

How to contact us:

Email is the best way to contact a member of staff at Court Fields School. In contacting the school, please remember that our staff are fully occupied in teaching, planning & preparing lessons, and supporting our students. Our staff are committed to responding to emails as quickly as possible. However, in order to maintain realistic workloads and expectations, staff aim to reply to emails within 48 hours of receipt, Monday to Friday, during term time.

Please email your child's Tutor as first point of contact or see our website for guidance on who to contact via email. All school email addresses use the initialsurname@courtfields.bep.ac format. Please check Class Charts for teacher initials if you are unsure.

If your query is urgent, before you phone the school on 01823 664201, please refer to the Contact page on our website in order to direct the call to the most appropriate person.

Our lines are open during term time from 8.15am to 4pm. For student absence please select Option 1 and leave a message.



Agreement:

As partners, we commit to working together to support the education and wellbeing of our students, to be respectful and maintain regular communication, and to be part of our Court Fields School community. This agreement comes into place as an automatic part of the admissions process. Should you have any questions, please email your child's Head of Year using the initialsurname@courtfields.bep.ac format.



Help & Support:

As a school, we spend an average of 7 hours a day, Monday-Friday, with your child and can provide a range of help and support. We know that there may be times outside of these hours, or at weekends, when you may want to seek help or support for, or about, your child.

Please see the range of support information on our website : courtfields.net/safeguarding



Home/School Partnership Agreement

At Court Fields we focus on our ethos to Achieve, Belong and Participate.

We know that by developing the skills and characteristics identified through our Court Fields Experience, our students will be more able to live happy and successful lives in the future.

This doesn't happen in isolation, and we know that by working as a team we can help our young people to be the best that they can be.

Thank you for being a part of our team.

Achieve | Belong | Participate

Court Fields School

What we will do:

- 1. Provide a Safe Environment:** We will ensure the school is a safe and welcoming place for all students, promoting respectful relationships between staff, students and parents.
- 2. Quality Education:** We will provide high-quality teaching and a broad curriculum to help every student succeed. This includes the formal subject curriculum and students' personal development via our Court Fields Experience.
- 3. Support:** We will provide support for students' individual needs, including academic, social, and emotional requirements. This may be through Tutors, Head of Year, the Hub, School Chaplain, Counsellors, SEN department, Senior Leadership Team, the Designated Safeguarding Lead, Attendance Officer or other internal or external support.
- 4. Work together to resolve issues:** We will ensure that we direct concerns to the right person and that they liaise, resolve and follow up with you. If you are not happy with the resolution, we will escalate appropriately to help ensure that you feel heard and supported.
- 5. Email & Class Charts:** We'll use email and Class Charts to send important updates/information. Please ensure we have your current email address and add us to your safe senders. Check your Spam folder regularly to avoid missing any information.
- 6. Social Media & School Website:** We will update our social media/website regularly with news, events, and resources.
- 7. Parent-Teacher Meetings:** We will schedule meetings to discuss your child's progress and any concerns. This includes Tutor & Subject Evenings, as well as any additional meetings that we ask you to attend. We will continue to hold these as face-to-face meetings as we know how important that personal communication is to our parents.
- 8. Newsletters:** We will send out newsletters with updates on school activities and important dates. Please read the Parent Bulletin each week as it will help keep us all informed of recent and forthcoming events in one easy place.
- 9. Phone Calls:** We may call you for urgent matters or to discuss specific issues regarding your child. Please ensure that we have at least 2 emergency contacts for your child, regularly updated, so we can get in touch when we need to.



Home/School

What we need parents to do:

- 1. Attendance:** Ensure your child attends school regularly and on time. You can check attendance on Class Charts quickly and easily. Even a couple of days absent each half term add up to a full two weeks missed over the year. This will impact your child's progress and their personal development.
- 2. Homework:** Encourage and support your child with their homework and other school learning activities, so that they complete what is set on time. You can check their homework on Class Charts. English & Maths are set weekly on the Sparx platform, which your child can access from their school login online from a phone, tablet or computer.
- 3. Enrichment:** Encourage your child to take part in clubs and other activities that will help develop a range of skills outside the curriculum. Their personal development will benefit from activities in and outside school.
- 4. Communication:** Stay informed by reading school communications and attending Subject Evenings, Parents' Evening and other meetings. Keeping the school informed of any concerns you may have using your child's Tutor as your main point of contact.
- 5. Support:** Support the school's policies and encourage your child to follow our school rules. They are there to help young people develop the skills they will need at college, at work and in later life. Being in, on time, wearing the correct attire, being polite and following instructions are all vital and it's right that we all uphold these high expectations.
- 6. Sleep:** Research shows that many children do not get enough sleep, or that it is poor quality sleep, interrupted often by checking their phone. Please encourage good regular sleep routines and charge your child's phone at night away from their bedroom.
- 7. Mobile Phones:** The use of mobile phones is increasingly becoming a concern for us all. Your support in helping the school and your child manage these effectively will be essential. There is significant research on the negative impacts of smartphones on children and we would ask you to watch the recent Channel 4 documentary 'Swiped'. (<https://www.channel4.com/programmes/swiped-the-school-that-banned-smartphones>)



Partnership Agreement

What students must do:

- 1. Effort:** Always try your best in all school activities and homework.
- 2. Homework:** Complete the homework set, on time.
- 3. Respect:** Show respect to all adults in school, members of our local community, other students, and school property. Be kind to others.
- 4. Behaviour:** Follow our school rules and behave responsibly at all times. If something goes wrong, own it and put it right.
- 5. Communication:** Talk to a teacher or parent if you have any problems or concerns. Check ClassCharts daily for homework, rewards and detentions and to keep track on your attendance. Use Tootoot to raise any concerns quickly and easily.
- 6. Mobile Phones:** Must be off and away during the school day. This will support your concentration, mental health and learning.
- 7. Safeguarding:** Tell us if you're concerned about anything to do with yourself or others. Help keep everyone safe in our community by being part of our talking and listening school. Use the Tootoot app to anonymously report concerns or write statements if issues occur.

