



Heaton St.Barnabas' C of E (VA) Primary School

Memorandum of Understanding for the Provision of Flexi-Schooling – Primary Education

Vision Statement

'Our school is an exciting, fun and friendly place where everyone is safe, valued and encouraged to be world class learners, developing confidence and a thirst for knowledge, trusting in God to realise our talents and create our future'

Developing potential

We welcome all children irrespective of background or belief to our school, and firmly believe that our Flexi-schooling provision can be an arrangement which is beneficial to all.

Our Flexi-schooling provision is only available to children who are currently EHE, and do not have a Statement of Educational Need, with regard to the latter this is due to the Statutory Duty a Statement places on all schools.

We are more than willing to accept children with a Statement of Educational Need, but they are required to attend on a full time basis. The same will apply to children who currently attend on a Flexi-school basis and are found to need statemented support.

Induction

Having expressed an interest in flexi-schooling your child will be offered a series of planned induction visits which will be arranged between you and our Headteacher to meet the needs and expectations of both the child and our school.

After these induction sessions you can if you or child wish, withdraw from the option of flexi-schooling for any reason without challenge. The school reserves the right to also withdraw from a Flexi-schooling arrangement if it is felt that what we offer is not suited to you or your child needs.

After the series of the induction sessions, both you and our Headteacher will need discuss and agree the required number of sessions for flexi-schooling and at this point sign '**Flexi-School Memorandum of Understanding for the Provision of Primary Education**', which form the extended parts of this document.

We allow access to all areas of the curriculum, including a mixture of Modern Foreign Languages (MFL), PE and swimming. On entry we will assess the needs of the named child and devise a learning plan suited to them. We can provide exercise books and writing materials for use at home, and can arrange for other resources to be borrowed. Enrolment also provides access to our website learning' facility which offers your child the chance to continue the learning experience whilst at home.

If flexi-schooling is agreeable to you and your child, it would be helpful and encourage cohesion and integration if they were able to wear our school uniform, participate fully in the activities on offer when attending school and follow our school rules. Uniform is statutory and we would hope that you will be willing to work with our school in regard to this.

School Values

We expect all of our children, when in school, to follow our **school values** which the children and adults have developed together.

These are to:

1. Respect
2. Enthusiasm/Hard Work
3. Compassion/Kindness
4. Honesty
5. Happiness/Fun
6. Responsibility

School Uniform – we expect ALL children to wear our school uniform

Our basic School colours are:

- Dark Grey skirt or trousers (girls have the option of a red / white check dress during Summer Term.)
- White polo shirt.
- Red jumper, sweat shirt or cardigan
- PE Kit – suitable trainers, white T-shirt black shorts or jogging bottoms

(School wear with the school emblem can be ordered from the office).

We need to know how much of the curriculum parents wish the school to be responsible for and how much would be taught at home. If Literacy or Numeracy lessons are not part of your requirements during school time, then we would appreciate examples of this work each term, so that we can see how well the children are progressing generally.

If you need to discuss any of the above, please feel free to come in and discuss arrangements. We look forward to seeing you.

Flexi-Schooling: *Request Application*

This document should be read in conjunction with our Flexi-Schooling Policy and is required to be completed in full.

Flexi-schooling must not be confused with elective home education. Parents / carers have a legal right to choose to home educate their child, but parents / carers **do not** have a legal right to insist on a flexi-schooling arrangement being agreed by our school.

Whilst a parent / carer may request that their child is flexi-schooled it is **entirely at the sole discretion of our Headteacher**, as to whether or not the school is prepared to agree to a flexi-schooling arrangement, there is no right of appeal to Governors or higher authority if the proposal is declined on application, or rescinded at a later date.

Each request to Flexi-school will be considered on its own merits and within its individual context.

Name of Child / Date of Birth		
Name of Parent(s) / Carer(s)		
Reason for Flexi-Schooling Education	(e.g. Lifestyle, Philosophical, Bullying, Cultural, Religious Belief, Additional Needs)	
Parents / Carers Expectations of School		
Child's achievements, skills, hobbies, interests, activities, Levels of Attainment if applicable		
Does the child named in this document have a Statement of Educational Need (Please note the attendance requirement)		
Forms in which work from home is shared with school *Circle or highlight the best description	* Written Verbal Graphic Electronic	

Other Information Parents / Carers wish to share: (expand this area if required)	
I / We understand that parents / carers retain responsibility for their child's healthcare	Print Name(s) Signed (parent / carer(s)): Dated:
I / We understand that parents / carers retain full responsibility for child's safety when not on school premises and whilst under parental care	
I / We agree to bring the child to at least THREE days every week	
I / We will if our child is unable to attend on the agreed days, call or e-mail the school to confirm the reason for absence	
I / We understand that a portfolio of work completed at home will be kept by the parent / carer / child which will be shared with school.	
Signed (School Contact): Print Name:	Dated:
<p>This arrangement can be reviewed should either party express concerns that the flexi-schooling option is not benefiting the development of the child named.</p> <p>All elements of this document are subject to Ofsted / DfE guidance and Statutory Duty, along with all future UK / European Law</p>	

Flexi-Schooling: *Attendance*

Part 1 - *Agreed Attendance Schedule*

Name of Child: _____

Date of Birth _____

Name of Parent(s) / Carer(s): _____

We can only offer Flexi-Schooling if the following points are adhered to:

- ***A minimum of 3 consecutive days attendance per week***
- ***Keystage Two children in Year 6 are required to attend for 1 full week for Statutory Assessment Tests (SAT's) held in May, and it is recommended that from the Spring Half term in February to the week prior to the test they should attend additional days to allow for preparation***

This approach allows our staff to plan lessons effectively and provide the correct level of available resources to match numbers and allows our school to justify Flexi-schooling to the DfE.

When attending school it is important that your child;

- can attend for 3 consecutive days per week with no exceptions / variations – other days are optional at the discretion of the Headteacher
arrives by no later than 8.45am or slightly earlier for registration
- Your child may only attend on other days for the purpose of: Class Assemblies, residential visits, church services, parent topic meetings, Y6 SATS parent/pupil workshops, Transition day, Sports Days and School performances (Christmas KS1, Easter LKS2 or End of Year UKS2)
- If you cannot attend on an agreed day or days, it is extremely important that you contact the school and advise – this contact can be email, telephone or in person
- If you wish for your child to attend at any other time you must complete a request form which will be agreed and signed by the headteacher.

Additional benefits include greater integration and acceptance with their peers, which translates into your child being an active participant in school life.

Your child’s place at school is offered on the basis that they can attend for a full week, please indicate below when your child will attend (* circle accordingly).

Monday	Tuesday	Wednesday	Thursday	Friday
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When working at home will your child follow the educational direction of the school* - i.e. National Curriculum?

** The school will be able to assist you with support in this area if required*

YES / NO**

****Circle / delete to indicate choice**

Your indication above is needed so that the Attendance Register can be marked correctly and if required information could be made available to support your own approach in the home.

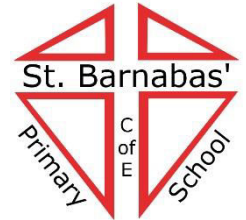
The above named child’s education will be split between home and school as set out in the above timetable.
This timetable may be amended at any time by mutual agreement of the Headteacher and Parent(s) / Carer(s). All elements of this document are subject to Ofsted / DfE guidance and Statutory Duty, along with all future UK and European Law

Headteacher / Nominated School RepresentativeDate.....

Parent(s) / Carer(s).....

Date

Flexi-Schooling: *Whilst in School* **Part 2 – the School’s Responsibilities**



Our school is part of the current state maintained system of education. Parents / carers need to be aware that whilst we endeavour to be accommodating, we are required to follow the National Curriculum.

Name of Child: _____

Name of Parent(s) / Carer(s): _____

Signature(s) _____

Heaton St.Barnabas C of E Primary School is responsible for the education of the above named child on the days set out in the attached '**Agreed Attendance Schedule**'.

The educational provision will be suitable to the above named child’s age; aptitude and ability as set out in **Section 7 of the Educational Act 1996** and will include:

- access to school educational visits and visitors to the school on the agreed days
- Assessment (we are required to assess, but we have many ways of doing this that do not distress children – please feel free to discuss this with us)
- access to the National Curriculum whilst in school (and at home if required)

As the above named (parent) responsible adult(s) - I / we accept that whilst the above named child is in the care of the school that the school is acting in '*loco parentis*', giving the school primary responsibility for their safety and welfare during this time.

Whilst away from school and in the care of the parent, or parent’s nominated carer, the parent is responsible for all matters that relate to Health, Safeguarding and Child Protection.

The school and parent / carer will meet at least once every term to review your child’s progress and review the attendance agreement if required.

Statements of Educational Need

If the school determines that a child registered for Flexi-schooling requires a Statement of Educational Need, this will be brought to the attention of the Parent(s) / Carer(s) with a view to making the best provision possible.

In the event of determining that a Statement of Educational Need is required, this Flexi-schooling arrangement will cease, and the named child will be required to attend school on a full time basis so that we (the school) can fulfil our Statutory Duty.

The school can withdraw from this agreement at any time by giving reasonable notice in writing, appropriate to the circumstances, but no greater than one school term.

Headteacher / Nominated School Representative

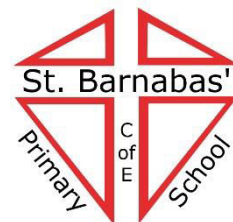
Date.....

Flexi-Schooling: *Out of School arrangements*

Part 3 – Parental Responsibilities

This section relates to ALL activities away from School arranged by parents / carers, whilst the named child is in the care of their parent(s), or where the parent(s) have arranged their own additional provision, with a third party beyond the care of school staff.

Including - Peripatetic Tutors, Sports Coaching, Swimming lessons, all types of High Risk pursuits or other similar arrangements.



Name of Child: _____

Name of Parent(s) / Carer(s): _____

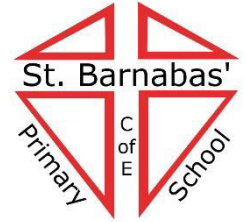
Signature(s) _____

As the above named responsible adult(s) - I / we;

- are willing to accept a visit in the first instance and annually thereafter by our Headteacher or nominated person, to satisfy the basic Safeguarding, Health and Safety requirements required by our school Governors**
- are responsible for the education of the above named child when they are not attending school on the days and times set out in the attached 'Agreed Attendance Schedule'**
- will, if our child is unable to attend on the agreed dates / days, call or e-mail the school to confirm a reason for the absence**
- accept that, I / we are entirely responsible for the educational provision offered and delivered to our child when they are not in school**
- accept that whilst away from the care and guidance of school staff, I / we will have the primary and sole responsibility for the above named child's, safety and welfare**

- **will ensure that we have available full access to a suitable computer and broadband connection to enable our child to access all of the available school services in the home**
- **understand that if the child named on this document is found to need a Statement of Educational Need, that this Flexi-schooling arrangement will end and the named child will be required to attend school on a full time basis.**

I / we understand that notice to withdraw from this agreement must be given in writing
(De-registration letter).



Parent(s) / Carer(s).....

.....

Date

Flexi-School: *Safeguarding and Child Protection*

Part 4 – Core Requirement

Name of Child:

Name of Parent(s) / Carer(s):

As part of the Flexi-Schooling arrangement, it is necessary for our school to satisfy the Safeguarding and Child Protection requirements of Ofsted, DfE and our LA. Therefore parents / carers will be required to accept visits from a nominated member of the school staff. This member of staff would normally be our Headteacher, who carries the ultimate responsibility for agreeing to the Flexi-Schooling provision, this could however be delegated if required.

The visit will focus on all aspects of the home or third party environment, covering all areas of the educational provision available, through to safeguarding and child protection including concerns if raised.

Our home visits will be time-tabled for at least once every year in line with our current LA EHE officers approach, or more frequently, if for any reason a child as not attended school for the minimum requirement.

In addition parents can request additional home or third party visits by our staff. With regard to third parties, we can if required arrange for a CRB check of person or persons concerned on request* (* subject to an initial assessment).

Unexplained Absence

In the event that the above named child does not, or cannot attend school within the time-frame of TEN school days (two weeks).

The school in the first instance (or officers from our Local Authority if school is not able to do so); will make arrangements with you to meet either at your home address, or in school with the above named child present.

In the event that we are unable to contact with you as parents, or you refuse contact / attendance when requested, the Flexi-schooling agreement will cease*, the named child will be removed from the school roll and the Local Authority will be notified of our actions and / or concern(s).

(*this could be immediate, but will be no greater than one month)

Signed _____

Parent(s) / Carer(s)

Signed _____

Headteacher / Nominated School Representative

Dated _____

Please Note

To satisfy Safeguarding and Child Protection guidance your child does not need to attend lessons, a visit to our school with them within the minimum time-frame will be noted and entered on our Safeguarding Attendance register.

Nominated persons who can acknowledge and record your visit are;

- The Designated person for Safeguarding & Child Protection is **Mrs Alison Wild, or** (Headteacher – Mrs Diane Smith as Responsible named person)
- The designated class teacher(s) **only** if the above are not available

Governing Body oversight

The Designated Governor for Safeguarding & Child Protection is **Mr Mohammed Ali**

