



# Miers Court Primary School

## Parent Partnership Policy

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<b>Policy Scope:</b>	<b>Miers Court Primary School</b>
<b>Responsibility:</b>	<b>Local Academy Board (LAB)</b>
<b>Date Adopted:</b>	<b>November 2020</b>
<b>Review Frequency:</b>	<b>Every 2 years</b>
<b>Review Date:</b>	<b>February 2024</b>

COVID-19 Addendum: During the Coronavirus pandemic, meetings will be virtual or by telephone, wherever possible

**Last updated:** February 2022

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## **Statement of intent**

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

We know that parents' interest and involvement in their child's learning is associated with securing positive outcomes and higher achievement for their child. We believe parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and 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.

### **1. 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 regular with parents through: -

- Promoting positive dialogue about learning
- Having an open-door policy for parents to visit the school
- Ensuring our reception arrangements are welcoming
- Ensuring all communication is user-friendly, useful and informative
- Publishing regular, informative whole-school newsletters
- Maintaining and developing our school website and social media accounts
- 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 school projects
- Become school 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 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 consultation meetings
- Providing guidance for parents to support their child through times of transition, eg between years and key stages
- Celebrating success
- Making sure all school policies are accessible and easy to understand.

We aim to establish the views and opinions of parents and act upon these through: -

- Establishing clear lines of communication between home and school

- Providing regular opportunities for parental consultation and informing parents of the results.

## **2. 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, eg by attending meetings
- Engaging with verbal communications so that they understand the information being communicated to them
- Logging onto the school website for detailed information about the school calendar, term dates, statutory test dates eg SATs, monitoring and assessments, 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.

## **3. Systems of communication**

The school will communicate with parents in the following ways: -

- Edmodo (for homework and home learning and transition details, unless in lockdown)
- Verbal communication
- Letters home
- Text messages
- Newsletters
- Leaflets
- The school website
- Parents' evenings
- Class assemblies
- Emails

- Training sessions
- School information boards

Parents will be given the opportunity to sign up to receive newsletters at the beginning of the academic year via email.

For general enquiries, parents should telephone the school office on 01634 388943.

For non-urgent enquiries, parents should email the school using [office@mcps.school](mailto:office@mcps.school).

Parents can also visit the school office regarding enquiries.

#### **4. Communicating with new parents and pupils**

Prospective parents can view the school prospectus on the school website.

Prospective parents are invited to a welcome meeting along with their child in the summer term before the new academic year, where they are welcomed to the school.

Parents of new pupils are invited to meet their child's teachers via a 'meet and greet' evening in the early autumn term to review their child's progress so far and address any concerns.

#### **5. Communicating pupil progress and information**

Parents are invited to attend two parents' evening per year and meet with their child's teachers to discuss progress.

Parents are provided with a written academic report at the end of each year outlining progress and attendance. Any concerns can be discussed with their child's class teacher.

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.

One-to-one 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 Head of School, class teacher, AEN Leader or any other relevant member of staff

to discuss areas of concern. Parents wishing to request these meetings should email the school office on [office@mcps.school](mailto:office@mcps.school).

Class teachers will be available to discuss pupils' progress and any concerns with parents at the end of each school day.

Pupils' educational achievements will be celebrated through letters home, assemblies, events and presentations throughout the academic year.

## **6. Communicating school information**

Parents can access the following information from the school website: -

- School prospectus
- Curriculum resources
- Term dates
- Special events
- Newsletters
- Emergency contact details
- School policies

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

Parents will be invited to partake in some volunteer work at school, for example, educational visits and events.

Class teachers will use pupils' contact books to communicate information, such as homework assignments. Parents are encouraged to use these to also communicate with their child's class teacher.

## **7. 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 assemblies, training sessions and opportunities to help parents with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.

All parents will be invited to attend these sessions and are provided with the opportunity to ask questions.

Parents are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.

Parents will be provided with support and resources to help them make informed choices about school transitions and will have the opportunity to discuss their child's transition with the class teacher.

**8. Parental feedback**

The school will consult with parents on various aspects of school life throughout the academic year.

Parents are encouraged to provide feedback to the school as and when they need to.

The school will arrange for regular consultations, such as group meetings, to seek parent feedback.

All parental feedback is valued and responses are considered.

**9. 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 have any questions concerning a key document, they are encouraged to speak to the Head of School or email [office@mcps.school](mailto:office@mcps.school).

**10. Monitoring and review**

This policy is reviewed annually by the Head of School and the LAB.

Any changes made to this policy will be communicated to parents.