



# Coopersale Hall School

## Partnership with Parents Policy – Main School

### Introduction

We greatly value the support of parents and carers and view the education process as a partnership between parents and teachers.

Children's learning is improved when we work in partnership with their parents or carers, and their wider family. We therefore believe in close co-operation with all families, and in regular consultation between the home and the School.

### Aims

Our Aims through parental involvement are:

- To enhance the learning experiences of all pupils.
- To encourage parents and carers to be involved in the children's learning.
- To provide a partnership between home and school, seeking to ensure that families feel welcome and valued.

### Involvement in the Life of the School

- School is open to parents and carers at all reasonable times.
- Families are invited to regular events, activities and celebrations that are organised by the School or the Coopersale Hall Parents Association. These occasions provide an opportunity to celebrate success and a viewing public for a lot of the pupils' work e.g. plays, concerts, sports events/ teams, dance and gym displays.
- Regular newsletters are sent home, and each family receives a copy of the school prospectus on applying/joining the School.
- Parents can view much of this written information on the school website.

### Involvement in Children's Learning

- Parents and carers can talk with teachers before and after school on an informal basis to give brief messages on most days.
- Parents may make appointments to see a teacher or the Headmaster through the School Office if they have something that they would like to discuss. This can be set up as soon as required in most instances. (Class teachers record conversations on Encounter forms – available in the staffroom. A copy is then signed by the Headmaster, Deputy Head or Key Stage Coordinator.)
- Teachers may ask parents to see them if they have concerns about a child's progress or behaviour (recorded on Encounter forms).

- Class Booklets are sent home at the beginning of the Autumn Term or the end of the previous Summer Term. These explain use of homework diaries, procedure when the child is absent, outline of the curriculum etc.
- There are opportunities for parents to have a formal discussion with their child(ren)'s teacher twice a year for all age groups. Teachers value these opportunities to celebrate successes, review learning targets and listen to parental views.
- Reports are written twice a year on each child's academic and personal development and are made available in the Autumn and Summer terms. An acknowledgement slip is attached. The Autumn term report contains core subjects only.
- Policy documents, schemes of work and National Curriculum guidance are readily available for parents and carers to view on request and important policies and the complaints procedure are posted on the website.
- Homework schedules can be found in the front of a child's homework book. We value parental support regarding the completion of these tasks.
- Reading diaries are sent home to parents, who are asked to record which pages their child has read.
- Parents and carers are invited to a 'Display of Work' evening held during the Summer Term.

#### **Types of help at school**

- Parents and carers offer valued support when they respond to invitations to accompany school groups on educational visits, including, in some instances, assisting with transport arrangements (school teams).
- We value the work of the Coopersale Hall Parents Association (FoCHS). This body of parents and school staff work voluntarily to raise money for the School by organising events such as the School Fayre and quiz nights. The money they raise finances educational visits and equipment for the school.
- The school encourages parents and children to be involved in charity events.

#### **Organisational Arrangements**

- It is necessary to organise a personal background check with the DBS on any person who will be working with children in school, prior to that person's involvement.
- Those parents involved in transporting children in private vehicles will have to check their own insurance arrangements.
- All helpers/ visitors are asked to sign in and out of school when visiting, for security reasons.
- All helpers accompanying children on an educational visit are informed of the purpose and details of the visit before commencement, by the Group Leader.
- All helpers are asked to inform the School, in advance if possible, should they be unable to assist the teacher/ children at a prearranged time/day.

- All helpers are reminded of the confidential nature of their assistance with the children.

### **Consultation**

- The School will make every effort to consult parents and carers, both formally and informally, about their views on school life, children's learning and new initiatives.
- Parents or carers of a child with a disability are asked to keep the School fully informed about any relevant issues, so that the School can make all reasonable efforts to meet the requirements of that child.
- Teachers (including the Headmaster) can be approached informally before and after school, and will always take careful account of any information forwarded to them.
- Periodically the School will seek parental views more formally, through a questionnaire on a particular theme.
- After an ISI inspection parents and carers will receive a copy of the report findings.

### **Dealing with Problems**

- Staff are advised that occasionally problems arise during meetings between teachers and parents; it is important to remember that parents may be anxious about their children and so sometimes come across in a critical fashion. It is important to remember that we are the professionals and as such we will always be prepared to listen to what parents say and then to give advice based on our professional experience.
- If a situation develops in which the meeting is not going well, it is advisable to suggest that the parent should see a senior member of staff, and terminate the meeting.

### **Monitoring and Review**

- The Headmaster and Deputy Head will monitor the implementation of this policy.