



# Cheam Fields Primary School

## Parent Partnership Policy

Date Agreed: Spring 2016

Date of Review: Spring 2019

### 1 Introduction

At Cheam Fields we recognise the importance of ensuring we have a strong partnership with parents and value parental involvement in the life of the school. Throughout this policy the term 'parent' is used to refer to parents, guardians and carers. We believe that education is a collaborative enterprise involving, amongst others, parents, staff and children.

Parents need to be able to provide the educational and emotional support that children need if they are to succeed. As a school we are, therefore, committed to establishing and maintaining an effective and purposeful working relationship between the school and home.

### 2 The school aims to:

- a. Make our school a resource within the community
- b. Improve communication in both directions: listening as well as talking
- c. Develop a one-to-one relationship with parents
- d. Help parents to understand more about what their child does at school
- e. Involve parents more often in decision making
- f. Develop and encourage social events and enrichment activities
- g. Continue to celebrate success: telling parents more often about the great things their children do at school
- h. Support parents to develop their own skills
- i. Take advantage of the skills and experience that parents have to offer
- j. Have a clear complaints procedure in place and treat complaints positively

### 3 Meeting these objectives

a. To make our school a resource within the community we will:

- Encourage an atmosphere which is respectful and positive towards parents, children and everyone in school.
- Maintain an 'open door' approach for parents to contact and visit the school.
- Work with parents in promoting positive behaviour at home and at school.
- Seek to provide a range of opportunities throughout the year to invite families into school e.g. parent/child workshops, reading mornings, assemblies and whole school celebrations.

b. To improve communication in both directions: listening as well as talking we will:

- Hold termly meetings with the Parent's Forum
- Provide as much information as possible in timely, specific, targeted and accessible ways so that parents feel confident and knowledgeable about what is happening in school.
- Use a variety of methods of communication:
  - Written communication – school prospectus, home-school agreement, weekly newsletter, key policies in an accessible format, year group curriculum letters/leaflets, information letters, 'Just to let you know..' notes etc.
  - Informal and formal meetings – parents' evenings, home visits, assemblies, school notice-boards, telephone calls.
  - Use of technology – Plasma screens at the main entrance, 'Group Call' text messages, email and the school website will also be used as appropriate.
- Have a bank of standard letters available in a variety of languages to support parents with English as an Additional Language.
- Send out an annual 'Parent Satisfaction Questionnaire as well as providing regular opportunities for parents to feedback through response forms at and the Parent Forum. We will inform parents of the outcome of these.
- Be available to parents who request an appointment.
- Return phone calls as soon as possible.
- Invite parents in the Foundation Stage to complete 'Parent Voice' sheets and share their Child's 'Wow!' moments. These will be put into their child's Learning Journey.

c. To develop a one-to-one relationship with parents we will:

- Hold parent consultation meetings with teachers of each class twice a year.
- Send an annual written report home.
- Make the teachers/teaching assistants available to speak to face-to-face as frequently as possible.
- Provide forms for parent's to give feedback.
- Invite parents to meet teachers through events such as the 'walkabout' and 'Meet the Teacher' meetings.
- Have members of the Senior Management Team available in the Playground and by the Yellow Brick Road every morning.

d. To help parents to understand more about what their child does at school we will:

- Ensure there is a good induction into school as well as transitions between Year Groups, providing parents with written information, for example, the 'Welcome to Year ...' leaflet
- Hold annual workshops where parents can learn about, and are encouraged to discuss, how to support their child.
- Enable parents to feedback on the effectiveness of training or request additional training events to greater meet their needs.
- Encourage parents to recognise the importance of the support they give their child at home.
- Support parents of children transitioning to Secondary School by holding meetings and giving written advice.

- e. To involve parents more often in decision making we will:
- Provide feedback opportunities at every event held.
  - Seek parental opinion through surveys – via letters home and through the ‘Parent Partnership’ notice board.
  - Utilise the ‘Parent Representatives’ and members of the ‘Parent Forum’ to listen to parents’ voice
- f. To develop and encourage social events and enrichment activities we will:
- Liaise with the PTFA to hold events such as the Macmillan Coffee Morning and Cinema Night
  - Support annual events such as the Christmas and Summer Fairs
  - Continue to hold Celebration Events such as the Royal Wedding Celebration and the Jubilee Parade and Picnic.
- g. To celebrate success: telling parents more often about the great things their children do at school, we will:
- Hold weekly Star of the Week/Achievers’ assemblies. These children will then have their names published in the newsletter as well as having certificates/badges/awards being sent home and displayed in school.
  - Use the ‘Just to let you know’ notes to give informal feedback about a child’s success.
  - Write notes in children’s Reading Records/Homework diaries as appropriate.
- h. To support parents to develop their own skills we will:
- Hold skills workshops for parents to receive training to improve their own skills, e.g. math’s and phonics training sessions.
  - Provide copies of our Calculations Policy.
- i. To take advantage of the skills and experience that parents have to offer we will:
- Frequently audit parent skills/ talents
  - Encourage parents to volunteer to support the school, for example, reading in class, help on school trips and to become involved in school projects (all subject to the school’s child protection procedures).
  - Encourage parents to join the PTFA, attending meetings and supporting the group’s fundraising activities.
  - Encourage parents to become parent governors.
- j. To treat complaints positively we will:
- Follow the Sutton Local Education Authority complaints procedure.
  - Respond to complaints as quickly as possible.

**4** The Parent Partnership Coordinator will:

- seek to provide a range of activities and workshops to promote parental involvement in children’s learning, and also life long learning for both children and adults e.g. sports/fun/craft activities at Cinema nights, family learning events such as curriculum workshops

- seek to provide parenting and family support e.g. ensuring information about holiday activities, child care, local community events, parenting courses, e-safety is readily available and written in accessible language
- support colleagues in tracking and monitoring attendance to ensure all groups are able to participate in the life of the school
- co-ordinate the 'Parent Forum', holding termly meetings to listen to the 'parent voice'

## **5**     Monitoring and review

This policy is monitored by the governing body and will be reviewed every three years, or before if necessary.

\*\* NB: Cheam Fields have been awarded the LPPA award for their recognition of their dedication towards parent partnership.