process.

Please note ILS are a separate entity from the school and all dealings will be directly with ILS.

## Cashless Catering System

Fulford School has a cashless catering system. The system has allowed us to continue our work in developing and enhancing the school meal experience, and has provided us with more efficiency, speed and an improved quality of service. Crucially, the system will enable you as parents/carers to view the purchase records of your son/daughter and thus will provide information relating to the health of their diet.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric (see FAQ's on our website) so there is no need for pupils to carry a card, as the system will recognise the thumb of your child at the top up points and at the tills.

Please note that no cash is accepted at the till points. We have two payment options available to you – online payments using your Parent Pay account or coin/note payments at the top up pay-points. A daily 'spend limit' of £5.00 will be programmed into the system. This can be increased or decreased for an individual student by making a request to staff in school. Any amount of money can be paid into a student's account, and any money spent on food & drink will be deducted on a daily basis.

### Consent for the use of Biometric Data

As we operate a Parent Pay Account to make use of the Schools Catering Service - we need to make you aware of the implications of using the automated (i.e. electronically-operated) recognition system to access this.

The purpose of this system is to facilitate catering transactions to be made using fingerprints instead of by using cash.

The information that we wish to use is referred to as 'biometric information'.

### **Biometric information and how it will be used**

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, e.g. their fingerprint. The school will use your Child's fingerprint as a piece of biometric information to enable them to pay for their school meal using their fingerprint.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the biometric information specified above and convert these measurements into a template to be stored on the system.

An image of any biometric information is not stored. The template (i.e. the measurements taken from fingerprints) will be used to permit your access to the catering service.

The law places specific requirements on schools when using personal information, such as biometric information, for the purposes of an automated biometric recognition system. For example:

- The school will not use the information for any purpose other than those for which it was originally obtained (i.e. as stated above).
- The school will ensure that the information is stored securely.
- The school will tell you what it intends to do with the information.
- Unless the law allows it, the school will not disclose personal information to another person or body.

Please note, the school has to share the information with the following bodies:

- the supplier of the biometric system.

as part of the support for the cashless catering system.

### **Providing your consent/objection to the use of biometric data**

Under the Protection of Freedoms Act 2012, we are required to notify you and obtain your consent to use your child's biometric information for an automated system.

You can also object to the proposed processing of your child's biometric information at any time or withdraw any consent you have previously given. Please note that you must make any consent, withdrawal of consent or objection in writing.

Please note that, when your child leaves school or ceases to use the biometric system, their biometric information will be securely erased in line with the school's Records Management Procedures.

Fulford School as a member of South York Multi-Academy Trust has a "Protection of Biometric Information Policy" which provides further information.

Please complete the consent within the Admissions+ app to confirm your consent to the collection and use of your child's biometric information

Full information on the system can be found [here](#) and should answer any questions you may have.



## Working Together Agreement

Please confirm via the Admission+ app that you/your child have read the following.

Details of the commitments being made by the student, the school, parents and carers are as follows:

### **Fulford School will:**

Provide a secure learning environment which promotes a sense of tolerance and understanding amongst all students.

Provide a high quality education appropriate to the needs of each student and provide a broad and balanced curriculum.

Encourage students to be involved in extracurricular activities.

Keep a record of attendance and contact parents promptly if truancy is suspected or if non-attendance is not confirmed in writing.

Check punctuality and inform parents if their child is frequently late.

Supply a uniform list each year and ensure that every student wears the correct uniform.

Ensure homework is set and marked within a reasonable time frame.

Provide students with a planner and check and sign it on a regular basis.

Provide progress reports for each student.

Hold a subject based parents evening once a year for each year group.

Use Class Charts to praise and sanction students.

Send a newsletter regularly to all parents throughout the year.

Acknowledge within two working days any complaint or request for information from parents and provide a considered response as soon as is practicable within the circumstances.

Provide parents with details of the school's code of conduct and behaviour policy and ensure that the code is displayed in each classroom and understood by all students.

**As a student of Fulford School, I will**

Through active participation try to make the most of all the opportunities that Fulford School offers.

Respect the needs and values of others.

Attend school as required.

Bring all necessary equipment for my lessons, respect school books and equipment.

Arrive at school on time and be punctual for my lessons and general school activities.

Wear full uniform and take a pride in my appearance.

Complete all the homework set to the best of my ability and hand it in on time.

Take my planner to all lessons and use it to help my organisation.

Ensure my planner is checked and signed by my parents/carers weekly.

Use Class Charts to monitor my homework and achievements.

Follow the code of conduct

**As parents/carers of a student at Fulford School, I/we will**

Encourage a positive attitude to school and take an interest in all that my/our child undertakes at Fulford School.

Encourage respect for the needs and values of others.

Take all reasonable measures to ensure that she/he attends school every day with correct equipment and inform school of the reason for any absence on the first day of absence and in writing on his/her return.

Ensure that my/our child arrives at school on time.

Provide the full uniform.

Provide a suitable place for homework and offer support and encouragement.

Use Class Charts to monitor my child's homework, achievements and sanctions.

Check and sign my/our child's planner each week.

Respond to my/our child's report with a written statement as appropriate.

Attend the appropriate parent teacher consultation evening.

Take note of letters and respond promptly to general and personal letters from Fulford School.

Ensure that our child follows the school's code of conduct.