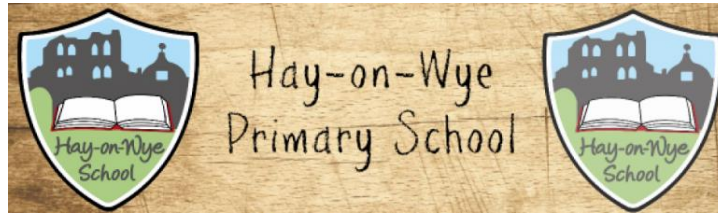


Ysgol y Gelli Gandryll



“Dysgu, Cyflawni a Gofalu ar y Cyd”

“Learning, Achieving & Caring Together”

Memorandum of Understanding (MoU) Application for, and the Provision of a Flexi-Schooling Arrangement: 2022

(to be read in conjunction with Hay-on-Wye Flexi-Schooling Policy)

Places are offered on the basis that your child can attend full time if you/they wish and a discussion with the head teacher will form the framework of a bespoke flexi-schooling arrangement that we have called the '*Memorandum of Understanding*' – represented by this document.

Flexi-schooling cannot be used to avoid exclusion or expulsion either from this or any other school/academy; such requests will be automatically declined. If an arrangement is already in place, it will be terminated if the exclusion is subsequently confirmed by other means, at which point only full-time attendance will be permitted.

We can provide exercise books and writing materials for use at home and can arrange for other resources to be borrowed. From time to time, we may also provide access to a range of web-based 'Online learning' opportunities, which will offer your child the chance to continue the learning experience while at home if you/they so wish. **Regarding the need for home-school contact on Flexi-Schooling days, we ask all parents to only contact teaching staff via e mail within school hours – between 08:00 – 17:00. E mails will be answered as soon as possible.**

If flexi-schooling is agreeable to you and your child, it will be a **requirement** that they follow school rules as to acceptable behaviour as described below; this helps to encourage cohesion and integration with their peers. It would also be appreciated if your child could participate fully in the activities on offer when attending to assist in the cohesion and integration with their peers, i.e. lessons, sports etc.

Our Relationship, Wellbeing & Readiness to Learn Policy

We expect all to adopt our ethos in the way we interact with each other.

These are to:

- show respect to all
- to be polite to all
- be gentle
- be kind and helpful
- listen at all times
- be honest
- work hard
- look after property

Applications to Flexi-School

Prospective parents need to be aware that Flexi-schooling can be requested, but it is not a right, and the decision to offer such a place following a request is granted at the sole discretion of our headteacher. Please see our *Flexi-Schooling Policy* for full details. There are hidden implications in making this request; the key one is that parents do so at their risk and accept full responsibility for the entirety of their child's education. (Welsh Government).

Before proceeding, please read through our Parent Code of Conduct and then sign this page. By signing this page of the Flexi-schooling document or enrolling your child at our school, you agree to be bound in full to ALL policies, practices and procedures the school has in place both now and in the future, which will include any revisions, updates and additions that are applied or any new policies that are created.

Signing this document by one parent also conveys the same responsibilities and expectations on to the other parent, unless both parents are separated at the time the child named above starts at our school – in which case a separate document will require a signature of the other parent.

I/We _____ (names), parents/carers of _____ (name of child/children), declare that I have received, read and understood the terms and conditions of this Parent Code of Conduct.

I understand my obligations under this code of conduct and agree to comply fully with them.

I will ensure that my conduct does not breach this code in any way, including not:

- Being abusive or threatening to any member of the school community.
- Behaving inappropriately or aggressively in any way – including shouting at any staff member or other school community members.
- Being discriminatory towards any member of the school community.
- Trespassing on the school property.
- Smoking, drinking alcohol or taking any illegal or harmful substances on the school premises.
- Sending/posting inappropriate, abusive or aggressive messages to/about/undermining school staff or the school.
- Requesting to 'follow' or 'friend' school staff on any form of social media/internet.

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

Signed: _____

Date: _____

Note I/We understand that the school reserves the right to adjust this and any related documents to meet the evolving needs of the school, and that these reviews and adjustments can take place at any time, not just at the times specified in the review schedule.

Flexi-Schooling: Application (One per child)

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

Flexi-schooling must not be confused with Part-Time Education. It is deemed full-time education delivered in a hybrid format between a school and parents as Elective Home Educators.

Please note that parents/carers do not have a legal right to insist that a Flexi-schooling arrangement should be agreed upon by our or any school/academy and that while 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 we are prepared to agree to a Flexi-schooling arrangement or to remove an arrangement that is in place.

There is no right of appeal to Governors or any higher authority if the application is declined or modified/rescinded at a later date, and no reason is required from the school if this action occurs.

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) | |
| Current Educational Arrangements (Elective Home Education / Mainstream Schooling / Other) | |
| Summary details of any ALNs (Additional Learning Needs) | |
| I / We understand that we as parents/carers retain full responsibility for child's safety when not on school premises and while under parental care at any time | Print Name(s) Signed (parent / carer(s)): |
| I / We agree that the child named in this document will attend school for the THREE CORE DAYS (Monday, Tuesday and Wednesday) every week | |
| I / We understand that by choosing to Flexi-school our child, then I/we acknowledge that I/we are partially responsible for our child's education and that I/we understand the implications of this choice | |
| I/we confirm that we have read, understand, acknowledge and accept ALL of the section titled 'Parent Code of Conduct' on the pages above | |
| Signed (Head teacher): | Dated: |
| This arrangement can be reviewed should either party express concerns that the Flexi-schooling option is not benefiting the child's development. All elements of this document are subject to local evolution without referral and Estyn / Welsh Government guidance and Statutory Duty, along with all future UK Law | |

Flexi-Schooling
Background Information Relating to/Supporting your Application

Name of Child: _____

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

Here at Hay, we recognise and embrace the fact that the world around us is an evolving environment, made up of multi-faith, multi-national groups etc., along with a range of other elements that, where possible, we need to be mindful and supportive of.

Taking the above into consideration, please outline below the reasons why you have chosen to apply for a Flexi-schooling place here at Hay and also add any philosophical views you have and how you believe it will benefit the overall development of your child as a whole, if we were to accept them on this basis.

In your comments, it will be important to mention that you understand the implications of choosing to Flexi-school/Elective Home Education. Please ensure that you have read through this document and all school policies.

Signed: _____
Parent(s) / Carer(s)

Signed: _____
(Headteacher)

Dated _____

Flexi-Schooling - Attendance Requirement

Name of Child: _____ Date of Birth _____

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

Flexi-Schooling can only be a continued option if the following points are adhered to without variation on the clear understanding that:

- Full and timely attendance on each of the 'Core Days' of Monday, Tuesday & Wednesday per week is maintained (illness and unavoidable circumstances excepted)
- ALL school policies, procedures and directives are adhered to without exception, irrespective of personal views. By signing this document, I/we confirm that I/we have read all policies (posted on school website).
- The requirement that you will ensure that your child will attend the school to complete initial baseline assessments in all areas of learning to allow our staff to set work appropriate to the ability of the named child, and from that to stipulate any additional days that may need to be added to the 'Core Days' or additional support from parents in the home.

This approach allows our teaching staff to plan lessons effectively and provide the correct level of available resources to match numbers, thereby allowing our school to justify Flexi-schooling to Welsh Government / Estyn.

When attending, it is important that your child;

- attends for the 'Core Days' of Monday, Tuesday, Wednesday each week with no exceptions or variations. Thursday and Friday are optional if you wish to attend – either as whole days or mornings only; it is helpful if you could give 24 hours notice if you/they want to do so to allow for planning and preparation
- arrives and is ready for Registration at 09:00 on each of the 'Core Days'
- if your child has a problem attending on an agreed day or days for any reason, you are required to contact the school office and advise no later than 09:30 – this contact can be by e-mail, telephone, or in-person and will need to be repeated daily unless supported by a medical note.

Your child's place is offered on the basis that they can attend for a full week if you wish; please indicate below if your child is likely to attend additional days on either a Thursday or Friday or both (* circle accordingly).

| | | | | |
|--------|---------|-----------|-----------|---------|
| Monday | Tuesday | Wednesday | Thursday* | Friday* |
|--------|---------|-----------|-----------|---------|

When working at home, there is an expectation that parents will support their child outside of school with basic reading, writing, and maths and support the school in promoting learning.

I/We understand and accept that this timetable may be amended at any time by the head teacher and that the head teacher's decision is final in all matters.

Signatures:

Parent(s) / Carer(s)

.....

Headteacher **Date**.....

Flexi-Schooling – Introduction & Understanding

Hay-on-Wye is a state-maintained school. As such, we are required to deliver the Curriculum for Wales as set out by the Welsh Government. The educational provision will be suitable to the above-named child's age, aptitude, and ability. We aim to provide for all on the basis of the 4As below:-

- **access** to educational visits (subject to Risk Assessment) and specialist visitors
- **assessment** – teacher assessment is ongoing; we are required to assess at key progression points, but we have many ways of doing this that do not distress children – please feel free to discuss this with us
- **access** to the Curriculum for Wales while in school (and at home if required)
- **access** to TEAMS & other on-line resources found within our HWB platform

I / We the above-named Parent(s) / Responsible adult(s) - accept that while the above-named child is in the care of the school that the school is acting in the role of '*loco parentis*', giving the school primary responsibility for their Health, Safety, and Welfare along with all matters relating to Safeguarding and Child Protection during this time.

By signing this document, we acknowledge, accept and agree to this transfer of responsibility.

All children who attend our school are requested to wear school uniform. Doing so shows your commitment to our school and ensures that integration with peers will be easier to manage. See the school website for uniform ordering arrangements or for contacting PTFhAY (Parents, Teachers & Friends of Hay for pre-loved school uniform).

Parents will be able to meet with the class teacher (and, if required, the headteacher) during the autumn and late spring terms to review your child's progress and to review the attendance agreement if required.

Additional Learning Needs (ALN)

If it is determined that a child registered for Flexi-schooling requires the support and intervention of an IDP/ ULP (Universal Learning Plan), this will be brought to the attention of the parent (s) / carer(s) with a view to making the best provision possible.

Please be aware that in the event of determining that an IDP is required, this Flexi-schooling arrangement will be suspended pending a review, and the named child will be required to attend on a full-time basis so that we (the school) can ensure that we can fulfil that IDP and our Statutory Duty.

Please be aware that we (the school) can withdraw from / vary this agreement at any time by giving reasonable notice* in writing, appropriate to the circumstances, and that this notice will be no greater than one term.

*(*Please note that 'reasonable notice' will depend on the circumstances and issues relating to the named child on this document and for any aspect of their educational development, behaviour, attendance etc. and in some circumstances, judgements may be instant – i.e. acts of violence from named pupil or parent carer).*

Signatures:

Parent(s) / Carer(s)

HeadteacherDate

Flexi-Schooling - Parental Responsibilities

This section relates to ALL activities away from the school arranged by the parent(s) / Carers, while the named child is in their care, or where the parent/carer have arranged their own additional provision, with a third party and beyond the care of our employed staff.

(Examples – privately arranged Peripatetic Tutors, Sports Coaching, Swimming lessons, all types of High-Risk pursuits or other similar arrangements – even if we, the School, have funded the lesson – i.e. Flexi-Swimming)

Name of Child: _____

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

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

- *understand that by choosing not to have our child educated by formal attendance at school, then I/we acknowledge that I/we are responsible for the whole of our child's education whilst being Flex-Schooled at home.*
- *understand and accept FULL responsibility for any future criticism or potential legal redress from the pupil (or another representative of the pupil) named above in relation to the choice we have made in requesting a Flexi-schooling arrangement, and absolve the school and the state system of any future responsibility relating to academic outcomes as a result of that choice*
- *will work with the school to promote learning in the basic skills in Literacy, Language & Communication and Mathematics & Numeracy while our child is being taught at home*
- *are responsible for the education of the above-named child when they are not attending the school on the non-core days when we are in effect Elective Home Educating*
- *will, if our child is unable to attend on the agreed dates/days, call or e-mail the school office to confirm a reason for the absence and its likely duration*
- *accept that I/we are entirely responsible for managing the educational provision offered and delivered to our child when they are not attending the school, even while using school-provided materials, including any access to online features offered by the school, ie HWB Teams*
- *accept that while away from the care and guidance of school staff, I/we will have the primary and sole responsibility for the above-named child's, Health, Safety and Welfare along with all issues and circumstances relating to Child Protection and Safeguarding and understand that the attendance register will be marked to reflect this*
- *will ensure that we have available full access to a suitable computer, printer (preferably colour) and a broadband connection to enable our child to access all of the available academic services offered by the school in the home, i.e. HWB Teams*
- *understand and accept our responsibility to monitor the use of and access to the content offered via the internet while our child is away from the school, and that we will have in place measures to ensure online safety and data security. (advice/ recommendation on matters of online safety and security concerning the use of the internet is available on request).*
- *understand that our notice to withdraw from this agreement must be given in writing indicating that my child will either return to regular full-time formal attendance or that they will be de-registered to return to Elective Home Education*

Signatures:

Parent(s) / Carer(s)

Headteacher.....Date