

Springside Special School

Parent Partnership Policy



Policy agreed by Governing body on:	Spring 2015
Reviewed policy shared with staff on:	Spring 2015
Policy to be reviewed again on:	Spring 2016
Committee responsible for review:	Pupil and Curriculum

Introduction

Parents and carers are the most important influence in a child's life. As a school we realise the importance of listening and communicating with parents effectively to build the trust and understanding needed for pupils to achieve their best.

Rationale

- To engage parents / carers as fully as possible in the education of their child;
- To provide the child with a voice to enable them to share things that have happened at home and school in different settings;
- To provide an exchange of information and dialogue between home and school;
- To ensure consistency of levels of day-to-day contact as children move through the school.

Ways in which effective partnerships can support pupils:

Being a welcoming and friendly school for parents/carers

- Making sure all staff are able to respond to the needs of the visitors.
- Asking parents/carers whether they felt welcomed
- Making the school a safe and vibrant environment
- Providing clear signs around the school to help parents/carers/visitors.

Providing an enrichment programme for all pupils, involving parents where possible

- Providing regularly updated programmes of events to parents covering, e.g. trips, family learning opportunities within the school grounds, work experience, sports and arts activities.

Providing good induction for all groups of new parents

- Provide opportunities for all prospective parents to find out about the school

Provide opportunities for parents to discuss all transitional decisions

- To ensure information is produced and distributed appropriately, taking account of parental needs and views.

Providing high quality information to parents/carers

- Providing regular and up-to-date information service through the newsletter and school web site
- Providing parents with advance notice of all school events and dates, with updates as appropriate
- Actively involving parents/carers in the celebration of pupil success
- Promoting systems of active communication between home and school.

Ensuring that all relevant school policies are effective and easy to read and understand ensuring appropriate procedures are clear

- Regularly reviewing the Home-School Agreement to take account of parental views, and communicating it regularly and clearly
- Having up-to-date and accessible policies on:
 - Achievement (including Rewards & Sanctions)
 - Administration of Medicines
 - Anti-Bullying
 - Attendance
 - Child Protection
 - Complaints
 - Equal opportunities
 - Homework
- Involving parents in the annual review of policies.

Providing support resources to help parents make informed decisions about choices and transitions to other institutions

- Identifying the Early help Team (Deputy head, home school support worker and senior administrator) as the link to other agencies and resources
- Providing impartial guidance on transition and progression routes to parents and pupils.

Parent training

- The school seeks to ensure all groups of parents/carers connected with the school are aware of training and enrichment opportunities available in the school and in the community, by:
 - Delivering Family Learning courses
 - Informing parents about adult learning courses
 - Offering Positive Parenting programmes
 - Responding wherever possible to parental needs for training opportunities.

- Obtaining parental feedback
- The school will regularly seek parental views on a range of topics affecting pupils' education through questionnaires, surveys and verbal discussion. Feedback is valued, and responses will be seriously considered and actioned where appropriate and in pupils' best interests.

Overview: Forms of Home School Contact

Home-school contact takes a wide range of forms. All parents routinely receive information about end of term and end of year assessments and the progress their child had made. This document outlines the less formal day-to-day contact between home and school. Day-to-day contact may take the form of:

- Home school contact books
- Telephone calls
- Face to face contact
- Home visits
- Letters/newsletters
- School and class events
- Website

All of these forms of contact (and others) are valuable ways of developing relationships between school staff and parents / carers and exchanging information. A wide variety of these should be used to stay in touch with parents / carers. Below is further guidance on how mandatory forms of day-to-day contact should be used to ensure consistency of levels of day-to-day contact as children move through the school.

Home School Books (HSB)

Audience: Parents / carers; class staff teams; the children themselves; other people involved with the child, such as medical staff, therapists, administrative staff, Headteacher, Deputy etc.

Frequency: Books should be written in several times a week. This is regardless of how often parents might write back.

Format and content: All children should have a home school book. Parents/carers will be given an explanation of what this is to be used for upon the entry of their child to school to encourage them to communicate with school-based staff. At the beginning of term in every home school book it should contain:

A copy of the **Home School Agreement** - parents will be encouraged to read and sign this at the beginning of each academic year

It will also contain general and class-based information, in the appropriate places which should be added by the class team, including:

- **Term and Holiday Dates** - these will be provided at the start of the year
- **Important Dates** (such as Christmas concert and party, curriculum weeks, etc.) - these will need to be written in by the class team
- **Adults working with your child** - a list of all of the staff working in class (including those working part-time or at lunchtimes) should be included in each child's welcome pack within the first week of school. It is good practice to include photos of adults working with the class so parents are able to put a name to the face.
- **Timetable** - A copy of the timetable should be sent home for parents/carers to view and share with their child.
- **Reminders** - Classes can use this to remind parents about swimming days, equipment, etc.

Contact in the home school book may take the form of:

- Highlights of the day / positive
- Specific information regarding a child's feeding plan
- Requests and reminders comments, achievements, drinking, toileting
- summary of the day
- Medical information, concerns
- Advice, information, replies, curriculum accomplishments and minor accidents
- The home school book should be accessible to all people involved with the child so they may make comments, with teaching assistants writing under guidance from the class teacher.
- Confidential information should not be directly written into the home school book. It should be written on a separate sheet, put in a sealed envelope and put inside the home school book.
- If children have an accident during the day, parents/carers should be contacted by phone.