

# Notes to Parents/carers

## (Parent/School Agreement)

MTO Persian School aims to maintain high standards of education and to provide a safe and professional learning environment.

Your co-operation in taking in active part in your child(ren)'s education, especially in supporting us and encouraging home learning is crucial to ensure that your child(ren) find the learning enjoyable and achieve their learning targets.

1. Please read through and reinforce with your child(ren) the MTO Persian School Code of Conduct.
2. Please make sure your child/ ren complete(s) all homework given in their exercise books and/or class homework sheets. You may be requested to check and sign about the homework each week.
3. Please encourage your child to read/speak in Farsi. Your local library may have dual language books, books are also available to borrow from your child/ ren's teacher.
4. Any child under 11 years old must be accompanied to and from school. Or please sign the specific consent form to give permission to younger child/ ren to return unaccompanied.
5. Please make sure your child/ ren arrive(s) on time and achieves 100% attendance wherever possible. Absence or early leave must be confirmed with the school administrator/class teacher/headteacher.
6. Students who are taken ill, especially those with an infectious illness should refrain from attending the school until fully recovered.
7. For car users, please drive in the main gate, parking is free on Saturdays while your children are attending the school. When using the car park:
  - o Please be always aware of children and other pedestrians. Drive slowly and safely.
  - o Please be considerate and allow cars to enter first before leaving.
  - o If no parking space is available you should drive out of the car park immediately
8. Please encourage your child(ren) to participate in the school's cultural activities.
9. You are encouraged to communicate with class teachers regularly, to find out your child's progress and discuss any issues relevant to teaching.
10. If you have any concerns and suggestions on the operation of the school, if you are not happy with any aspect of MTO Persian School's service please tell us. You

## MTO PERSIAN SCHOOL

can speak to the members of the School Management Committee, consult with the Parents' Representative, and email the chair of the school, Mr Rahbari at [info@mtopersianschool.org](mailto:info@mtopersianschool.org) .

11. Often we will be able to give you a response straight away. When the matter is more complicated we will give you at least an initial response within five working days.
  
12. Making a written complaint. If you are not satisfied with our response or wish to raise the matter more formally, please write to the Mr Rahbari at [info@mtopersianschool.org](mailto:info@mtopersianschool.org). All written complaints will be logged. You will receive a written acknowledgement within three working days. The aim is to investigate your complaint properly and give you a reply within ten working days setting out how the problem will be dealt with. If this is not possible, an interim response will be made informing you of the action taken to date or being considered. The Chair will also report the matter to the next meeting of the management committee/trustees [delete as appropriate] which will decide on any further steps to resolve the situation.

Daughter's/son's name:

1.....

Parent's/carer's name: ..... Relationship to Child .....

Signed .....

Dated .....