



## CROMER ROAD PRIMARY SCHOOL

# Working with Parents & Carers Policy

Date of Ratification by the Governing Body:

March 2014

Frequency of Review:

3 years

Updated:

January 2017

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## Ethos

Cromer Road School is committed to working together with parents and carers in an atmosphere of mutual understanding, trust, support and openness to ensure that children learn and achieve. We want the children to achieve high standards and to enjoy their work and play, developing the skills, knowledge and attitudes which will enable them to learn and to succeed throughout their lives. We encourage parents and carers to participate in school life and we provide information and guidance that facilitates their involvement, promoting the link between home and school learning.

We welcome and value all our children, irrespective of ability, religion, belief, race, gender, gender reassignment or cultural heritage, encouraging them to fulfil their potential academically, socially and physically. We recognise that certain groups and individuals may be discriminated against and we are therefore strongly committed to positive action to remove and counter discrimination in all aspects of the home/school partnership:

- use of clear and unambiguous language in all written communications
- timing meetings to encourage and enable parents and carers to attend
- ensuring social events arranged by the PTA are inclusive to all groups of parents and carers
- ensuring accessibility for all
- labelling and writing notices in community languages
- provision of translation services for one-to-one meetings as necessary

### We aim to:

- develop a shared understanding of our school aims, values, policies and practices
- encourage parents'/carers' participation in their children's learning at school and at home
- create a relationship based on shared responsibility and mutual respect

We will do this by:-

#### Informing parents/carers

- about the curriculum
- about their children's learning
- about the day-to-day organisation of the school

#### Encouraging participation

- in the classroom and in curriculum activities
- in special events
- through the PTA
- in making suggestions about the life of the school

#### Responding to concerns

- acknowledging any concerns raised by parents/carers swiftly
- meeting with parents/carers if there is any concern (expressed by parent/carer or teacher) about the child's progress or well-being in school
- making the complaints procedure clear to parents/carers

## ROLES AND RESPONSIBILITIES

### The Governing Body

To enforce, maintain and review the policy

To delegate the day-to-day management of the policy to the Headteacher

### The Headteacher

To develop and maintain good relationships and communications with parents and carers

To arrange meetings at appropriate times to enable as full attendance as possible

To ensure that all staff implement the policy

To monitor and evaluate the effectiveness of the policy and report to the Governing Body

### Staff

To participate in school events and promote partnership with parents and carers

To offer support to parents and carers who may request it

To support the school's 'open-door' policy

To support curriculum events where appropriate

To uphold the ethos and British Values promoted by the school

### Parents

To support their child's learning through completion of home learning tasks and attending parent consultation evenings

To raise any concerns appropriately with the school

To be courteous towards staff, children, other parents and governors and up-hold the ethos and British Values promoted by the school

To inform the school if their child will be travelling to or from school alone and complete the 'Lone Walker' form

## INFORMING PARENTS AND CARERS

*On request, all information will be sent to separated parents who have legal parental rights or to those who may be overseas. Parents/carers are asked to inform the Headteacher of appropriate details so that information may be posted. The School may request proof of parental responsibility.*

Information about the School will be provided to parents/carers through:

- the school website at [www.cromerroad.com](http://www.cromerroad.com) including all policy documents
- the school prospectus, on viewing the school or being offered a place
- annual 'Meet the Teacher' meetings
- Autumn and Spring parent/carer consultation meetings
- half-termly class curriculum letters
- information/curriculum evenings
- monthly Parent Voice meetings with the Headteacher
- weekly Newsletter emailed to parents
- governing body minutes available on request from the school office
- regular text messages and class specific communications
- SEN Information Report on the school website together with the Barnet's Local Offer for Special Educational Needs
- a home visit before their child first enters the Foundation Class

### Parents/carers will be informed about their children's learning through:

- Foundation Stage, KS1 and KS2 parent/carer consultations in Autumn and Spring terms
- annual written reports detailing progress, attainment and next steps for learning
- results of statutory testing (FS profile, KS1/KS2 SATs, Phonics Screening Check)
- informal discussion with the class teacher at the end of the day
- reading-record books
- achievement awards
- Annual Reviews for children with EHC plans
- meetings to discuss action plans, provision maps, assessments, targets and impact of interventions for children with Special Educational Needs
- positive home-school liaison books for individual pupils who require specific support

### Encouraging Participation:

- welcoming parent volunteers to support in school and on trips (parents/carers who regularly support children are required to have a DBS check)
- seeking community views through annual questionnaires
- welcoming parent/carer class representatives to attend Parent Voice meetings and liaise with class parents
- inviting parents to weekly class assemblies
- welcoming parents at special events in school, such as concerts, productions, curriculum events, international day
- inviting members of the community to share stories in their mother tongue or information about their culture or job role
- approaching members of the community to share their areas of expertise with the children
- supporting the school PTA
- encouraging parents/carers to join the governing body

### Responding to Concerns:

We will always listen to concerns and will do our best to answer queries or investigate incidents as thoroughly as possible.

- parent/carers are encouraged to speak to teachers as soon as possible if they have a specific concern about their child
- teachers will speak to parent/carers immediately if they have any concerns about a child.
- parent/carers may make an appointment to speak to the Headteacher if they cannot resolve the problem with the Class Teacher
- if the parent/carer feels that a problem has not been resolved by either the Class Teacher or Headteacher, they should follow our published complaints policy

This policy is a working document, reflecting current practice. It will be amended as necessary since we are committed to developing effective relationships with parents and carers.