



Birchwood High School

your dreams, your future, our challenge

Birchwood High School – Home School Agreement

Our Shared Vision

At Birchwood High School, we believe the best education is achieved through a strong partnership between students, parents/carers, and the school. Together, we will promote high standards, good behaviour, and mutual respect, ensuring every student can thrive academically and personally.

As Parents/Carers, we will do our best to:

Prepare for School

- - Send my child to school in the correct uniform each day.
- - Ensure my child has the right books, kit, and equipment for all lessons.
- - Support the school's uniform policy and help resolve infringements when contacted.

Attendance and Punctuality

- - Ensure my child attends school on time every day, aiming for 97% or above.
- - Avoid taking holidays during term time.
- - Contact the school each morning my child is absent and provide medical evidence if requested.
- - Attend meetings or accommodate home visits if required.

Classwork and Learning

- - Take an interest in my child's work and encourage them to do their best.
- - Provide the correct equipment and quiet time for home learning.
- - Use Show My Homework (Satchel One) and Arbor to monitor homework, attendance, punctuality, and sanctions.

Behaviour and Attitude

- - Ensure my child understands and follows the school rules.
- - Support school sanctions and reinforce respect, kindness, equality, and diversity at home.
- - Communicate respectfully with all members of the Birchwood community.

Communications

- - Read all school communications and attend parent information evenings, consultation meetings, and events.
- - Support the school's approach to online safety and avoid sharing misleading or harmful content on social media.
- - Support the school mobile device policy and reinforce that mobile phones should not be seen or heard.

Principal, Mr Sam Griffin

Parsonage Lane, Bishop's Stortford, Hertfordshire, CM23 5BD

Telephone: 01279 655936 | Email: admin@birchwoodhigh.org.uk | Website: www.birchwoodonline.co.uk

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Extra-Curricular & Safeguarding

- - Encourage my child to take part in extra-curricular activities and support fundraising events.
- - Monitor my child's online activity and report safeguarding concerns to the school.
- - Work in partnership with the school and external agencies if safeguarding issues arise.

As a Student, I will do my best to:

Prepare for School

- - Attend school every day, on time, in full uniform, and with all required equipment.
- - Carry my punctuality, uniform and rewards card at all times.
- - Attend with all Home Learning

Attendance and Punctuality

- - Aim for at least 97% attendance.
- - Sign in at student reception if late.
- - Arrive promptly to lessons and get my punctuality card signed if late.

Classwork and Learning

- - Focus in lessons, listen carefully, and work hard.
- - Complete all homework on time using Show My Homework.
- - Present my work neatly and to the best of my ability.

Behaviour and Attitude

- - Be kind and respectful to all members of the Birchwood community.
- - Follow staff instructions the first time and avoid disruptive, unsafe, or defiant behaviour.
- - Accept consequences such as, detentions and BASE placements responsibly.
- - Avoid foul or abusive language and respect others' differences.

Communications

- - Take home letters and pass on information to my parents/carers.
- - Keep my mobile phone switched off and, in my bag, unless a teacher instructs otherwise.
- - Tell a trusted adult if I am worried or unhappy.

Extra-Curricular & Safeguarding

- - Take part in wider school activities and make the most of opportunities.
- - Report concerns about myself or others.
- - Behave in a way that keeps myself and others safe.

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As the School, we will do our best to:

Promote High Standards

- - Provide a calm, safe, and purposeful learning environment.
- - Uphold the Behaviour Policy and ensure rules are applied consistently.
- - Recognise and reward positive behaviour, attendance, and effort.

Support Student Progress

- - Deliver high-quality teaching and a broad, balanced curriculum.
- - Track progress, give regular feedback, and explain how students can improve.
- - Provide access to home learning support, revision materials, and enrichment activities.

Behaviour System

- - Maintain high standards
- - Ensure students understand the rules and expectations of the school.
- - Apply the stepped behaviour Ladder consistently: Warning → Final Warning → Classroom Consequence → Removal to BASE
- - Ensure students reflect on their actions and re-engage with learning.
- - Promote equality and diversity
- - To be kind

Communication and Partnership

- - Contact parents promptly about concerns with attendance, behaviour, or academic progress.
- - Provide regular updates through Arbor and written reports.
- - Hold parent consultations and meetings when required.
- - Work with parents and agencies to support safeguarding and welfare.

Safeguarding

- - Follow procedures to keep students safe at all times.
- - Monitor and communicate concerns effectively.
- - Provide education on safe ICT and mobile device use.

Behaviour, Attendance, and Mobile Devices

- - Uniform & punctuality cards track low-level infringements. Five strikes = lunchtime detention.
- - Lateness: After 9:00am = same-day lunchtime detention.
- - Mobile phones: See it. Hear it. Lose it. Confiscated if seen or heard. On the third offence, parents must collect. Failure to hand over a phone = BASE placement.

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- - BASE (Behaviour, Accountability, Support, Engagement) is the school's most serious internal sanction, used for repeated disruption, defiance, or serious incidents.

Drugs Policy

- - Misuse, possession, or supply of drugs is strictly forbidden and will result in severe sanctions including suspension or permanent exclusion.
- - Over-the-counter or prescribed medication must be handed in to Student Reception, unless immediate access is required (e.g., inhalers).
- - Drugs education is delivered through the curriculum, PSHCE, assemblies, and visits from external professionals.

Student and Parent agreement.

Please fill out the attached [form](#). By this agreement, we commit to working together to ensure the best outcomes for all students at Birchwood High School.

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