



**Weetwood Primary School**

**Parent/Carer Partnership Policy**

**Written: July 2005**

**Reviewed: May 2013**

**Next review: May 2016**

### **Introduction**

The school values the strong support and partnership it has with parents and carers and recognises the importance of working with them as children's primary educators, to enrich the education pupils receive. The importance of positive lines of communication between home and school is reflected in our Home/School Agreement, which is shared with parents and pupils when children begin Year 1. This agreement is a statement of common purpose for all our staff, pupils, parents and carers and outlines some of the ways in which we can work together. It also reflects the school's belief that parents/carers are an important part of the school's character, successes and achievements; without their support it would not be the school it is.

### **Our Aims are**

- To keep parents/carers informed about their child's education, welfare and progress, and about school aims, issues and events.
- To forge relationships with parents/carers which promote their child's learning and development.
- To help parents/carers support their child's learning outside school.
- To support parents/carers and facilitate their involvement in school life, for example through English as an Additional Language classes and other support groups or networks, interpretation, extended services and links with other organisations.
- To seek and act upon parents'/carers' views on relevant aspects of school life.
- To be welcoming to all parents/carers, to help them feel a valued part of the school community and to encourage them to contribute to school life in a variety of ways.

### **Communication and Information**

Information about events in school will be sent out regularly via the School Newsletter. Wherever possible this is emailed to parents and carers; not only is this more environmentally friendly as it decreases paper usage, but it also reduces photocopying. Where it is not possible to use email, most written correspondence is passed on to families through the home/school reading folder; it is important that the folder is checked on a daily basis. Last minute messages may be sent by text. Some school information is available in different languages - if you would like to receive this or would like help with any information sent home, please speak to Mrs Dosanjh, the school's English as an Additional Language co-ordinator, or ask at the office.

School policies and minutes of Governor and School Association meetings can also be found in files in the entrance hall, as can a range of other information.

Information sessions, such as Residential and Sex and Relationship Education briefing meetings, will be held as required.

### School website/Learning Platform

Weetwood's website and parent/carer section of the Learning Platform is a regularly updated source of information about the school. The school prospectus (which includes systems and procedures within school), the school profile (which outlines the school's recent progress, priorities and performance) and school policies, action plans, consultation documents and reports can all be found here. Links to sites relating to education and the curriculum, out of school services and pupil support can also be accessed from the school's Learning Platform.

### Curriculum News

Each term a curriculum newsletter is produced by each class teacher and sent or emailed home. It can also be found on the class area of the Learning Platform. The overview clearly identifies the focus of the work taking place with the class during the term, and identifies how parents can support their child's work at home. It may also include details about trips planned for the coming weeks. Staff are available to discuss this further with parents, if needed.

### Regular informal contact with parents

The school welcomes contact with parents/carers and staff are pleased to share information or concerns informally. Staff will inform parents of any concerns they have at the time they arise, any time during the school year, and parents are invited to let staff know of any aspect of the child's life that may be relevant for them in school.

Class teachers are available in the morning for a quick verbal message - in Foundation Stage parents are welcomed into the classroom at the beginning of each school day and in Key Stage 1 and Key Stage 2 parents can catch a member of staff when they say 'Goodbye' to their child in the line. Alternatively, written messages can be sent with the child, and comments about reading made in their Reading Record. Year 4, Year 5 and Year 6 pupils have planners in which messages can be written.

If a longer meeting is required, however, parents and teachers can arrange a mutually convenient time.

### Parents' Consultation Evenings

All parents/carers are invited to bi-yearly Parents' Evenings. The meetings give parents and staff the opportunity to talk through each child's progress and time to look at work completed by the child during the term. A 'Settling-in' meeting is held in September. This is an informal opportunity for parents and staff to introduce themselves to each other and find out how their child is settling. The children are welcome to accompany their parents and show them their classroom. Parents can make an appointment to see a teacher at a later date if they have any concerns they wish to discuss in greater depth. A second Parents' Evening is held in Feb / March to discuss children's progress and agree future

targets. Parents are allocated a 10 minute time slot; if more time is necessary, staff will be happy to arrange another meeting.

### **Annual Record of Achievement:**

Information about children's attainment, progress, achievement and future targets is provided in a written report which is sent home at the end of the year in July.

### **Individual Education Plans (IEP)**

Children on the Special Educational Needs Register have an updated IEP at least every term. Parents receive a copy and will be invited to discuss it with the class teacher. Each IEP offers practical advice to parents on how they can work with school staff to support their child in achieving targets.

### **Assembly**

Parents are warmly invited to our 'Superstars and Wizards' Celebration assembly every Friday afternoon at 2.40pm, to share in the successes of our children, and to other special assemblies from time to time.

### **Supporting Learning and Becoming Involved in School Life**

Weetwood hopes that every member of the school community feels welcomed, respected and valued at school and enjoys taking part in school life. We also aim to make sure that the school and its facilities can benefit and be used by everyone equally. There are many ways in which parents/carers and other community members can support their child's learning and development and contribute to the richness of the school, both in and out of school hours. Some examples are:

- Helping in school by:
  - going on a visit with a class or helping with an event at school
  - regularly working with small groups, pairs or individuals in the classroom, e.g. hearing children read and helping with practical activities such as baking and sewing
  - sharing skills, knowledge and talents, e.g. coming in to talk to the children about specialist topics, delivering workshops or helping with after school activities
  - sharing an aspect of their community or culture with others in school
  - assisting in an administrative role, e.g. labelling library books, helping with displays, organising books in the library etc
- helping school make links with local community groups and businesses to enhance the curriculum, or accessing expertise to support school development
- giving your views on a range of school issues, policies and practices to help shape school development and priorities
- becoming a governor. We welcome people from all backgrounds to ensure that Weetwood's Governing Body is truly representative of the school community and we offer support as required

- supporting the Weetwood School Association (PTA) and enjoying school events and activities. All parents, carers, guardians and school staff are automatically members of the WSA. WSA welcomes everyone, including governors and members of the local community, and aims to support the education of our children in a variety of ways. The Association organises interesting and fun events and activities, it raises funds for school and supports parents, carers, staff and children in practical ways. Parents/carers can volunteer to help with organising or helping out at events, running the Saturday football club, supporting new parents (eg: those with English as an additional language), selling second hand uniform, or offering a particular skill, resource or contact.

All parents who wish to help in school on a regular basis will be required to complete a pro-forma giving permission for a police check, as the law requires. This does not apply to WSA volunteering. In KS1 and KS2 we prefer parents not to volunteer regularly in the same class as their son or daughter. This is for reasons of confidentiality and to avoid distractions for the children. Please call in to the school office or complete the attached form if you would like to volunteer some of your time or help school in some other way. A member of staff will then contact you.

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Name:

E-mail address or telephone number/s:

Child/rens' name/s and class/es :

Way in which you would like to help or support school:

Days or times available if applicable:

Thank you!