

RIGHTS, ROLES AND RESPONSIBILITIES OF THE TEACHER

ROLES AND RESPONSIBILITIES

To be classroom manager and set standards of acceptable behaviour.

To deliver the curriculum.

To impart knowledge and facilitate learning.

To listen and value students' contributions.

To address individual needs.

To prepare students for adult life and promote life long learning.

To be fair and consistent.

To help students achieve their full potential.

To have students' welfare at heart.

To plan and prepare lessons/be organised.

Always dress and behave in a professional way

To promote the Christian ethos of the school.

To treat others with respect.

To promote a safe and caring environment.

To report on areas of concern.

To be reflective and self-evaluative.

To provide support for colleagues.

To keep abreast of legislation.

To be a positive role model.

To attend lessons punctually.

To assess students for improvement and in line with the school Assessment for Learning Policy.

To report annually to parents.

To carry out supervisory duties as required.

RIGHTS OF THE TEACHER

To be treated fairly and with respect.

To teach in a safe, healthy and secure environment.

To be given the opportunity to develop professionally.

To have adequate resources to support learning and teaching.

To be informed and consulted on whole school issues.

To be supported by colleagues.

To be valued and acknowledged.

To be kept well informed of issues that may affect a student's learning.

RIGHTS, ROLES AND RESPONSIBILITIES OF THE STUDENT

RESPONSIBILITIES OF THE STUDENT

To attend registration and classes punctually and maintain a high level of attendance at school.

To be fully equipped and prepared for learning.

To listen and co-operate.

To do their best at all times and participate in all classes and aspects of school life.

To seek appropriate support as necessary.

To record homework accurately in their planners and complete it on time and to the best of their ability.

To follow the school rules and to be aware of the consequences of their own actions.

To be polite and pleasant and treat others with respect.

To show respect for self, others and property.

To behave in an acceptable manner.

To report harassment/bullying.

To refrain from abuse—physical, emotional or verbal.

To be reflective and self-evaluative.

To wear their school uniform correctly at all times.

RIGHTS OF THE STUDENT

To enjoy these rights students must respect the rights of others.

To be treated fairly and with respect.

To be taught in a caring, healthy, safe and secure environment.

To be provided with a positive learning experience.

To be provided with opportunities to develop spiritually, morally, culturally, physically, socially and academically.

To be free from verbal, emotional and physical abuse.

To be valued, listened to and acknowledged.

RIGHTS, ROLES AND RESPONSIBILITIES OF THE PARENTS/GUARDIANS

RESPONSIBILITIES OF THE PARENTS/GUARDIANS

Parents should ensure that:

Their child attends daily and on time.

Their child is clean, well nourished, rested and ready to learn.

Their child follows the school rules and shows respect for other students, school staff, property and the wider community.

Their child wears the correct school uniform.

Their child has the necessary equipment for learning.

Their child has all homework completed on time and to a good standard.

They make an appointment when they wish to meet a member of staff.

They tell the school promptly of any concerns about their child.

They respond appropriately and quickly to concerns raised by the school.

They attend at least one parent/teacher meeting each year.

They inform school promptly of changes in

- (a) address,
- (b) telephone/mobile numbers
- (c) email address,
- (d) medical concerns.

They act as a positive role model for their child in their relationship with the school.

They should attend school functions when possible and contribute to the school fund.

RIGHTS OF THE PARENTS/GUARDIANS

To receive a quality education for their child.

To have their child taught in a , welcoming, safe, caring and healthy environment.

To have their child treated fairly and with respect.

To seek support for their child if they have any problems.

To be treated with respect and responded to sensitively when raising any concerns.

To be informed promptly about any concerns or anything which affects their child's education.

RIGHTS, ROLES AND RESPONSIBILITIES OF THE CLASSROOM ASSISTANT

RESPONSIBILITIES OF THE CLASSROOM ASSISTANT

To support the class teacher in the enforcement of the Code of Conduct.

To facilitate learning by providing equipment, if appropriate, key words and resources.

To listen to and value students contributions.

To focus on the individual needs of the students.

To support pupils in their organisation and preparation for class.

To assist in the preparation of students for adult life and promote life long learning.

To inform the class teacher of any incidents both in and outside the classroom.

To help students achieve their full potential by encouraging them to participate fully, focus on and complete their work.

To have students' welfare at heart.

To always dress and behave in a professional way.

To treat others with respect.

To assist in the promotion of a safe and caring environment.

To report on areas of concern.

To be reflective and self-evaluative.

To provide support for colleagues.

To assist on field trips when required.
To be a positive role model.

To attend lessons punctually whenever possible.

To be involved in discussions regarding targets and I.E.P.s

To attend relevant meetings and training.

To monitor, evaluate and report back on student progress.

RIGHTS OF THE CLASSROOM ASSISTANT

To be valued and acknowledged.

To be treated fairly and with respect.

To work in a safe, healthy and secure environment.

To be given the opportunity to develop professionally.

To have adequate resources to support learning and teaching.

To be supported by colleagues.

RIGHTS, ROLES AND RESPONSIBILITIES OF ANCILLARY STAFF

RESPONSIBILITIES OF ANCILLARY STAFF

To listen to and value students' contributions.

To assist in the preparation of students for adult life and promote life long learning.

To inform the class/form teacher of any relevant incidents.

To have students' welfare at heart.

To always dress and behave in a professional way.

To treat others with respect.

To assist in the promotion of a safe and caring environment.

To report on areas of concern.

To provide support for colleagues.

To be a positive role model.

To attend relevant meetings and training.

To be reflective and self-evaluative.

RIGHTS OF ANCILLARY STAFF

To be valued and acknowledged.

To be treated fairly and with respect.

To work in a safe, healthy and secure environment.

To be given the opportunity to develop professionally.

To be supported by colleagues.

RIGHTS, ROLES & RESPONSIBILITIES OF THE PREFECT

ROLES AND RESPONSIBILITIES

To attend registration, classes & duties punctually and maintain a high level of attendance at school.

To be reliable and dependable

To carry out all duties at break and lunchtime and as directed

To be a positive role model

To read at assembly

To supervise the 6th form common room

To be familiar with the school rules regarding uniform, behaviour and adhere to these as well as enforcing them

To participate in school functions and various aspects of school life.

To be a role model for all pupils within the school and be an ambassador for the school

To be polite and pleasant and treat others with respect.

To show respect for self, others and property.

To have exemplar behaviour.

To report harassment/bullying/vandalism.

To refrain from abuse—physical, emotional or verbal.

To wear their school uniform correctly at all times.

To attend meetings with the HOY as required

RIGHTS OF THE PREFECTS

To enjoy these rights students must respect the rights of others.

To be valued and acknowledged.

To be treated fairly and with respect.

To be part of a caring, healthy, safe and secure environment.

To be free from verbal, emotional and physical abuse.

To be valued, listened to and acknowledged.

To be supported by staff.