



## **Woodgrange Infant School Partnership with Parents Policy**

### **Mission Statement**

We aim to create a happy and secure atmosphere in which each child is respected as an individual beginning to take her or his place within the wider society that is modern Britain. We are fortunate in having children of many cultures attending our school so that from a very early age they are learning to live together and are helping to create a more harmonious and cohesive society.

We believe that the role of parents is crucial to children's achievement and wellbeing at school. We believe that the partnership between home and school must be close and positive in order to support children in achieving their best.

In our relationships with parents we endeavour always to:

- Be welcoming
- Be accessible within given time constraints
- Be polite
- Keep parents informed so there are no surprises
- Explain decisions
- Use clear language
- Reassure them- give reasons why
- Listen to their viewpoint
- Share as much information as we can
- Maintain confidentiality- and if we cannot share information we will explain why

### **Aims of this policy**

- Establish a positive and productive relationship with parents and carers
- Help parents understand about their child's learning and their role in supporting them at home
- Set out how we communicate with parents

### **How we communicate**

- Daily contact at the classroom door

Teachers are available for a quick word at the start or end of the day.

- In the playground

The Headteacher or Deputy Headteacher are in the playground or at the gate most days and many concerns or queries can be dealt with at this time.

If the matter is confidential or sensitive or a longer conversation is required appointments can be made to meet with the class teacher or a member of school leadership.

Appointments can be made directly with the teacher or through the school office.

If we cannot see a parent immediately we will suggest a more convenient time for both parties. If an issue is very urgent it will be referred to a senior member of staff or the headteacher- giving them an outline of the issue in advance. We will be consistent in this approach.

### **Meetings**

During the year there are a number of meetings for parents

### **Induction**

New or prospective parents are able to visit the school by appointment. They will be shown around by a member of the leadership team and have the opportunity to ask questions.

New parents are invited to an induction meeting in July or at the point of admission if mid-year. They are also given a booklet about Nursery or a school prospectus.

## **Home visits**

The Nursery team visit all families in early September to share information with new parents get to know the children. For the same reason the Reception team visit children who are joining our school for the first time.

A meet the teacher meeting is offered at the start of term to explain the routines and expectations for each year group/ class and to give parents the opportunity to ask any questions.

## **Progress meetings**

This is followed later in the term by a progress meeting (Parents' Evening) at which teachers meet with individual parents to discuss their child's progress and their next steps in learning and development.

There may also be individually planned meetings to discuss particular issues- at either parent or teacher request.

## **Ongoing communication**

We keep parents informed about school developments and "news" through a variety of channels

- Weekly newsletters from the Headteacher
- Learning newsletters from class teachers- weekly in Reception classes and half termly in Years 1 and 2
- Home learning journals (Years 1 & 2)- parents are welcome to add comments in these books
- Phone conversations and emails
- Noticeboards internal and external- there are noticeboards near the school entrances and all classrooms post notices on their windows
- Specific letters about issues and events such as educational visits
- The school website includes an outline of each term's learning and a gallery of photos that show the learning in action

## **Communicating about learning**

Parents' evenings are held up to 3 times a year. At these meetings a progress report is given, parents have the opportunity to ask questions and teachers share the current areas the child needs to improve or concentrate on, together with ways in which parents can support this at home.

Parents receive written reports as they finish Nursery, at the end of their Reception year and mid-year in year 1 and 2

Successes as well as difficulties are shared. Close communication is particularly important for children experiencing difficulties of any kind either at home or at school.

Regular contact regarding special educational needs or behaviour issues is maintained.

Parents of children in the EYFS have daily opportunities to visit their classroom

Other forms of communication include:

Classroom displays

Celebration assemblies

At least once a year parents are invited to

- open class sessions where parents work alongside their children for a period of time
- an open day with a theme such as Maths or Science where we ask parents to join their children for specific activities

## **Supporting learning at home**

We believe that children achieve more if parents understand what goes on in school and know how to support their child.

Parents are invited to workshops on aspects of school life such as

- Phonics and reading
- Maths
- To introduce new initiatives as they arise

## **Home School Agreement**

Our Home School Agreement is a document that explains the school's aims and values and our responsibilities towards the children. It sets out our expectations of parents and the children. We ask parents and children to sign this agreement when the children start school.

This agreement is reviewed each year by the Governing Body.

## **Consulting parents**

Parents have many ways in which to voice their opinion:

- annual surveys about their view of school
- Ofsted's Parent View online survey- available via [www.ofsted.gov.uk](http://www.ofsted.gov.uk) or via a link on the school website
- Focused questionnaires ask for feedback on issues or aspects of learning or school life
- -Our active PTA canvases opinion on fundraising and on how to use available funds
- -Our open door policy to encourage open and honest dialogue

The Governing Body seeks to consult parents via informal coffee mornings held throughout the year and keep parents informed of their work through an annual report to parents.

## **Reaching parents**

We endeavour to reach all parents through this policy. Additional strategies include

- Offering verbal translations of written documents where staff are able
- Giving as much advance notice as we can
- holding meetings at different times of day
- using text messages only for essential or emergency communications such as school closure
- personal phone calls or letters
- additional copies of reports or letters for parents who live separately (upon request)
- the school website and the MLE- these are updated at regular intervals throughout the year. Important letters and the newsletter will be available (from 2015)

## **Monitoring and evaluation**

The impact of this policy will be monitored and evaluated by the school leadership and the Governing Body through reviewing feedback, responses to parent surveys- general or specific, and examining any complaints from parents.

The outcomes of this will be considered in reviewing public documents, policy and procedure and in organising staff training as appropriate.

Review date 2018.