

POLICY

Policy number	PS22
Policy name	Communicating with Parents and Carers
Issue Date	1 st September 2016
Reviewed on	November 2017
Review date	June 2019
Owner	Senior Leadership Team

1. Aims

- To ensure that parents/carers and families feel valued and are actively involved in their child's education
- To ensure that parents/carers and their families can actively contribute to the life of the school
- To ensure that parents/carers and their families are well informed regarding the attainment and achievement of their child

2. General Information from the school

We will provide parents/carers with;

- The school prospectus on entry to the school and when updated
- Information via our website @ www.portfieldschool.org.uk
- Information on Ofsted inspections or other external quality assurance processes

On a year basis at the end of the summer term we will provide parents/carers with;

- Information regarding events planned for the next academic year, including celebration days, special events and when the school is closed for holidays or whole school training
- Dates of parents groups and coffee mornings planned for the next academic year
- A school news letter

3. Information specific to the student

For parents and carers when requested by them;

- The child's class timetable for the year and up date them if thing changes
- A list of the staff and students in the class
- A copy of the schools dinner menu
- Agree with parents/carers the curriculum and personal targets for their child and provide an update on their progress each term and providing 3 progress review reports which includes the End of Year report.
- Invite parents in for a parents welcome meeting at the beginning of the academic year, allowing for an opportunity to see the class and meet the team
- Copies of 'Musts for learning' (green), 'removing barriers' (amber) or 'Risk managements' (red) plans for their comments and approval, to then be updated at each annual review of the Statement of SEN or EHC plan
- A report for the review of the Statement of Special educational Needs or EHC plan
- If an incident of concern has occurred information in writing or a phone call on that day
- Completion of home – school communication book on a daily basis if parents request this (to be established in the welcome meeting at the start of the academic year or start date).
- If required the completion of daily monitoring forms such as epilepsy, diet, behaviour or mood charts
- Homework and any advice or guidance you may need to complete this
- Examples of work complete by your child or details of any special achievement including the use of photographs

4. We will ask parents and carers to;

- On enrolment to the school, prior to their child's first day in school complete the school permissions and information pack.
- Update us to any changes to address or contact details
- Inform us on the day, by phone if your child is absent from school
- Help your child complete their homework and if you have concerns or questions about this talk to us
- Contribute to target setting for your child either by attending parent's evenings, holding a parents' evening over the phone or making comments on the target the class teacher send you
- Read your child's home – school communication book every day (if one in place)
- Send in your child's home – school communication book every day (if one in place)

Please note the home – school communication book is confidential and bus escorts will not be informed to read them

- If you have comments add them to the home – or contact the school via email, telephone or in person.
- Check your child’s bag for letters/information from the class teacher or school and respond if required
- Share any exciting news or achievements, including any photos if appropriate, so we can discuss it in class or assembly
- Complete pre review paperwork and send back to the school or bring to the meeting
- Make comment on progress and attainment of your child
- complete Parent View @ <https://parentview.ofsted.gov.uk/>
- Complete a questionnaire provided by the school once a year, at the start of the summer term, to support us with are self evaluation and improvement planning

5. Further information

- Any concerns or complaints received from parents/carers will aim to be resolved efficiently and sensitively following the school’s complaints procedure. More information on this procedure is contained in the School Brochure or can be obtained from the school office
- The names of parent governors are listed in the School Brochure and on the school’s website. They can be contacted via the school office or by email
- A list of school policies and each policy is available on request. Please contact the admin department. A number of policies are available on the school website
- In the event of a school closure we will endeavor to contact you before 8am. We operate Parent line which allows you to check if the school is closed in the event of snow fall.