



The Bottoms, St. Levan, Penzance, Cornwall, TR19 6HD
Tel: 01736 810486

Flexi-School – Memorandum of Understanding for the Provision of Primary Education

'To encourage the enthusiasm and joy of learning through a creative curriculum and a holistic approach to education that supports our children and community, guaranteeing accessibility and availability to all'

Developing potential

We welcome children who are currently Elective Home Educated (EHE) to our school, and firmly believe that our Flexi-schooling provision can be an arrangement which is beneficial to all.

This arrangement is open to children who are currently EHE.

Flexi-schooling is an arrangement between the parent and the school which is approved on an individual basis for each child. A request to flexi-school is specific and individual, and therefore considered by our Headteacher on its own merits. Our Headteacher will take into account the best interests of the child, together with the likely impact on the discipline, morale and organisation of the school.

Induction

Having expressed an interest in flexi-schooling your child will be offered a series of planned induction visits which will be arranged between you and our Headteacher to meet the needs and expectations of both the child and our school.

After these induction sessions you can if you or your child wish, withdraw from the option of flexi-schooling for any reason without challenge. The school reserves 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 needs.

After the series of the induction sessions, both you and our Headteacher will need to discuss and agree the number of sessions available for flexi-schooling and at this point sign the **'Flexi-School Memorandum of Understanding for the Provision of Primary Education'**, which forms the extended parts of this document.

We allow access to all areas of the curriculum, including Modern Foreign Languages (MFL), PE and swimming. We are also able to assess the needs of all children and advise on next steps. We can provide exercise books and writing materials for use at home, and can arrange for other resources to be borrowed.

School 'Golden' Rules

We expect all of our children, when in school, to follow our **'Golden Rules'** which the children and adults have developed together.

These are:

- We are gentle (We don't hurt others)
- We are kind and helpful (We don't hurt anybody's feelings)
- We listen (We don't interrupt)
- We are honest (We don't cover up the truth)
- We work hard (We don't waste our own or other's time)
- We look after property (We don't waste or damage things)

We need to know how much of the curriculum parents wish the school to be responsible for and how much would be taught at home. **If your child is not present for Literacy or Numeracy lessons then we would appreciate examples of this work each half-term, so that we can see how well your child is progressing generally.**

If you need to discuss any of the above, please feel free to come in and discuss arrangements. We look forward to seeing you.

Flexi-Schooling: *The Current Provision of Education – Parent Summary*

Name of Child	
Name of Parent(s) / Carer(s)	
Reason for Flexi-Schooling Education (optional)	(e.g. Lifestyle, Philosophical, Bullying, Cultural, Religious Belief, Additional Needs)
Parents / Carers Expectations of School	
Type of work to be continued at home	
Child's achievements, skills, hobbies, interests, activities	
Levels of attainment achieved (if applicable)	
Additional Needs (if applicable)	
Forms in which work from home is shared with school <i>*Circle or highlight the best description</i>	* Written Verbal Graphic Electronic
Registration Form completed	Yes / No (please delete as applicable)
Other Information Parents / Carers wish to share: (expand this area if required)	
I / We understand that parents / carers retain responsibility for their child's healthcare	Print Name(s) Signed (parent / carer(s)): Dated:
I / We understand that parents / carers retain full responsibility for child's safety when not on school premises and whilst under parental care	
I / We will if our child is unable to attend on the agreed dates call or e-mail the school to confirm the reason for absence	
I / We understand that a portfolio of work completed at home will be kept by the parent / carer / child which will be shared with school.	
Signed (School Contact): Print Name:	Dated:
This arrangement can be reviewed should either party express concerns that the flexi-schooling option is not benefiting the development of the child named.	

Flexi-Schooling: *Attendance*

Part 1 - *Agreed Attendance Schedule*

Name of Child: _____

Date of Birth _____

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

	MORNING	AFTERNOON
Monday	School	School
Tuesday	School	School
Wednesday	School	School
Thursday	School	School
Friday	Flexi-schooling	Flexi-schooling

The above named child's education will be split between home and school* as set out in the above timetable.

Headteacher Date

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

Flexi-Schooling: *Whilst in School*

Part 2 – *the School's Responsibilities*

Name of Child: _____

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

Signature(s) _____

St Levan Primary School is responsible for the education of the above named child on the days and times 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 school educational visits and visitors to the school
- 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 parents nominated carer, the parent is responsible for all matters that relate to Health, Safeguarding and Child Protection.

The school and parent / carer will meet at least once every term to review your child's progress and review the attendance agreement.

The school can withdraw from this agreement at any time by giving reasonable notice in writing.

Headteacher

Date.....

Flexi-Schooling: *Away from School in the care of parent(s) or where the parent(s) have arranged their own additional provision with a third party beyond the care of school staff – i.e. piano tutors, sports coaching, etc.*

Part 3 – the Home Responsibilities

Name of Child: _____

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

Signature(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 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 or e-mail the school 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 in 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.***

I / we understand that notice to withdraw from this agreement must be given in writing
(De-registration letter).

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

.....

Date

Flexi-School: *Initial information exchange*

Part 4 - *Initial Meeting for a Confidential Parent and Teacher Assessment*

** 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			
	Written Verbal Graphic Electronic			
	Written Verbal Graphic Electronic			

Signature(s)

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

Date

Flexi-School: *Safeguarding and Child Protection*

Part 5 – Core Requirement

Name of Child: _____

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

In the event that the above named child does not or cannot attend school within the minimum time-frame of TEN school days (two weeks).

The school in the first instance (or officers from our Local Authority if school is not able to do so); will make arrangements with you to meet either at your home address or in school with the above named child present.

This approach is necessary in order for our school to satisfy the Safeguarding and Child Protection requirements of Ofsted, DfE and our LA.

As part of the Flexi-Schooling arrangement parents 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 will be time-tabled for at least once every year in line or more frequently, if for any reason a child as not attended school for the minimum requirement.

In addition parents can request additional home or third party visits by our staff and if required for a CRB check of a chosen third party provider on request* (* subject to an initial assessment).

Signed _____

Parent

Signed _____

Headteacher

Dated _____

Nominated persons who can acknowledge and record your visit are:

- The Designated person for Safeguarding & Child Protection is **Ms Kathryn Carter** (Headteacher)
or
Mrs Sharon Brolly (Chair of Governors)
- The designated class teacher(s) **only** if the above are not available

Governing Body oversight

The Designated Governor for Safeguarding & Child Protection is **Mrs Sharon Brolly** (Chair of Governors).