

Annex 3 – Home-School Partnership Agreement (Signable)

Preamble. This is a partnership for the benefit of one child. The commitments below exist so that the child receives a consistent, safe, well-informed education at school and at home. Nothing in this agreement makes the child's education conditional on parental conduct (Apex Policy §5). A signable bilingual version is issued as a standalone document; parents receive and sign the version they can understand.

3.1 The School Commits To

- A termly written progress report against the learner's IEP goals.
- At least one IEP meeting per term to which the parent is invited with reasonable notice.
- A named key contact who responds within 2 working days via official channels.
- Prompt notification — same working day wherever practicable — of significant incidents involving the learner, and immediate action on any safeguarding concern under the Child Protection & Safeguarding Policy. Where the safeguarding lead or a competent authority directs that notification be withheld or delayed (for example, where a parent is implicated in a safeguarding concern), that direction prevails.
- Reasonable access for the parent to view the learner's educational records, subject to the data protection rules in Annex 6.
- Handling of any complaint through the process in Annex 4, without prejudice to the learner.

3.2 The Parent Commits To

- Attending IEP meetings, or sending an authorised representative with decision-making authority.
- Full and timely disclosure of medical, diagnostic, and therapeutic information relevant to the learner's education and safety, at admission and as it arises.
- Following through, at home, on programmes agreed in the IEP (e.g., communication systems, behaviour strategies), and telling the school honestly when a programme is not workable at home so it can be revised.
- Meeting fee obligations on the agreed schedule.
- Communicating through official school channels during working hours, except in emergencies.
- Treating all staff with courtesy and respect (§3.4).

3.3 Incomplete Disclosure

Where material information is withheld at admission or thereafter, the school may require reassessment and may revise the statement of provision and the aide allocation to reflect the true position. The child continues to be educated throughout. Where withheld information means the learner's needs fall within Annex 1 §1.2's unavailable services, the exit pathways in Annex 1 §1.6 apply — as a provision finding, not a sanction.

3.4 Staff Protection

Our staff are entitled to a safe working environment. Abusive, threatening, harassing, or intimidating conduct toward any member of staff — in person, by telephone, in writing, or online — is prohibited.

Graduated response. Breaches are addressed in proportionate steps, and dialogue is attempted at every step: (1) a documented conversation with the Principal; (2) a written warning restating this clause; (3) restriction of communication to a single named channel and/or written-only communication; (4) site-access measures: for immediate safety the Principal may impose a short temporary access restriction, reported without delay to the School Board / Committee; any longer-term restriction is approved and periodically reviewed by the Board / Committee, consistent with G.N. No. 298 of 2002. Criminal conduct is reported to the police.

The child is never the sanction. Every measure above is applied to the adult concerned. At no step is the child's attendance, classroom access, provision under Annex 2, or safeguarding protection reduced, and no parent-conduct matter initiates or influences any learner-placement process. The school always preserves a safe alternative route for the parent to receive essential information and to participate in IEP and complaint processes — including remote meetings or an authorised representative. The child's other parent or carers retain normal communication rights.

3.5 Signatures

Party	Name	Signature	Date
Parent / Guardian 1			
Parent / Guardian 2 (if applicable)			
For Josephian Schools (Principal or delegate)			