

Parent Partnership and Communication Policy

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CANONBURY PRIMARY SCHOOL

**Parent Partnership and Communication Policy
February 2016**

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Our Vision and Values

Our Vision:

We believe that learning is at its most powerful when everyone respects one another as part of our community.

Children, staff and parents will work together to create a safe and supportive environment where every child can thrive in their work and play.

We will aim high, striving for every child to achieve more than they thought possible.

Our curriculum will nurture curious minds, stretch the imagination and provide opportunities for every child to discover their particular talents.

Every day our children will grow in confidence as we celebrate success and support each other to reach new heights.

At Canonbury, children will be happy in themselves and enjoy firm friendships.

Our Values:

- We respect each other for who we are and show this in our actions and words
- We work hard and look for enjoyment in everything that we do
- We are eager to embrace new experiences
- We relish a challenge and see mistakes as essential to learning
- We ask questions and create imaginative answers
- We bounce back when things don't go the way we hoped
- We support each other to succeed and celebrate the achievements of all

Our children will leave Canonbury as confident, resourceful and respectful individuals who are ready to lead a successful life at Secondary school and in the wider world.

1. Principles of Parent Partnership

We recognize that parents and carers are the primary influence on their children's lives.

We believe that children enjoy school and learn well when parents and teachers work in partnership.

We will encourage parents to be involved in children's learning and provide opportunities for them to do so.

We will keep parents informed about their children's learning, school life and events

We will explain changes that we make to enhance the learning and school experience of our children

We seek to ensure that all families feel welcome and valued.

As a community, we acknowledge that everyone acts with the best intentions for our children and will work together in a positive and respectful way in order to achieve them.

Aim of the policy

The aim of this policy is to support the school and parents in working together to provide an excellent and enjoyable education for all children at Canonbury.

Related documents:

Home School Agreement; Equality Statement and Plan

2. Starting School at Canonbury

School Tours

School tours are held regularly throughout the year for parents who are considering Nursery and Reception places or who are moving from another school at any other stage.

Parents are shown around the school and a senior leader provides an overview of the school and answers questions.

Early Years Foundation Stage (EYFS)

- **Nursery and Reception Stay and Plays: June-July**

Parents are invited to come to school to meet the team and experience the learning environment after school. The EYFS team shares important information about starting school at Canonbury and handouts are also provided.

- **Home Visits**

The EYFS team make home visits in July and September for families joining Nursery and Reception. The purpose of the visit is to build a picture of the child – likes, dislikes, personal information - so that teachers can prepare for their arrival and personalize provision during their first days at school.

- **Key Person**

In EYFS, each child has a 'key person' within the team who pays special attention to them and is the key contact for the parent. In Reception this would be the class teacher.

- **Stay and Learn**

There are periodic opportunities for parents to join in with learning at the start of the day and discover how children play and learn in the early years.

- **Coffee Morning**

In the Autumn Term a coffee morning takes place so that new parents can meet each other and the school can share key information.

3. Partners in School Life

School Events

Throughout the year, parents are invited to attend events that celebrate success and achievement of the children:

- Termly Class Assemblies from Year 1-6
- Music Concerts in school and at concert halls
- Performances such as EYFS, Year 1 and 2 Nativity plays and the Year 6 Performance
- Sports Day and other sports events
- International Food Evening, Easter Parade

Parent Teacher Association (PTA)

The PTA has established a series of social and fundraising events that involve parents. Every parent and carer is automatically a member of the PTA and their involvement welcome. Every class has a 'class rep' who communicates with parents.

PTA Events:

- Weekly Cake Sales
- Firework Night
- Christmas Fair
- Summer Fair
- Annual Staff Breakfast

Canonbury Foundation

This is a charitable organization that raises funds for the school to enrich the learning of the children. It is run by a board made up of parents who consider proposals from the school leadership. The Foundation holds the annual Canonbury Picnic that is open to all parents.

Governing Body

The Governing Body provides support and challenge to the Leadership Team, making a substantial contribution to the strategic direction of the school. There are a number of elected Parent Governor posts that are advertised in the community when vacancies arise after a fixed term.

Newsletter

A regular Newsletter is circulated to parents in hard copy and by email and is posted on the website. It contains news from classes, information, requests, reminders and a calendar of upcoming events.

Website

The school website provides extensive information about the school including: Vision and Values; Staffing; Admissions; Whole School and Class News; Curriculum; Policies; Statutory information; Calendar. It also facilitates online payments for after school clubs and play centre.

Home School Agreement

It is a statutory requirement for schools to have a Home School Agreement. Our Home School Agreement sets out the responsibilities of the school, parents and children in ensuring a positive experience at Canonbury. We ask all parents to sign this agreement when their child joins the school. The agreement covers expectations and responsibilities for attendance, learning and behaviour.

4. Partners in Learning

Year Group Curriculum Meetings

At the beginning of the Autumn Term, each year group holds a curriculum meeting for parents where they share class routines and information about what the children will be learning about.

Curriculum Letters

At the beginning of term, parents receive a letter informing them about what the children will be learning across the curriculum.

Home Learning

Children receive weekly homework with instructions from the teacher.

Every child takes a book home to read and has a **Reading Record Book** where parents are asked to comment on their reading. The Class Teacher writes a weekly comment or response.

Parent Meetings

1. Presentations by the school

Purpose: to share new initiatives, policies or information that parents need to know in order to support their children. This will involve a presentation by relevant staff members and a question and answer session.

Timing: Periodic, according to need

2. Parent and Child Workshops/Open Mornings

Purpose: to provide opportunities for parents to see how their children learn, work with them and gain an insight on how they could support them at home.

Timing: one per term

Parent Consultation

The school will consult parents on relevant initiatives and policies, where parent engagement is essential to success, for example on Homework, Healthy Eating/ Packed Lunches.

Format: Questionnaires, Surveys, Curriculum Meetings, Coffee mornings where appropriate

Annual Parent Survey

An annual questionnaire will be circulated in order to gather parent views on key aspects of school provision. This will usually happen at a Parent's Evening.

Parents' Evenings

Parents' evenings are held twice a year, in the Autumn and Spring terms. Parents have the opportunity to look at their child's work and have a structured conversation with the teacher that covers

- the child's achievement in the context of age expectation according to the National Curriculum-what they can do now.
- targets for the following term – what they need to do next to make further progress
- attendance and punctuality to date

School Reports

Parents receive an annual report on the achievement of their child throughout the curriculum in the summer term. Children at an appropriate age write a comment about their learning and there is provision for parents to write a comment should they wish to do so. Parents also have an opportunity to discuss the report with the class teacher at the Open Evening that takes place in July.

Results of the Year 1 Phonics Check, Year 2 Statutory Teacher Assessments and Year 6 SATs tests are circulated with the children's reports.

Volunteering in school

There are often opportunities to volunteer in school.

Parent volunteers can make a difference to a child's progress in Reading if they are able to commit to a regular slot over time. Parents who wish to volunteer can contact our Deputy Head for Inclusion to discuss the possibility of doing so. Relevant skills and a DBS Certificate are required.

Day to Day Communication

In order to establish the partnership outlined in the principles of this policy, it is essential that there is effective communication between home and school.

We aim to achieve this with a system that recognizes the demands on the time of parents and staff while emphasizing that working together towards positive outcomes for our children is the priority.

We believe that communication about individual children is most constructive when parents and staff meet to discuss matters.

Class Teacher

The class Teacher is the 'key person' for your child and will be able to resolve most day to day queries and issues in a fast and effective way.

'Quick words'

Teachers are available for a 'quick word' in the playground at the beginning of the day- for example if a parent needs to let them know some information for the day ahead. We ask parents to understand that the teacher has a responsibility to take the children into class promptly so a longer conversation would need to take place via an appointment at another time (see below).

If your child has a 'soft start' to the day and goes straight up to class rather than lining up in the playground, parents can leave a message with the school office or by emailing admin@canonbury.islington.sch.uk.

A member of the Senior Leadership team is in the playground every day before school to talk to parents and join teachers in resolving queries.

Meeting with the Class Teacher

If a longer conversation is needed parents can make an appointment for a telephone conversation or meeting with the teacher.

Parents can do this by contacting the Admin Team:

- emailing admin@canonbury.islington.sch.uk
- telephoning the office on 0207 226 5020

The Admin Team will liaise with the teacher and parent to secure a convenient time.

Meeting with a School Leader

If a parent would like to make an appointment for a telephone conversation or meeting with a member of the Senior Leadership Team, this can be done by contacting the Admin Team:

- emailing admin@canonbury.islington.sch.uk
- telephoning the office on 0207 226 5020

The Admin Team will liaise with the relevant school leader and parent to secure a convenient time.

Meeting with Special Educational Needs and Inclusion Leader

Our Deputy Head for Inclusion can be contacted by

- emailing admin@canonbury.islington.sch.uk
- telephoning the office on 0207 226 5020

Meeting the Headteacher

An appointment with the Headteacher can be arranged as above.

Should the issue be of a sensitive nature whereby a parent would like to contact the Headteacher directly, this can be done by emailing:

head@canonbury.islington.sch.uk

The Headteacher will respond in order to arrange a meeting.

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Appendix:

Communication Systems at Canonbury

We use range of communication methods, selecting the most effective one for the situation.

Meetings:

We have meetings in order to

- resolve queries and concerns about individual children that are best resolved through a constructive conversation.

Telephone:

We use the telephone to

- arrange an appointment
- contact parents about sickness or an accident involving their child
- inform parents about a behavior incident
- give parents positive news about their child's day as part of a personalized home-school plan
- resolve queries and issues about individual children through a constructive conversation, where demands on parents or staff prevent a meeting taking place soon enough to resolve the matter effectively

Email:

We use email to

- share information with all parents, relevant groups or individuals
- send electronic copies of information sent in hard copy
- arrange an appointment

Text Messages:

We use text messages to

- send follow-up reminders to all parents, relevant groups or individuals
- contact parents in an emergency
- short notice changes to the timing of events, cancellations

Letters

We send letters to

- respond to written enquiries or concerns
- share the record or actions of a meeting where appropriate to reach mutual understanding, agreement and a positive outcome
- Request parent permission for school trips and invite parents to events at school (copies of these letters are kept in the school office for reference)

All group emails and parent letters are reviewed by a member of the Senior Leadership Team before sending to ensure that they meet the principles of this policy.