



PensMeadowSchool

Living, Growing, Learning

JULY 2020

NEXT REVIEW DATE: JULY 2025

**This policy is approved by the
Leading Parent Partnership Award (LPPA)**



Staff Responsible: Family Outreach Team

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Statement of intent

At Pens Meadow, 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.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Aims

1.1. 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.

1.2. 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 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.

1.3. 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.

1.4. 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 consultation 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 and easy to understand.

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

- Establishing clear lines of communication between home and school, and recognising the importance of parental voice.
- Providing regular opportunities for parental consultation and informing parents of the results.

2. Roles and responsibilities

2.1. 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.

2.2. 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, exam details, 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 concerns they may have with the school.
- Engaging in opportunities to provide feedback.

3. Systems of communication

3.1. The school will communicate with parents in the following ways:

- Verbal communication
- Letters home
- Parent Mail
- Text messages
- Newsletters
- Leaflets
- The school website
- Parents' evenings
- Drop-in sessions
- School Assemblies
- Email
- Workshops
- Social media
- School information boards
- School diaries

3.2. For general enquiries, parents should ring the school office, which is open Monday-Friday between 8:00am and 4:00pm.

3.3. For non-urgent enquiries, parents should email the school using: info@pens-meadow.dudley.sch.uk.

3.4. Parents can also visit the school office regarding enquiries.

4. Communicating with new parents and pupils

4.1. Prospective parents can access our school prospectus on our website they are printable upon request from the school reception,

4.2. Parents are invited to an open evening in November and March following the entry to the school.

- 4.3. Prospective parents are invited to an induction along with their child in the term before the new academic year, where they are given an information pack which contains essential school information and welcomed into the school.
- 4.4. A member of Family Outreach will oversee their child's induction and will visit the child in their early years' setting and undertake a handover visit. They will also arrange a home visit accompanied by the School Nurse
- 4.5. Parents of new pupils are invited to meet their child's teachers via a 'meet and greet' stay and play event. They will have three contacts with their child's teacher before they start

5. Communicating pupil progress and information

- 5.1. Parents are invited to attend two parents' evenings per year. Parents will meet with their child's teachers and discuss progress.
- 5.2. Parents are provided with academic regular updates about their child and an annual reports outlining their child's progress and attendance. Any concerns can be discussed with their child's teacher.
- 5.3. Parents will be invited to an Annual EHCP meeting each year and any other meeting to discuss their child's progress where the teacher deems it necessary.
- 5.4. One-to-one meetings can be scheduled by parents with the head teacher, class teacher, TLR or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should request via the school office
- 5.5. Parents wishing to speak to Family Outreach can do so by ringing school on 01384 818945

Sally Cartwright - 07773959823

Sue Wale - 07966995631

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

- 5.6. Pupil progress will be celebrated on the school's social media channels and the school website, where consent has been provided to do so. We also hold an end of year celebratory event
- 5.7. Parents are encouraged to follow and engage with the school's social media channels:

Facebook

Instagram

Parents engaging with the school's social media channels are expected to adhere to the school's policy on social media.

- 5.8. Pupils' educational achievements will be celebrated through letters home, assemblies, events and presentations throughout the academic year. Parents will be invited to attend all of these events.

Curriculum information will be provided to parents each **term**

6. Communicating school information

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

- The school prospectus
- Curriculum resources
- Term dates
- Copies of letters to parents, where appropriate
- Information about lessons/additional study
- Special events
- Newsletters, leaflets and updates
- Emergency contact details
- School policies

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

Parents will be invited to partake in some volunteer work at school, for example, educational visits (if they have a valid DBS check) and events.

Class teachers will use pupils' school diaries to communicate information, Parents are encouraged to use these diaries to also communicate with their child's class teacher.

The school prospectus is available to all parents throughout the academic year, and contains the following information:

- School Profile
- Welcome from the Head Teacher
- What We Do
- Family Outreach
- Home School Association
- Parent Views
- Values
- Code of Conduct
- Admissions Procedure
- School uniform

- The School Day
- Attending and Absence
- Raising Concerns and Resolving Complaints
- Other Information

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.

- 7.1. The school runs various workshops and coffee mornings and opportunities to help parents with issues they and their child may face, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.
- 7.2. All parents will be invited to attend these sessions and are provided with the opportunity to ask questions.
- 7.3. The school also provides various forms of written communication, such as leaflets and guidance, to further support parents.
- 7.4. 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.
- 7.5. 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

- 8.1. The school will consult with parents on various aspects of school life throughout the academic year.
- 8.2. Questionnaires will be accessible from through Parent Mail
- 8.3. Parents are encouraged to provide feedback to the school as and when they need to. Feedback can be delivered to info@pens-meadow.dudley.sch.uk or meetings can be arranged.
- 8.4. The school will arrange for regular consultations, such as group meetings, to seek parent feedback.
- 8.5. All parental feedback is valued and responses are considered.

9. Key documents

- 9.1. The school publishes key documents and policies on the school website. Parents can download these documents.
- 9.2. The school aims to create documents that are accessible to parents and easy to understand.
- 9.3. If parents wish to see hard copies of policies, they can be requested from the school office.
- 9.4. Parents can access any school policy; however, specific documents that parents may wish to access include the following:
 - Child Protection and Safeguarding Policy
 - Health and Safety Policy
 - E-Safety Policy
 - Parent Code of Conduct
 - Social Media Code of Conduct for Parents

(Any other relevant policies)
- 9.5. If parents have any questions concerning a key document, they are encouraged to speak to the school office

10. Monitoring and review

- 10.1. This policy is reviewed annually by the Headteacher and the governing board.
- 10.2. Any changes made to this policy will be communicated to parents.
- 10.3. **The scheduled review date for this policy is July 2025.**