

# THE RODILLIAN MULTI ACADEMY TRUST HOME-ACADEMY RELATIONSHIP POLICY



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|---|---|--|--|
| <b>Summary</b>  | Home-Academy Relationship Policy                              |  |  |
| <b>Responsible Person/Author:</b>                           | Head of Governance and Compliance                             |  |  |
| <b>Applies to:</b><br>(please circle/delete as appropriate) | <b>Staff</b> <input checked="" type="checkbox"/>              | <b>Student</b> <input checked="" type="checkbox"/> | <b>Community</b> <input checked="" type="checkbox"/> |
| <b>Ratifying Committee(s) and Date of Final Approval:</b>   | Trust Board   |  |  |
| <b>Available On:</b>  | <b>Compliance Library</b> <input checked="" type="checkbox"/> | <b>Website</b> <input checked="" type="checkbox"/> |  |
| <b>Effective from:</b>                                      |   |  |  |
| <b>Date of Next Formal Review:</b>                          | July 2022   |  |  |
| <b>Review Period</b>  | 2 years   |  |  |
| <b>Owner</b>  | The Rodillian Multi Academy Trust                             |  |  |
| <b>Version:</b>   | 1   |  |  |

#### DOCUMENT CONTROL

| <b>Date</b> | <b>Version</b> | <b>Action</b>  | <b>Amendments</b> |
|-------------|----------------|----------------|-------------------|
| 08.09.2020  | 1              | Policy created |                   |

## Introduction

1. Throughout Rodillian Multi Academy Trust, we make every effort to build strong relationships with parents and visitors, to maintain a stimulating learning environment and strengthen relationships between our Academies, our student's homes and the wider community by throwing horizons wide open for our students.
2. Our staff come to work to educate and support our students. The Trust has a duty of care to its employees and wants everyone involved in school life to communicate in a positive way, whether in person, on the phone or online. This means all of us communicating to each other with courtesy and respect which ensures a constructive working and learning environment.
3. All parents with students at a Rodillian Multi Academy Trust will understand the importance of a good working relationship with the Trust and its academies to further the Trust's principles and allow our students to face the world with confidence.

## Aims of this Policy

4. To alert all parents, staff, and other visitors to the expectations the Trust has with regards to their conduct.
5. To outline the actions that the Trust will take if conduct does not meet these expectations.
6. To support the mission, values and vision of the Trust and its Academies.
7. To make parents<sup>1</sup> aware of how the Trust and its Academies will communicate with them and how they can communicate with the Academy their student attends and the Trust.
8. To operate in conjunction with the following policies and procedures:
  - Complaints Policy
  - Child Protection Policy
  - Safeguarding Policy

Our policies and procedures are available on our Trust and Academy websites and are also available from our Academies offices.

## Agreement to this Policy

9. Parents agree to this Policy by signing an Academy Home-School Agreement.

## Expectations of parents

10. We expect parents to:
  - Respect everyone by contributing to a supportive and encouraging environment.
  - Approach an Academy to help clarify and resolve any issues of concern that you or your student has.
  - Understand that teachers and parents need to work together for the benefit of students.

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<sup>1</sup> Any reference to Parent in this policy should also be read as a reference to Carers.

- Demonstrate that all members of the Trust community should be treated with respect and set a good example in their own speech and behaviour.
- Correct your student's behaviour appropriately, particularly on Academy grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.
- Respect the Academy's property and environment by keeping it clean and tidy.
- Follow the Academy's parking rules and procedures for dropping-off and collecting students.
- Follow the process in the Trust's complaints policy if they are looking to make a complaint against the Academy, the Trust, or a member of Trust staff; and
- Make all persons dropping off and collecting students aware of this code of conduct.

### Communications with the Trust and its Academies

11. Routine information about the Trust is contained on the Trust website [www.rodillianacademytrust.co.uk](http://www.rodillianacademytrust.co.uk) Further details can be found in Appendix 1.
12. Routine information about BBG Academy is contained on the Academy website [www.bbgacademy.com](http://www.bbgacademy.com) Further details can be found in Appendix 2.
13. Routine information about Brayton Academy is contained on the Academy website [www.braytonacademy.org.uk](http://www.braytonacademy.org.uk) Further details can be found in Appendix 3.
14. Routine information about Featherstone Academy is contained on the Academy website [www.featherstone.academy](http://www.featherstone.academy) Further details can be found in Appendix 4.
15. Routine information about Rodillian Academy is contained on the Academy website [www.rodillianacademy.co.uk](http://www.rodillianacademy.co.uk). Further details can be found in Appendix 5.
16. Routine information about Southway is contained on its website [www.southway.org.uk](http://www.southway.org.uk). Further details can be found in Appendix 6.

### Unacceptable and/or inappropriate behaviour

17. To support a peaceful and safe environment in our Academies, the Rodillian Multi Academy Trust cannot tolerate behaviour that includes the following (this list is not exhaustive or defining):
  - Using offensive or profane language, swearing, cursing, or displaying temper anywhere on Trust premises or in a phone call.
  - Posting defamatory, offensive, or derogatory comments regarding the Trust, one of its Academies or any member of the Trust community on social media sites (Facebook, Twitter, Instagram, etc.). If parents have any concerns regarding an Academy, they should seek to discuss these with the relevant Academy Principal or follow the Rodillian Multi Academy Trust complaints policy.
  - Attempts to befriend or otherwise contact staff or students through social media
  - Not use social media in an irresponsible manner which does not set a good example to students.
  - Sending defamatory, offensive, or derogatory communications to any member of the Trust community.
  - Participating in the harassment, intimidation, or bullying of any member of the Trust community in any way.

- Posting images/videos/recordings of any member of the Trust community on social media (Facebook, Instagram, Snapchat, Tik Tok, etc.) without consent.
- Breaching Academy or Trust security procedures.
- Presenting disruptive behaviour which interferes or threatens to interfere with the operation of a Trust Academy.
- Threatening to inflict harm to a member of the Trust community irrespective of whether the behaviour constitutes a criminal offence.
- Partaking in unnecessary physical contact with an individual.
- Approaching another student to chastise them because of the actions of that student towards their own student.
- Using physical aggression towards another adult or student. This includes physical punishment against their own student on Trust/Academy premises.
- Undertake any forms of harassment: displaying behaviour which is humiliating for an individual and is damaging or is likely to be damaging to their self-esteem including repeated instances of any of the conduct mentioned above.
- Damage or destroy Academy or Trust property.
- Smoke or take illegal drugs on Academy premises.
- Consume alcohol on Academy premises other than at an organised Trust/ Academy event.
- Bringing dogs, other than assistance dogs onto Academy premises
- Trespassing on Academy premises by being on Academy premises other than to attend an appointment or Academy event or to drop off or pick up students.
- Taking photographs or videos by mobile phone or other means on Academy premises without permission of the Academy.
- Driving unsafely on Academy grounds.

### Dealing with unacceptable and/or inappropriate behaviour

18. Parents should raise concerns regarding another parent's behaviour or conduct directly with the Academy. They should not approach the parent themselves.
19. If a parent is behaving inappropriately, a report will be made to the Principal, or the most senior member of staff available in their absence, who will decide on the most appropriate action.
20. Instances of inappropriate behaviour will be managed in a manner appropriate to the severity of the situation.
21. When a parent has behaved inappropriately, they will be invited to a meeting with the Academy Principal to discuss their behaviour and attempt to resolve the issue.
22. Where this initial meeting does not resolve the issue, the Academy Principal in collaboration with other staff and relevant agencies will consider what further action may be required. This may include:
  - Clarifying to the parent, verbally and in writing that unacceptable behaviour has been observed and warn them as to their future conduct.
  - Requiring a parent to remove any posts or comments on social media about the Trust, Academy, staff, or students
  - Report offending individuals using the appropriate report abuse section on the specific social media site.
  - Ban the parent from entering Academy grounds.

- Contact the Police if the parent has trespassed on Academy premises or has been banned.
- Pursue legal action to seek redress or prevent a reoccurrence of any unacceptable behaviour.

23. Any child protection or safeguarding concerns will be addressed in accordance with Trust policies.
24. The Trust and its Academies reserves the right to escort anyone off Trust premises who is displaying aggressive or disruptive behaviour.
25. The police may be contacted to provide advice on managing an incident or assist in the removal of an individual from the premises; where a parent is being violent or is believed to have committed an offence.
26. If a parent has been previously banned from Trust premises or has exceeded their implied access to Trust premises and is causing a disturbance, the police will be contacted to remove the individual from the premises.
27. A parent that has been banned from Trust premises will be advised with regards to the procedure for a review and/or appeal of the decision.
28. Any parental complaint that arises from an incident of unacceptable behaviour will be dealt with under the Rodillian Multi Academy Trust complaints policy.
29. An Academy Principal may contact the Head of Governance and Compliance for guidance prior to taking any action.
30. The Rodillian Multi Academy Trust will provide support to staff, students, parents, members, trustees and members of local review boards who have been subject to incidents of unacceptable behaviour.

### Accountability

31. The Academy Principal holds delegated responsibility for discharging the sound application of all Academy and Trust policies.
32. The Academy Principal should inform the Trust Head of Governance and Compliance and their Local Review Board of all matters relating to serious breaches of this policy including any major incident to be addressed under this policy promptly, preferably prior to action being taken insofar as is reasonably practicable.

### Monitoring

33. The Head of Governance and Compliance will monitor the implementation and effectiveness of the policy by monitoring complaints referred and resolutions reached. The Head of Governance and Compliance will also deal with any queries raised by anybody who is involved in the implementation of this policy including Complainants, Investigating Officers, Review Officers, Academy Principals, the Chief Executive Officer, Clerks to Local Review Boards, members of Local Review Boards and the Chair of the Board of Trustees.

34. The Head of Governance and Compliance will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the Head of Governance and Compliance will advise the Board of Trustees of any changes that are needed, a proposal will be submitted to the Trust Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and Compliance prior to the stated review date where recommendations will be made for consideration by the Trust Board.

### Diversity

35. The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.

## Appendix 1: Trust Contact details

Most routine information about the Rodillian Multi Academy Trust is contained on its website [www.rodillianacademytrust.co.uk](http://www.rodillianacademytrust.co.uk) including:

- [Leadership of the Trust](#)
- [Trust policies](#)
- [Details of Ofsted inspections of Academies](#)
- [Our Governance structures](#)

If you cannot find the information you require on the Trust website or need to arrange to speak to someone, please use our [contact form](#); telephone us on 01924 872 252 or Email us at [contact@rodillianacademytrust.co.uk](mailto:contact@rodillianacademytrust.co.uk)

The Trust has a presence on LinkedIn: <https://www.linkedin.com/company/rodillian-multi-academy-trust>

The Trust's Data Protection Officer can be contacted at [dpo@rodillianacademytrust.co.uk](mailto:dpo@rodillianacademytrust.co.uk)

Any post correspondence to the Chief Executive Officer or Chair of Trustees should be posted to the Rodillian Multi Academy Trust, Longthorpe Lane, Lofthouse, Wakefield, WF3 3PS.



## Appendix 2: BBG Academy Contact details

Most routine information about BBG Academy can be found on the Academy's website <http://www.bbgacademy.com/> including

- [Term dates](#)
- [Academy policies](#)
- [Letters to parents](#)

If you cannot find the information you require on the Trust website or need to arrange to speak to someone, please use the Academy [contact form](#); telephone the Academy on 01274 871225 or email us at [office@bbgacademy.com](mailto:office@bbgacademy.com)

### **Twitter Feed**

The Academy has a [twitter feed](#) where updates are posted periodically. The feed is not monitored 24 hours a day. Year groups and departments also have their own feeds.

### **BBG Bulletin**

The Academy newsletter is released weekly and celebrates the success of our students.

### **Parentpay**

The Academy operates a cashless payment system. Trips, Dinner money and other purchases can all be paid through [Parentpay](#)

### **Communicating with the Academy**

Tutors, Heads of Year and Curriculum Leaders can all be contacted via our [contact form](#); by telephone 01274 871225 or via email: [office@bbgacademy.com](mailto:office@bbgacademy.com)

The Safeguarding team can be contacted on the details above to discuss any safeguarding concern.

Any matters that cannot be resolved by Tutors, Heads of Year or curriculum leaders can be referred to the Senior Leadership Team.

Most queries or concerns can be resolved by the appropriate member of staff. If they are not and the matter is brought to the attention of the Academy Principal, they will either determine to resolve the matter themselves or refer the matter to a Deputy or Assistant Principal or other senior member of staff to resolve and report to them and the person raising the concern or query.

Please do not expect to meet with any members of staff without an appointment.

### Appendix 3: Brayton Academy

Most routine information about BBG Academy can be found on the Academy's website:

<http://www.braytonacademy.org.uk/> including

- [Term dates](#)
- [Academy policies](#)
- [Letters to parents](#)

If you cannot find the information you require on the Trust website or need to arrange to speak to someone, please telephone the Academy on 01757 293243 or email us at [info@braytonacademy.co.uk](mailto:info@braytonacademy.co.uk)

#### **Twitter Feed**

The Academy has a [twitter feed](#) where updates are posted periodically. The feed is not monitored 24 hours a day. Year groups and departments also have their own feeds.

#### **Communicating with the Academy**

Tutors, Heads of Year and Curriculum Leaders can all be contacted by telephone 01757 293243 or via email: [info@braytonacademy.co.uk](mailto:info@braytonacademy.co.uk)

The Safeguarding team can be contacted on the details above to discuss any safeguarding concern. Please ask for Mrs Pirie. For Special Educational Needs, please ask for Mrs Morley

Any matters that cannot be resolved by Tutors, Heads of Year or curriculum leaders can be referred to the Senior Leadership Team.

Most queries or concerns can be resolved by the appropriate member of staff. If they are not and the matter is brought to the attention of the Academy Principal, they will either determine to resolve the matter themselves or refer the matter to a Deputy or Assistant Principal or other senior member of staff to resolve and report to them and the person raising the concern or query.

Please do not expect to meet with any members of staff without an appointment.

## Appendix 4: Featherstone Academy

Most routine information about the Academy can be found on the Academy's website:

<https://www.featherstone.academy/> including

- [Term dates](#)
- [Academy policies](#)
- [Letters to parents](#)

If you cannot find the information you require on the Trust website or need to arrange to speak to someone, please telephone the Academy on 01977 698000 or email us at [info@featherstone.academy](mailto:info@featherstone.academy)

### Twitter Feed

The Academy has a [twitter feed](#) where updates are posted periodically. The feed is not monitored 24 hours a day. Year groups and departments also have their own feeds.

### Communicating with the Academy

Tutors, Heads of Year and Curriculum Leaders can all be contacted by telephone 01977 698000 or via email: [info@feathestone.academy](mailto:info@feathestone.academy)

The Safeguarding team can be contacted on the details above to discuss any safeguarding concern.

Any matters that cannot be resolved by Tutors, Heads of Year or curriculum leaders can be referred to the Senior Leadership Team.

Most queries or concerns can be resolved by the appropriate member of staff. If they are not and the matter is brought to the attention of the Academy Principal, they will either determine to resolve the matter themselves or refer the matter to a Deputy or Assistant Principal or other senior member of staff to resolve and report to them and the person raising the concern or query.

Please do not expect to meet with any members of staff without an appointment.

## Appendix 5: Rodillian Academy

Most routine information about the Academy can be found on the Academy's website:

<http://www.rodillianacademy.co.uk/> including:

- [Term dates](#)
- [Academy policies](#)
- [Letters to parents](#)

If you cannot find the information you require on the Trust website or need to arrange to speak to someone, please use the Academy [contact form](#); telephone the Academy on 01924 872 252 or email us at [contact@rodillianacademy.co.uk](mailto:contact@rodillianacademy.co.uk)

### Twitter Feed

The Academy has a [twitter feed](#) where updates are posted periodically. The feed is not monitored 24 hours a day. Year groups and departments also have their own feeds.

### EduLink

The Academy communicates with parents through [EduLink](#)

### Communicating with the Academy

Tutors, Heads of Year and Curriculum Leaders can all be contacted via our [contact form](#); by telephone 01924 872252 or via email: [contact@rodillianacademy.co.uk](mailto:contact@rodillianacademy.co.uk)

The Safeguarding team can be contacted on the details above to discuss any safeguarding concern.

Any matters that cannot be resolved by Tutors, Heads of Year or curriculum leaders can be referred to the Senior Leadership Team.

Most queries or concerns can be resolved by the appropriate member of staff. If they are not and the matter is brought to the attention of the Academy Principal, they will either determine to resolve the matter themselves or refer the matter to a Deputy or Assistant Principal or other senior member of staff to resolve and report to them and the person raising the concern or query.

Please do not expect to meet with any members of staff without an appointment.

## Appendix 6: Southway

Most routine information about Southway can be found at its website <http://www.southway.org.uk/> including:

- [Term dates](#)
- [Policies](#)
- [Letters to Parents](#)

If you cannot find the information you require on the Trust website or need to arrange to speak to someone, please use our [contact form](#); telephone us on 0113 336 7772 or email us at [info@southway.org.uk](mailto:info@southway.org.uk)

The Safeguarding team can be contacted on the details above to discuss any safeguarding concern. Departmental email addresses can be found at <http://www.southway.org.uk/department-contacts/>

Any matters that cannot be resolved by Tutors, Heads of Year or curriculum leaders can be referred to the Senior Leadership Team.

Most queries or concerns can be resolved by the appropriate member of staff. If they are not and the matter is brought to the attention of the Academy Principal, they will either determine to resolve the matter themselves or refer the matter to a Deputy or Assistant Principal or other senior member of staff to resolve and report to them and the person raising the concern or query.

Please do not expect to meet with any members of staff without an appointment.

## Appendix 7: Equality Impact Assessment

### Equality Impact Assessment

Equality, Diversity, Cohesion, and Integration Screening.

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

|  |  |
|--|--|
| <b>Organisation:</b><br>The Rodillian Multi- Academy Trust | <b>Department responsible for the Policy:</b><br>Head of Governance and Compliance |
| <b>Lead Person:</b><br>Adam Marham                         | <b>Contact Number:</b>   |

**1. Title:** Home Academy Relationship Policy

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|--|
| <b>2. Please provide a brief description of what you are screening</b> |
| The Policy   |

|  |            |           |
|--|------------|-----------|
| <b>3. Relevance to equality, diversity, cohesion, and integration</b>                          |            |           |
| <b>Questions</b>   | <b>Yes</b> | <b>No</b> |
| Is there an existing or likely differential impact for the different equality characteristics? |            | x         |
| Have there been or likely to be any public concerns about the Policy or proposal?              |            | x         |
| Could the proposal affect how services are organised, provided, located and by whom?           |            | x         |
| Could the proposal affect our workforce or employment practices?                               | x          |           |
| Does the proposal involve or will it have an impact on: -                                      |            |           |
| • Eliminating unlawful discrimination, victimisation, and harassment                           |            | X         |
| • Advancing equality of opportunity  |            | X         |
| • Fostering good relations   | x          |           |

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|--|
| <p><b>4. Considering the impact on equality, diversity, cohesion, and integration</b></p> <ul style="list-style-type: none"> <li>• <b>Scope of the proposal:</b> Parents, staff.</li> <li>• <b>Who is likely to be affected?</b> Parents, staff.</li> <li>• <b>Consultation and engagement activities with those likely to be affected?</b> Ongoing feedback from parents and staff. The Policy is available through the Trust and Academies websites and a written copy can be provided on request.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Key findings</b></li> </ul> <p>We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.</p> <p>We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.</p> |
| <ul style="list-style-type: none"> <li>• <b>Actions</b></li> </ul> <p>The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.</p>   |

|  |                                   |             |
|--|-----------------------------------|-------------|
| <p><b>5. Governance, ownership, and approval</b></p> <p>Please state here who has approved the actions and outcomes of the screening</p> |                                   |             |
| <b>Name</b>  | <b>Job title</b>                  | <b>Date</b> |
| Adam Marham  | Head of Governance and Compliance | 08.09.2020  |
|  |                                   |             |

|   |            |
|---|------------|
| <p><b>6. Publishing</b></p> <p>This screening document will act as evidence that due regard to equality and diversity has been given.</p> |            |
| <b>Date screening completed</b>   | 08.09.2020 |
| <b>Date agreed at Trust Board</b>   | 23.11.2020 |