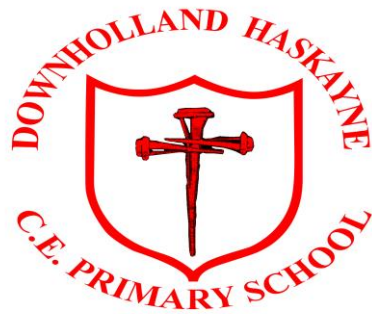


DOWNHOLLAND  
HASKAYNE CE PRIMARY  
SCHOOL FLEXI-SCHOOL  
MEMORANDUM OF  
UNDERSTANDING



# **DOWNHOLLAND HASKAYNE CE PRIMARY SCHOOL**

## **Memorandum of Understanding for the Provision of Flexi-Schooling**

At Downholland Haskayne CE Primary School we recognise that parents/carers may choose other ways for their child to engage in very effective, full-time, and suitable education. We firmly believe that our flexi-schooling provision can be an arrangement that is beneficial to all. This agreement strives to see continuity of care and safeguarding between the school and home educating parents/carers as being of utmost importance for your child's well-being, development and progress. We actively encourage regular dialogue between ourselves and parents/carers.

Fundamental aspects of this agreement are that:

- Parents uphold the school's values, ethos, policies and practices.
- Parents regularly share their child's learning experiences with us. This can take the form of learning plans, learning journals, teacher and parent meetings, telephone and email communications

We expect that parents/carers will share with us any issues or concerns arising either at school or with the home educating element of this agreement that may affect their child's education or well-being. Please let us know if your child has any additional needs in order for us to arrange any necessary provision.

**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 Haskayne 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there is no right of appeal to Governors or higher authority if the proposal is declined on application, or rescinded at a later date.

You can if you wish, withdraw from the option of flexi-schooling for any reason without challenge. We reserve 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's needs.

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

### **Flexi-Schooling: *Request Application***

***Academic year:***

***Child's name:***

***Date of birth:***

***Name and address of parents/carers:***

***Date of request:***

***Start date:***

***Date of review:***

**To be completed by parents**

<b>Name of Child / Date of Birth</b>	
<b>Name of Parent(s) / Carer(s)</b>	
Reason for Flexi-Schooling Education	(e.g. Lifestyle, Philosophical, Bullying, Cultural, Religious Belief, Additional Needs)
Parents / Carers Expectations of Haskayne	
Child's achievements, skills, hobbies, interests, activities, Levels of Attainment if applicable	
<b>Does the child named in this document have a Statement of Educational Need or Education Health and Care Plan?</b>	
Forms in which work from home is shared with school <i>*Circle or highlight the best description</i>	* Written Verbal Graphic Electronic
<b>Other Information Parents / Carers wish to share:</b> (expand this area if required)	
I / We have read the Flexi-schooling policy provided by the school and we agree to uphold our part in the flexi-schooling provision.	<b>Print Name(s)</b>  <b>Signed (parent / carer(s)):</b>
I / We understand that parents / carers retain responsibility for their child's healthcare	
I / We understand that parents / carers retain full responsibility for child's safety when not on school premises and whilst under parental care. We agree to support the school in undertaking a risk assessment of our Home education location.	
I / We will if our child is unable to attend on the agreed days, call the school office to confirm the reason for absence	
I / We understand that a portfolio of work completed at home will be kept by the parent / carer which will be shared with teaching staff.	
<b>Signed (Headteacher):</b> <b>Print Name:</b>	<b>Dated:</b>
<p><b>This arrangement can be reviewed should either party express concerns that the Flexi-schooling option is not benefiting the development of the child named.</b></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): \_\_\_\_\_

- **If your child cannot attend on an agreed day or days for any reason, you are required to contact the school office**

Monday	Tuesday	Wednesday	Thursday	Friday

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

**Start date:**

**Review date:**

**Signatures**

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

Headteacher.....Date.....

# Flexi-Schooling: *Whilst attending*

## 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 follow the National Curriculum as a minimum requirement.*

Name of Child: \_\_\_\_\_

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

Downholland Haskayne CE 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 educational visits and specialist visitors
- 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.**

Parents can expect to meet with the class teacher (and if required the Headteacher) at least once every half-term to review your child's progress and review the attendance agreement if required.

**Statements of Educational Need**

If it is determined 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.

We can withdraw from / vary this agreement at any time by giving reasonable notice in writing, appropriate to the circumstances.

**Signatures:**

**Parent(s) / Carer(s)**

.....

**Headteacher**

.....Date.....

# Flexi-Schooling: *arrangements at home*

## Part 3 – Parental Responsibilities

*This section relates to ALL activities away from the 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 our employed staff. Parents are responsible for ensuring that suitable checks have been carried out.*

*Examples - 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): \_\_\_\_\_

*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 the 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 the school office 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 attending the 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*
- 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 on a full time basis (Exemptions will **only** be considered if a signed letter is obtained from the relevant Local Authority / funding body, confirming that the Flexi-schooling approach is acceptable to them and will be of benefit to the child).*
- understand that notice to withdraw from this agreement **must** be given in writing*

### Signatures

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

.....

Headteacher

.....

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 a key requirement that we can satisfy the Safeguarding and Child Protection requirements of Ofsted, DfE and local Safeguarding boards. 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 may be time-tabled for at least once every year, or more frequently, if for any reason a child has not attended school for the minimum requirement.

In addition parents can request further home visits by our staff.

### ***Unexplained Absence***

***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 your Local Authority will be notified of our actions and / or concern(s).***

***Please note that we are legally obligated to report any issue of Child Safeguarding / Protection and Welfare.***

Signed \_\_\_\_\_

**Parent(s) / Carer(s)**

Signed \_\_\_\_\_

**Headteacher**

Dated \_\_\_\_\_

# Flexi-School: *Information exchange*

- *Initial Meeting for a Confidential Parent and Teacher Assessment*
- *Half-termly meetings*

*\* To be completed by School Staff*

Name of Child: \_\_\_\_\_

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

\*

Date	Work Seen / Evidence Presented	Achievements Successes Concerns	Next Steps / Recommendations	Review of Success of Flexi-Schooling
	Written Verbal Graphic Electronic			
	Written Verbal Graphic Electronic			
	Written Verbal Graphic Electronic			

Signature(s)

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

Date .....