



# TIFFIN HOME-SCHOOL AGREEMENT

March 2009

These outline statements of Principles, Behaviour, Discipline and Ethos at Tiffin are taken from School policies and guidelines, and are expressed specifically for pupils.

## **AIM OF SCHOOL**

Tiffin School aims to create a caring, stimulating and secure environment for able pupils in which they will develop personally, socially and academically through involvement in the wide range of opportunities the School has to offer, so that they may be well prepared for further learning and able to take a responsible place in society.

## **1. CODE OF CONDUCT (Summary)**

This Code provides the minimum framework necessary for the School to live, work and play together in harmony, efficiency and safety. Within the framework it is expected that each one of you will conduct yourself with a regard for the feelings and reasonable interests of others.

You are reminded that you must:

- Observe the principles of common sense and courtesy at all times, whether at School or elsewhere.
- Respect people and property.
- Maintain the good order and tidiness of the school grounds and premises
- Try to enhance the School's reputation and help others to do so.

## **2. ATTENDANCE**

You are expected to attend school every day in term time and when required to represent the School in sport and the arts at weekends and in the evening.

## **3. BEHAVIOUR MANAGEMENT POLICY (Summary)**

The School believes that praise and encouragement are the best motivators and that coupled with good teaching they will enable pupils to achieve their potentials. Nevertheless to create the caring and secure environment needed for learning to flourish, some simple and clear rules are required. These rules are based on common sense, courtesy and a commitment to being proud to be part of the institution. The rules are designed to promote good behaviour; self esteem; self discipline; respect for authority; positive relationships; a safe environment; and freedom from discrimination or bullying.

In implementing the rules the School will ensure consistency of response; early intervention; and early involvement of parents.

You will be expected to take responsibility for your own behaviour and will be made fully aware of the School's procedures and expectations.

The clear disciplinary procedures start with the role of the classroom teacher and lead to, in serious cases, the role of the Head. The aim will always be to find a solution to help the pupil. Sanctions, including detention and exclusion, will be used if necessary.

## **4. ANTI-BULLYING POLICY (Summary)**

All of us by our actions and attitudes must make it clear that:

- We will not tolerate Bullying;
- We will immediately inform a teacher or an adult of any Bullying known to us;
- We will give support to victims of Bullying whenever we can.

## **5. EQUAL OPPORTUNITES POLICY (Summary)**

Tiffin School is firmly committed to pursuing equality of opportunity for all of you. It consciously works to avoid discrimination against any member of the community – students, teachers and the associate staff – on the grounds of race or ethnic origin, gender, disability, religion, marital status or sexual orientation. It embraces a policy of promoting equal opportunities in all aspects of School life and work.

## **6. DRESS AND APPEARANCE REGULATIONS**

You are required to wear school uniform as prescribed by the Governors, whilst in School and travelling to and from School, including Games and sporting fixtures.

## **7. HEALTH & SAFETY AT WORK ACT**

Your attention is drawn to the fact that schools are covered by this Act of Parliament and that, according to Governors' documents, you are expected to:

- Exercise personal responsibility for safety of self and classmates;
- Observe standards of dress consistent with safety and/or hygiene; (this would preclude unsuitable footwear, knives and other items considered dangerous);
- Observe all the safety rules of the School and, in particular, the instructions of teaching staff given in an emergency;
- Use, and not wilfully misuse, neglect or interfere with things provided for your safety.

## **8. ICT**

You must ensure the confidentiality of your password, and are expected to use the Internet for sensible and appropriate work in School. You will also ensure that you regularly check and tidy your area of the Tiffin Network, and conform to the School's Network Contract in using both e-mail and the Internet.

## **9. HOMEWORK / INDEPENDENT STUDY / POLICY (Summary)**

- Homework and Independent study are important parts of every pupil's learning experience.
- Set homework is expected to take from 30 to 40 minutes per subject and is set according to the homework timetable. In most cases one subject will be set per night.
- You are expected to record the details of your homework, together with the date for completion/handing in of work in your diary. It is your responsibility to ensure that work is completed and handed in on time.
- The set homework should not be regarded as exclusive, but each pupil should also be undertaking independent study.
- Independent study tasks, as well as reviewing the day's learning, can include activities such as:
  - questions      • research      • thinking      • reading      • extended writing
  - past papers    • notes            • learning/revision
- Independent study activities also consist of music practice, sports practice and other related activities, for example watching a relevant television programme.
- Students are expected to spend about 20 to 30 minutes each evening on their Independent study.
- Parents can make an important contribution by ensuring a quiet room for study and encouraging positive study habits.

## **10. COMMENDATIONS (Summary)**

The purpose of the commendation system is to support your particular effort, achievement, behaviour, attitude or success, in any part of the life of the School, and in any year. The process is designed to reinforce the positive nature of the recognition, and falls into three main areas of your School life.

## **11. ROLE OF FORM TUTOR (Summary)**

Your tutor will monitor academic progress, attendance, punctuality, general behaviour, relationships with teachers, non-academic staff and with other pupils, encouraging you to become sensitive and responsible to the duties that will be expected of you as you grow beyond the confines of the School environment.

If you wish to see more detailed policies and procedures please enquire at the school office