

EASTERSIDE ACADEMY

Gathering Parental Views 2015 - 2017



| How school collects feedback | How it is collated / Who by? | Where the information goes |
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| Annual Parent Questionnaire – parents are asked to complete before picking up their child’s report in the Summer Term. | % collated next to the questions and answers. Head Teacher | Parents – Website / APP Governors – FGB SLT - SIP Staff – PD day (Sept) Care Team SEF The HT and/or Care Team follow up any specific individual feedback where a response / action is needed. A record is kept of this as well as any changes to provision and practice as a result of the feedback. |
| Parent View – encouraged through HT letters at points through the year. | Online | Anyone can access the results online https://parentview.ofsted.gov.uk/ |
| Nursery Provision Questionnaire – given in the Autumn Term once children have been in the setting for half a term. | % collated next to questions and answers. Early Years Leader | Parents – Website / APP Early Years Team – SIP Head Teacher / SLT SEF The Early Years Leader follows up any specific individual feedback where a response / action is needed. A record is kept of this as well as any changes to provision and practice as a result of the feedback. |
| Reception Transition Meeting Evaluation – given at the end of each of the two transition meetings. | % collated next to questions and answers. Evaluation comments recorded. Head Teacher | SLT Used to ensure that we are providing parents/carers with all the information they need regarding their child moving into full time school. |
| Reception Transition Questionnaire – given in the Autumn Term once new starters have been in school a few weeks. | % collated next to questions and answers. Early Years Leader | Parents – Website / APP Early Years Team – SIP Head Teacher / SLT SEF The Early Years Leader follows up any specific individual feedback where a response / action is needed. A record is kept of this as well as any changes to provision and practice as a result of the feedback. |
| Open Morning Questionnaires – these are given out after each open morning. Each team has two each year. | % collated next to questions and answers with evaluation comments recorded. Head Teacher | Parents – Website / APP – some of the comments made by parents are shared in ‘news’ on the website/APP in order to promote the event. Governors – Head Teacher’s Report |

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| Communication Questionnaire – given out bi-annually. Last done 2016. | % collated next to questions and answers with evaluation comments recorded. Head Teacher | Parents – Website / APP SLT - SIP Governors - FGB |
| Parent Workshops / Courses - Completed at the end or at the start and end to show impact. | % collated next to questions and answers with evaluation comments recorded. Head Teacher / Parent Engage Team | Parents – Website / APP LPPA Governors – Head Teacher's Report Parent Engage Team – evaluating impact / planning / targeting. |
| Policy Changes Consultation / Evaluation – recent ones have been 'Homework', 'Stay and Play' and the new approach to 'Consultation Time' and Learning Conversations. | % collated next to questions and answers with evaluation comments recorded. | Parents – Website / APP Governors – FGB SLT – SIP Staff / Possible Working Party |
| Care Team / Head Teacher – always seek parental view following any issue / problem brought to the Care Team or HT to ensure parents are satisfied with what has been done. Depending on the nature of the issue the Care team will also follow this up at a date in the future. | Recorded Views / Action - CPOMS Head Teacher / Care Team | CPOMS Head Teacher |
| School Events – e.g. performances / art gallery opening etc parents are often asked to put their thoughts / views on a post-it. | Post-it comments are collated on a document Person responsible for the event / Head Teacher | Shared with the pupils Website / APP Can inform SIP |
| Visitors Book – main entrance. Sign displayed asking any visitor to the school to record their thoughts in. | Recorded in Folder SBM | SLT |
| Consultation Time / Learning Conversations – parents are invited in each term to take part in a learning conversation with their child and their class teacher. Parental views are sought and recorded. | Recorded in Pupil's Learning Conversation File Class Teacher | Teaching Assistants Pupil Progress Meetings Head Teacher – if needed Planning Meetings |
| Parents of SEND Pupils – parent views are sought through SEN registration / termly IEP and SEN Support Plan Reviews / annual Statement and EHCP reviews / EP meetings etc. | Recorded in Pupil's individual file within the main office Class Teacher SENCO | SENCO Teaching Assistants Pupil Progress Meetings Planning Meetings LA SEN Team Other outside agencies |

Most Parent / Carer feedback is kept in a 'Feedback' folder in the Head Teacher's office.