

Shadsworth Infant School



Parent Partnership Policy

Created: June 2019

Review: September 2021

Shadsworth Infant School

Parent Partnership Policy

Statement of intent

At Shadsworth Infant School, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our pupils.

Strong partnerships with parents are pivotal to our school life, and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

For the purpose of this policy, "parent" refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

This policy provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure they are fully involved in every aspect of the school community.

Aims

This policy has been developed with an aim to:

- Help parents support their child's learning and be involved in the life of the school.
- Support pupils to achieve the highest standards through close partnerships between home and school.
- Develop a clear communication strategy to keep parents well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
- Ensure parents are fully involved in school life and the school community.
- To inform, clarify and communicate the breadth of work between families and the school.
- Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns.
- Ensure arrangements are in place for parents to provide their feedback.
- Support parents both inside and outside of school by providing useful information.
- Create an inclusive environment that welcomes all parents.

We aim to be a **welcoming school that communicates regularly with parents through:**

- Promoting positive dialogue about learning.
- Having an open-door policy for parents to visit the school.
- Ensuring our main entrance arrangements are welcoming.
- Ensuring all communication is user-friendly, useful and informative.
- Publishing regular informative newsletters.
- Maintaining and developing our school website and Facebook account.
- Ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.

We aim to **help parents enhance their own learning and to be actively involved in school life** by encouraging parents to:

- Volunteer to support in school.
- Attend workshops and courses.
- Attend school performances, events and celebrations.
- Become involved in the school PTFA.
- Become parent governors.
- Celebrate diversity throughout the school.

We aim to **actively involve parents in the education, progress and wellbeing of their children** through:

- Ensuring safeguarding procedures are robust.
- Providing practical strategies to support learning at home.
- Supporting new parents to the school with an induction programme.
- Supporting parents to promote their child's attendance and punctuality.

- Providing information regarding the curriculum.
- Informing parents of their child's learning and progress through reports and parents' evening meetings.
- Providing guidance for parents to support their child through times of transition, e.g. between years and key stages.
- Celebrating success.
- Making sure all school policies are accessible via the school website and easy to understand.

Roles and responsibilities

The school is responsible for:

- Establishing effective means of communication with parents.
- Communicating the curriculum clearly to parents.
- Informing parents of all school events within appropriate timelines.
- Regularly keeping parents informed of their child's progress and helping parents to support their child's learning.
- Providing opportunities for parents to communicate with the school regularly to provide their feedback.
- Listening to the views and concerns of parents.

Parents are responsible for:

- Reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings.
- Engaging with verbal communications so that they understand the information being communicated to them.
- Logging on to the school website for detailed information about the school calendar, term dates, menus, curriculum, school achievements and other useful downloads.
- Ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information.
- Raising any concerns they may have with the school.
- Engaging in opportunities to provide feedback.

Systems of communication

- Verbal communication
- Letters home
- Text messages
- Phone calls
- Newsletters
- Leaflets
- The school website
- Parents' evenings
- Drop-in sessions
- Class assemblies
- Family learning sessions
- Social media- Facebook
- Parent information boards

Newsletters are sent home every Friday and are also available via the school website and school Facebook Page.

For general enquiries, parents should ring the school office, which is open Monday to Friday between 8:00am and 5:00pm. Parents can also visit the school office regarding enquiries.

Communicating with new parents and children

- Prospective parents of children starting in Reception are invited to an open evening via letter during the summer term before starting in September. They will receive an induction pack which contains essential school information. For those who are unable to attend their pack will be sent in the post.
- Home visits will take place for any children starting nursery or reception.
- Parents of new pupils starting during the school year are invited to visit the school to look around and to be given their induction pack before starting.
- Parents of year 2 children moving to the junior school are invited to an open evening during the summer term.

Communicating pupil progress and information

- Parents are invited to attend two parents' evenings per year - one in October and one in March.
- Parents are provided with a written annual report in July which outlines their child's progress and attendance.
- Parents will be invited to meetings to discuss their child's progress where the teacher deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about attendance.
- Annual meetings will be scheduled for parents to discuss and review any educational plans in place to support their child, such as EHC plans.
- One-to-one meetings can be scheduled by parents with the Headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should visit the school office.
- Class teachers will be available to discuss pupils' progress and any concerns with parents before the start and end of each school day.
- Special events, trips and achievements will be celebrated on the school's Facebook Page and the school website, where consent has been provided to do so.
- Progress, behaviour and attendance will be celebrated through letters home, assemblies, events and presentations throughout the academic year.
- Parents are encouraged to follow and engage with the school's social media channels and website:
 - **Facebook:** <https://www.facebook.com/shadsworthinfantschool/>
 - **Website** <http://www.shadsworthinfants.co.uk/>
- Curriculum information will be provided to parents each term by class teachers and can also be accessed via the school website.

Communicating school information

Parents can access the following information from the school website:

- Curriculum resources
- Term dates
- Newsletters
- School policies
- The school prospectus
- Club information

Parents will be kept informed of any important school information, such as key dates and events, via newsletters, emails, text messages and Facebook.

Parents will be invited to partake in some volunteer work at school, for example, to listen to readers or volunteer on school trips. Anybody who is interested should enquire at the main office.

Providing support

- The school aims to support parents in every way possible to help them with the educational development and wellbeing of their child.
- The school runs various workshops and opportunities to help parents with issues they and their child may face, such as online safety and ensure they can support their child's learning, wellbeing and individual needs.
- The school also provides various forms of written communication, such as leaflets and guidance, to further support parents. These can be found in the main entrance on the information stand.
- Our Pupil Well-being coordinator will provide parents with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.

Parental feedback

- All parental feedback is valued and responses are considered.
- There is a suggestion box available for parents in the main entrance of school.
- Questionnaires and Facebook polls are used regularly to seek parent feedback.

Key documents

- The school publishes key documents and policies on the school website. Parents can download these documents.
- The school aims to create documents that are accessible to parents and easy to understand.
- If parents wish to see hard copies of policies, they can be requested from the school office.
- If parents have any questions concerning a key document, they are encouraged to speak to the Headteacher.

Monitoring and review

- This policy is reviewed annually by the Headteacher and the governing board.
- Any changes made to this policy will be communicated to parents.
- The scheduled review date for this policy is June 2020.