# Parent and Educational Team Agreement

## Christian Fellowship School

Christian Fellowship School affirms that parents have prime responsibility for the nurture, discipleship and education of their children. The school exists to support parents by providing a context in which learning takes place within a Christ-centred ethos and curriculum framework.
Our aim is to foster a culture of mutual respect, trust and collaboration between staff, parents and pupils for the flourishing of each child and the whole community.

## Basis of admission

A place at Christian Fellowship School is offered in accordance with the school's Admissions Policy. The Admissions Policy, together with the Safeguarding Policy, Attendance Policy, Behaviour Policy, Online Safety Policy and Complaints Policy form part of the framework governing enrolment and continued attendance.
Parents confirm that all information provided during the admissions process was accurate and complete at the time it was given.

By accepting a place, parents acknowledge that:

- they understand the school's vision, ethos and Christ-centred curriculum approach
- they will actively support the school's Christian discipleship framework as articulated in its Admissions Policy, working in partnership with the school to uphold its Christian ethos and policies.

Parents undertake to inform the school promptly of any material change in circumstances that may affect the information supplied at admission.

## Responsibilities of the Educational Team

While your child is in our care, we will:

- Provide a caring, safe and secure learning environment.
- Provide a Christ-centred and balanced curriculum within a stimulating learning environment, seeking to meet the individual needs of each child.Assess progress regularly and communicate clearly through reports and consultations.
- Promote relationships grounded in mutual respect, forgiveness, accountability and friendship within a biblical framework.
- Impart a Christian understanding of morality and help develop each child's conscience and sense of responsibility within the family and school community.
- Apply behaviour expectations fairly, consistently and proportionately.
- Provide age-appropriate education regarding digital technology within a Christian worldview.
- Keep parents informed about the life of the school, including relevant meetings, policies and curriculum content.
- Inform parents of concerns regarding a child's academic progress, welfare or behaviour.
- Support transition between stages of schooling.
- Encourage appropriate parental involvement in school life.

## Safeguarding commitment

The safety and welfare of children is the school's paramount concern. Safeguarding is the responsibility of all members of the school community. The school will act in accordance with its statutory safeguarding duties and relevant government guidance.

Parents agree to:

- Report any safeguarding concern promptly to the Designated Safeguarding Lead or Head Teacher.
- Provide accurate and up-to-date contact information at all times.
- Respond promptly to school communications where there is concern regarding attendance or welfare.

Parents understand that, in accordance with statutory safeguarding duties, the school may take appropriate action - including referral to external agencies - where a child is considered to be at risk. Such action may be taken without prior parental consent where required by law.
Repeated unexplained absence, failure to respond to first-day contact procedures or patterns of non-engagement may result in safeguarding review and appropriate escalation in accordance with the Attendance and Safeguarding Policies.

## Responsibilities of parents and guardians

To support the school in delivering a Christ-centred education within a safe and effective environment, parents agree to:

### Support for ethos and policy

- Support the school's Christian ethos, aims, values and policies in a manner consistent with the Admissions Policy.
- Avoid conduct that would undermine the mission, reputation or orderly running of the school.
- Reinforce the school's behaviour and anti-bullying policies at home.

### Attendance

- Ensure that their child attends school regularly and punctually in accordance with the Attendance Policy.
- Notify the school by 9:00am on the first day of absence using the designated reporting system, providing a clear reason.
- Understand that where no contact is received, the school will follow its first-day absence procedures as part of its safeguarding responsibilities, which may include appropriate escalation.

### Home support and preparation

- Ensure that your child is adequately rested, prepared and equipped for school.
- Support homework and reading expectations in accordance with school policy.
- Ensure that uniform and presentation meet school requirements.

### Term-time absence

- Acknowledge that absence during term time is not permitted except in exceptional circumstances and in accordance with the Attendance Policy.
- Make any requests for term-time absence in writing at least two weeks in advance to allow the Head Teacher to consult with staff. The school is not obliged to authorise an absence.
- Endeavour to arrange medical and dental appointments during holidays or after school. If this is not possible, inform the school as soon as a term-time appointment has been made.

### Communication and engagement

- Read and respond appropriately to school communications.

- Attend parent consultations and meetings relating to their child.
- Inform the school promptly of changes to contact details, medical conditions or circumstances affecting their child's welfare, behaviour or learning.

**Digital responsibility**

- Ensure that their children are protected online at home by using appropriate filtering and monitoring software.
- Model online conduct consistent with the school's ethos and Online Safety expectations.
- Speak with their children regularly about their online life.
- Work collaboratively with the school where digital or social media issues arise affecting pupils, reporting promptly any concerns within the class or wider School community.
- Engage responsibly with cultural and moral issues arising from media and digital technologies, including accessing information provided by or signposted to by the school.
- Review the school expectations for Acceptable Use of digital devices with their children and support their children to adhere to the expectations.
- Use school procedures to inform the school if their child has permission to bring a mobile device to school and support the school in upholding acceptable use expectations with regard to mobile devices.

## Community life

Parents are warmly encouraged to contribute, where possible, to school life through attendance at Parent & Friends Collaborative (PFC) meetings; attendance at parents evenings, forums and other information events; volunteering; practical assistance and prayerful support.

### Conduct within a close-knit community

Given the relational nature of our school community, parents agree to:

- Treat all members of the community with respect.
- Preserve confidentiality and avoid gossip or the sharing of sensitive information.
- Use appropriate channels of communication when raising concerns.
- Be mindful of staff personal time and arrange meetings through agreed processes.

### Resolution of concerns and continuation of enrolment

The school seeks to resolve concerns through open communication and in accordance with its Complaints Policy. However, where there is:

- A serious or persistent breach of this agreement,
- A failure to support the school's ethos as declared at admission,
- Material inaccuracy in information supplied during the admissions process, or
- A breakdown in trust such that partnership is no longer viable,

the school reserves the right to require the withdrawal of a pupil in accordance with the Terms and Conditions of enrolment.

## WhatsApp Guidelines for Parents

Digital communication between parents can be a positive and efficient means of sharing practical information. Within a close-knit Christian school community, however, informal communication can also unintentionally cause misunderstanding, reputational harm or distress.

These guidelines form part of the expectations for conduct within the school community and sit under the Community life and conduct section of this agreement.

## Purpose of parents WhatsApp groups

Parent class WhatsApp groups are intended for the practical sharing of school-related information between parents. They are not official communication channels of the school.

They may appropriately be used for:

- Immediate questions about day-to-day activities eg. clarification of homework deadlines
- Reminders about school events and timings
- Lost property notices
- Sharing or swapping school items, for example uniform
- Passing on a request that has been clearly made by a member of staff

When replying to a specific question, parents are encouraged to use the reply function so that conversations remain clear and concise.

## Matters that should not be discussed on WhatsApp groups

- Raising concerns or complaints about the school, staff, pupils or other families
- Discussing safeguarding matters or pupil welfare concerns
- Sharing confidential or sensitive information
- Expressing personal opinions about cultural, political or moral issues in a way that may cause division or undermine the school's ethos
- Attempting to resolve disputes or conflicts between parents
- Conduct that could damage the reputation, mission or orderly running of the school

## Tone and frequency

Parents are expected to:

- Communicate respectfully and charitably
- Avoid excessive or unnecessary messaging that may obscure important information, including responding with 'Thanks' or 'Amen'.
- Refrain from posting early in the morning or late at night unless genuinely necessary
- Avoid one-to-one conversations within group threads
- Avoid posting large media files that may burden other users

Parents are reminded that digital communication is not neutral - it shapes the culture of the community. Words spoken quickly can wound deeply and damage trust. We ask all parents to use these platforms in a way that reflects the school's Christian ethos, promotes unity and guards the reputation and wellbeing of every child and family.

## Age restrictions and child access

Parents should be aware that WhatsApp has age restrictions, so children should not be added to parent groups.

## Concerns about group conduct

If a parent believes that guidelines are not being followed, concerns should be raised privately with a Governor or directly with the school via the form teacher, rather than addressed publicly within the group. Concerns may also be directed to the Head Teacher pv@cfschool.org.uk.