

# Aston Tower Primary School

## Parent Partnership Policy

At Aston Tower we endeavor to develop a supportive and respectful relationship with all our parents. At our school the children are at the heart of everything we do. We value the contribution parents can provide to the children's learning and with a strong partnership the children's learning at school continues in the home. Throughout this policy the term 'parent' is used to refer to parents, guardians, carers and any other family members involved in a child's direct care, education and development.

### Our aim:

1.1. This policy has been developed with an aim to:

- Help parents support their child's learning.
- Support pupils to achieve the highest standards through close partnerships between home and school.
- To communicate clearly with parents to keep them well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
- Ensure parents are fully involved in school life and the school community.
- Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns.
- Ensure arrangements are in place for parents to provide their feedback.
- Support parents both inside and outside of school by providing useful information.
- Create an inclusive environment that welcomes all parents.

1.2. We aim to be a welcoming school that communicates regularly with parents through:

- Promoting positive dialogue about learning.
- Having an open-door policy for parents to visit the school.
- Ensuring our Reception arrangements are welcoming.
- Ensuring all communication is user-friendly, useful and informative.
- Publishing regular informative whole-school newsletters.
- Maintaining and developing our school website and social media accounts.
- Ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.

1.3. We aim to help parents enhance their own learning and to be actively involved in school life by encouraging parents to:

- Volunteer to support in school.
- Attend workshops and courses.
- Attend school performances, events and celebrations.
- Become involved in school projects.
- Become school trustees.
- Celebrate diversity throughout the school.

1.4. We aim to actively involve parents in the education, progress and wellbeing of their children through:

- Ensuring safeguarding procedures are robust.
- Providing practical strategies to support learning at home.
- Supporting new parents to the school with an induction programme.
- Supporting parents to promote their child's attendance and punctuality.
- Offering information regarding the curriculum.
- Informing parents of their child's learning and progress through reports and consultation meetings.
- Providing guidance for parents to support their child through times of transition, e.g. between years and key stages.
- Celebrating success.
- Making sure all school policies are accessible and easy to understand.

1.5. We aim to establish the views and opinions of parents and act upon these through:

- Establishing clear lines of communication between home and school, and recognising the importance of parental voice.
- Providing regular opportunities for parental consultation and informing parents of the outcomes.

## 2. Roles and responsibilities

2.1. The school is responsible for:

- Establishing effective means of communication with parents.
- Communicating the curriculum clearly to parents.
- Informing parents of all school events within appropriate timelines.
- Regularly keeping parents informed of their child's progress and helping parents to support their child's learning.
- Providing opportunities for parents to communicate with the school regularly to provide their feedback.
- Listening to the views and concerns of parents.

2.2. Parents are responsible for:

- Following the parental code of conduct.
- Reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings.
- Ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information.
- Informing the school if their child is unwell and explaining the reason.
- Raising any concerns they may have with the school.
- Engaging in opportunities to provide feedback.

## 3. Systems of communication

3.1. The school will communicate with parents in the following ways:

- Verbal communication
- Letters home
- Text messages
- Newsletters
- Leaflets
- The school website
- Parents' evenings
- Open classroom sessions
- Class assemblies
- Email
- Training sessions
- Social media
- School information boards

3.2. Parents will be given the opportunity to sign up to receive newsletters at the beginning of the academic year via email.

3.3. Any parent wishing to receive newsletters part way through the academic year can do so by emailing: [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk) or by visiting the school office

3.4. Any parent wishing to withdraw their consent to receiving newsletters can do so by emailing: [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk) or by visiting the school office.

3.5. For general enquiries, parents should ring the school office, which is open Monday-Friday between 8.00am and 4:00pm.

3.6. For non-urgent enquiries, parents should email the school using: [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk) or by visiting the school office.

3.7. Parents can also visit the school office regarding enquiries

#### 4. Communicating with new parents and pupils

4.1. Prospective parents are given a school prospectus upon request or from the school reception.

4.2. Prospective parents are invited to a meeting via email or telephone call.

4.3. Prospective parents are invited to an induction along with their child in the Summer term before the new academic year, where they are given an information pack which contains essential school information and welcomed into the school.

#### 5. Communicating pupil progress and information

5.1. Parents are invited to attend two parents' evenings per year. Parents will meet with their child's teachers and discuss progress.

5.2. Parents are provided with three written academic reports half-way through each term outlining their child's progress and attendance. Any concerns can be discussed with their child's teacher.

5.3. Parents will be invited to meetings to discuss their child's progress where the teacher deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about attendance.

5.4. One-to-one meetings will be scheduled half termly or sooner if necessary for parents to discuss and review any educational plans in place to support their child, such as EHC plans.

5.5. One-to-one meetings can be scheduled by parents with the headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should email [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk) or visit the school office.

5.6. Parents wishing to speak with a pastoral member of staff can do so by contacting the following:

Name	Job role	Contact details
<u>Suki Rai-Moore</u>	<u>SENCO</u>	<a href="mailto:enquiry@astontower.bham.sch.uk">enquiry@astontower.bham.sch.uk</a> For the attention of Mrs Rai-Moore

5.6.1. Class teachers will be available to discuss pupils' progress and any concerns with parents before the start and end of each school day.

5.7. Parents engaging with the school's social media channels are expected to adhere to the school's Social Media Code of Conduct for Parents.

5.8. Pupils' educational achievements will be celebrated through letters home, assemblies, events and presentations throughout the academic year. Parents will be invited to attend all of these events.

5.8.1. Curriculum information will be provided to parents each term by subject leaders.

#### 6. Communicating school information

6.1. Parents can access the following information from the school website:

- Curriculum resources
- Term dates
- Copies of letters to parents, where appropriate
- Information about lessons/additional study
- Special events
- Newsletters, leaflets and updates

- Emergency contact details
- School policies

6.1.1. Parents will be kept informed of any important school information, such as key dates and events, via newsletters, emails, text messages and a letter.

6.1.2. Parents will be invited to partake in some volunteer work at school, for example, educational visits (if they have a valid DBS check) and events.

## 7. Providing support

7.1.1. The school aims to support parents in every way possible to help them with the educational development and wellbeing of their child.

7.2. The school runs various assemblies, training sessions, coffee mornings and opportunities to help parents with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.

7.3. All parents will be invited to attend these sessions and are provided with the opportunity to ask questions.

7.4. The school also provides various forms of written communication, such as leaflets and guidance, to further support parents.

7.5. Parents are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.

7.6. Parents will be provided with support and resources to help them make informed choices about school transitions and will have the opportunity to discuss their child's transition with the class teacher.

## 8. Parental feedback

8.1. The school will consult with parents on various aspects of school life throughout the academic year.

8.2. Parents are encouraged to provide feedback to the school as and when they need to. Feedback can be delivered to [enquiry@astontower.bham.sch.uk](mailto:enquiry@astontower.bham.sch.uk), or meetings can be arranged.

8.3. The school will arrange for regular consultations, such as group meetings, to seek parent feedback.

8.4. All parental feedback is valued and responses are considered.

## 9. Key documents

9.1. The school publishes key documents and policies on the school website. Parents can download these documents.

9.2. The school aims to create documents that are accessible to parents and easy to understand.

9.3. If parents wish to see hard copies of policies, they can be requested from the school office.

## 10. Monitoring and review

10.1. This policy is reviewed annually by the headteacher and the trust board.

10.2. Any changes made to this policy will be communicated to parents.

To be reviewed in 2023.