



✉ The Milestone School  
Longford Lane  
Gloucester  
GL2 9EU

☎ 01452 874000

✉ admin@milestone.sandmat.uk

🌐 milestone.sandmat.uk

## Home-School Agreement

At The Milestone School we strive for a positive and supportive learning environment for all, allowing our school community to flourish and reach its full potential. We value all and appreciate everyone contributes to the progress of our pupils. We aim to develop collaborative relationships with families as we know that effective family engagement supports our pupils to thrive.

We aim to develop a sustained and embedded approach to home-school partnership, keeping pupils at the heart of all we do and allowing us all to develop shared priorities.

### **To do this, school will:**

#### **Be Brave**, in everything we do:

- Provide a broad and balanced curriculum, keeping families updated about what is being taught.
- Have high expectations of pupils' work, efforts and behaviour and recognise this accordingly.
- Monitor pupil attendance and respond appropriately on a case-by-case basis.

#### **Be Kind**, to everyone we meet:

- Support families to access a wider support network.
- Keep families informed about their child's time at school (what's been going on, accidents and first aid etc.).
- Inform families of their child's progress, supporting their understanding of their child's development and needs.

#### **Be Safe**, everywhere in school:

- Provide a welcoming and safe environment where pupils and staff are happy.
- Ensure that school and its premises remain safe for pupils, staff and families by taking necessary and proportionate action.
- Report any safeguarding or welfare concerns through the appropriate channels.

### **To do this, families will:**

#### **Be Brave**, in everything we do:

- Encourage their child's learning and development.
- Ensure pupils attend school regularly and punctually, informing school of any reasons for absence or lateness.
- Attend Annual Review meetings, Parents Evenings and any other meetings to discuss the child's development or placement.

#### **Be Kind**, to everyone we meet:

- Treat all members of the school community with respect (see Appendix 1 for more information)
- Ensure children who are ill do not attend school and to collect children promptly when informed by school that their child has become unwell
- Keep school updated regarding pupil information, contact details and planned absence.

#### **Be Safe**, everywhere in school:

- Discuss promptly with school any concerns, difficulties or changes in circumstances which may affect the child's work or behaviour.
- Ensure all medication and feeds are sent to school with up-to-date protocols.
- Support the school's Positive Behaviour Support Policy.

- Use social network sites appropriately by not making derogatory comments about or posting photographs of anyone from the school community without their permission.

**To do this, pupils will:**

**Be Brave**, in everything we do:

- Try their best in all they do.
- Take risks and try new things.
- Not give up, no matter how hard things get.
- Stand up for what they believe in.

**Be Kind**, to everyone we meet:

- Be considerate, generous and helpful to others
- Treat others with respect, compassion and understanding.

**Be Safe**, everywhere in school:

- Be themselves, express opinions and act without fear of judgment or discrimination.
- Be kind to themselves and others.

**Other agencies are responsible for the following:**

- Offering pupils a school place – this is a Local Authority (LA) responsibility.
- Providing home-to-school transport – all requests for transport are made by completing an application form. These can be obtained by phoning the SEN Travel Enablement Team 01452 426770 or SENDIASS Gloucestershire 0800 158 3603. You can contact either of these numbers if you need more information.
- Providing targeted professional therapies. This is the responsibility of the NHS. Programmes put in place and supervised by NHS therapists will be implemented by school staff.
- Recommending or providing specialist equipment.

**To support families, we have outlined our home-school communications below:**

<p><b><u>Start of the Year</u></b></p>	<p>Teachers will contact every family, via a phone call, within the first two weeks of the Autumn term. They will introduce themselves and ask the family how they feel their child has settled into school.</p>
<p><b><u>Throughout the Year</u></b></p>	<p><b>Class Dojo</b> Class Dojo is our chosen method of home/school communications, wherever possible. Class Dojo is to be used by school staff between the hours of 08:00 and 16:00. Families are able to send messages outside of these times but staff will not respond to them. This is to ensure a consistent approach across all departments/phases/classes. Families can expect the following types of updates on Class Dojo:</p> <ul style="list-style-type: none"> <li>• Class stories, including pictures</li> <li>• General notices/reminders</li> <li>• Personal messages</li> </ul> <p>Families are able to access the whole school story and calendar.</p> <p><b>Parents Evenings</b> Parents evenings are held 3 times per year – in the Autumn, Spring and Summer Term. At parents evening, teachers will provide families with an update of progress towards EHCP outcomes as well as a general update about how each child is doing.</p> <p><b>Phone Calls Home</b> Families may receive phone calls home for a variety of reasons including:</p> <ul style="list-style-type: none"> <li>• general queries, requests and updates</li> <li>• sharing positive feedback</li> </ul>

	<ul style="list-style-type: none"> <li>• behaviour/safeguarding discussions</li> <li>• informing of a first aid incident/illness/medical need enquiry</li> </ul>
<b>End of the Year</b>	<p>Transition Parents Evening is held at the end of the Summer Term. Teachers and class learning partners will introduce themselves and the class ethos. Families will be shown around the classroom and have the opportunity to ask questions. Staff will use this opportunity to gather data and updates as required. If pupils are joining a new department or class, staff will outline changes the pupil/s may experience as part of this.</p>

### Emails

The school admin email can be used for general queries: [admin@milestone.sandmat.uk](mailto:admin@milestone.sandmat.uk)

### Safeguarding

Safeguarding is everyone's responsibility and the school aims to provide an environment in which children and young adults feel safe, secure, valued and respected and be able to communicate with adults within the school if they are unhappy, concerned or upset.

A key priority at The Milestone is that all adults who work with our students take account of safeguarding and promote the welfare of children and young people. Staff receive annual and ongoing safeguarding training and updates. Staff are trained to be curious and have an open and honest culture with parents when discussing safeguarding concerns. Our safeguarding and family support team are here to support parents and offer advice and guidance when needed.

We also provide regular Safeguarding updates to our parents/carers throughout the year.

If you have, any safeguarding concerns please report these to the DSL: Gemma Jeacock-Stevens [Gemma.jeacock-stevens@milestone.sandmat.uk](mailto:Gemma.jeacock-stevens@milestone.sandmat.uk) or contact via phone on the main school number: 01242 874000.

Policies related to the content of this home-school agreement can be found on our website ([www.milestone.sandmat.uk](http://www.milestone.sandmat.uk)), as below.

Anti-Bullying Policy - <https://www.sandmat.uk/wp-content/uploads/2022/11/Anti-Bullying-Policy-Sept-2022.docx>

Attendance Policy - <https://www.sandmat.uk/wp-content/uploads/2024/03/Attendance-Policy.pdf>

Curriculum Overview - [Curriculum - The Milestone School \(sandmat.uk\)](https://www.sandmat.uk/wp-content/uploads/2024/03/Curriculum-Overview.pdf)

Positive Behaviour Support Policy - <https://milestone.sandmat.uk/wp-content/uploads/2024/03/The-Milestone-School-Positive-Behaviour-Support-Policy-2023-24.pdf>

Safeguarding Policy - <https://www.sandmat.uk/wp-content/uploads/2023/11/Safeguarding-Policy-Oct-2023.pdf>

Uniform Policy - <https://www.sandmat.uk/wp-content/uploads/2024/03/School-uniform-policy-Sept-22.pdf>

Please keep this Home School Agreement in a safe place.

Unless you tell us otherwise, we will assume that you accept the contents of the Home School Agreement.

If you wish to discuss any aspect of the Agreement please contact Stephen Dowell, Headteacher on 01452 874000. You can email him at [admin@milestone.sandmat.uk](mailto:admin@milestone.sandmat.uk) or you can write to him at The Milestone School, Longford Lane, Gloucester, GL2 9EU.

## Appendix 1

Staff, families and other professionals at The Milestone School, have the right to be treated with respect and feel **Safe**. The Milestone School expects the majority of visitors to the site, or people who call the school are polite and respectful. Unfortunately, on rare occasions this is not the case. Behaviour seen as unacceptable includes, but is not limited to:

- Physical assault on another person
- Making a threat of physical assault on another person, either in person or over the phone
- Swearing at another person, or repeated use of foul language during the course of a conversation
- Shouting at another person
- Making derogatory comments about another person either face to face or via social media
- Racist comments or any other comment directed at a person's ethnicity, religion, gender, sexual orientation or disability

Staff reserve the right to terminate a phone call or conversation and ask a person to leave the school site if behaviour towards them or others is deemed to be unacceptable. If expected standards of behaviour are breached, measures will be put in place. These will be focussed on ensuring staff, families and other professionals are safeguarded and future communication with the school is positive. All measures will be explained and discussed with the person concerned prior to being implemented.

These measures might include:

- An initial warning, either verbally or in writing, that any further instances of unacceptable behaviour will result in further measures being put in place
- Being called in to school for a meeting with SLT, or should this be ineffective, a meeting with the SLT of SAND Academies Trust
- Only being able to communicate with a single, nominated member of staff
- Only being able to communicate via Dojo / email
- Signing an individual agreement regarding how that person behaves towards / speaks to staff, families and other professionals
- Calling the Police in the event of physical threat or persistent disruptive behaviour
- As a last resort, banning a person from the premises