

## **HOME-SCHOOL POLICY**

### **AIMS**

Good partnerships promote good education. It is essential for home and school to be working together for the education of the child to be effective and successful.

Our aim is for the children to work in a happy friendly atmosphere, where they feel secure and relaxed and can take on the challenges of learning and developing. We involve parents and carers throughout their child's school life. Parents and carers are encouraged to become part of the school community. We aim to work together with parents to promote life long education and development.

We aim to enable parents and carers to recognise the importance of home school partnership.

### **STARTING SCHOOL**

Before a child starts at St. Nicholas School they and their parents and carers will have visited and where possible the Foundation Key Stage Manager will have made a home visit also. There is questionnaire for families to complete which gives the school much useful information relating to the child - their likes and dislikes, the ways in which they communicate, the skills they have and are learning and so forth. Where appropriate liaison with the Mary Sheridan Centre will have taken place and arrangements made so that therapy programmes can continue. Help and advice can also be provided with the formal statementing procedure to ensure that the educational needs of the child will be met.

Basic information and medical consent forms need to be completed as the child starts school.

### **HOME SCHOOL AGREEMENT**

When a student starts at St Nicholas School parents/carers and pupils will be asked to read and sign up to the Home School Agreement. This will also be signed by the Headteacher. These ensures that the school, parents/carers are working in partnership to achieve the best outcomes for the pupils.

### **REPORTING TO PARENTS**

By each Summer Term parents will have received a detailed report on their child's progress over the year and this is used in the Annual Review Meeting for the Statement of Special Educational Needs. This report also provides the statutory details regarding National Curriculum assessment.

Reports from therapists will be attached where appropriate. Therapists do not normally attend all Annual Review Meetings, but may attend at the request of parents or teachers.

### **PARENTS IN SCHOOL**

Parents and carers are always welcome in school. It helps us with the running of a busy school if prior arrangements can made but we know that this is not always possible. It is always possible to telephone the school and make contact in that way as well as through the Home-School Book.

There is a Parents evening in the Autumn Term and the Spring Term and they operate on an appointment system so that a detailed discussion can take place between the family and the teacher.

Parents who are able to help out in school are welcome to make arrangements with their child's teacher.

### **FRIENDS OF ST NICHOLAS SCHOOL**

There is a well-established PTA organisation, which meets regularly and arranges fund raising events; a summer and winter fair and seasonal discos and raffles. In the past it has raised the money to purchase a mini-bus and Christmas presents for all the pupils. Parents are encouraged to be actively involved both in committee roles and in the fundraising events.

### **HOME SUPPORT WORKER**

The school has a member of staff whose role is to support parents in their relationship with the school. The home-school support worker can help with queries about the school, education, services, benefits and can also organise workshops for parents.

## **SILVER STAR ROOM**

There is a room in the school available for meetings, which also has information for parents and carers such as:

- The Home-School Book
- The Home-school book is seen as a very important means of communicating between teacher and parent about day-to-day issues as well as broader ones. It provides information to support the communication work with the child, which is a central aim of the school.

## **SCHOOL**

The school sends home via the Home- school book a large number of letters each term. Parents are encouraged to check their child's Home-school Book each day for important messages and letters.

## **CURRICULUM**

Within the Home-school book there will be details of the child's timetable and the themes for their work for that half-term. It is the policy of the school to provide as much information as possible about the child's education.

## **IEP**

Within the Home-school book will be details of the I.E.P. for the child and therefore opportunities to celebrate the successes and provide the means for a dialogue about their Record of Achievement.

## **NEWSLETTERS**

Each term there will be at least one newsletter providing details of what each part of the school has been involved in so that parents can build up a picture of what happens throughout the school.

## **WEBSITE**

The school has a Web site ([www.st-nicholas.kent.sch.uk](http://www.st-nicholas.kent.sch.uk)), which provides information and news about the school.

## **ATTENDANCE**

Parents are expected to inform the school when their child is not coming to school - often a message with the transport escort provides us with the information we need. The school will ring to check an absence if no message is received.

There is a form to complete if parents wish to take their child away on a holiday or visit during school time.

## **HOME VISITS**

Often a home visit by the teacher (and the therapist) can be a productive way of continuing the dialogue between home and school for families who have difficulties making the journey to school. This can be arranged and may be offered as appropriate.

## **WORKSHOPS**

In order to help parents and carers understand the curriculum of the school regular workshops are organised with a particular focus so that awareness is raised concerning that aspect of their child's learning and also so that parents are able to play an active role in their child's education by questioning and contributing to the on-going dialogue about an appropriate and relevant curriculum.

## **DISCIPLINE**

The school has a behaviour policy that covers all areas related to discipline which parents are welcome to look at. As a school we place a high value on good behaviour, respect for each other and a caring attitude toward all. We set high expectations with regard to behaviour both towards each other and to the environment we share. For behaviour to be socially acceptable and appropriate it is essential that both home and school are working towards the same goals in a similar way. This level of consistency and concern ensures that the child can benefit from the best life opportunities that are available to them.

## **HOMEWORK**

The continuation of programmes for the development of communication, independence skills (eg toileting, feeding or the use of leisure time) and positive behaviour management from school to home and home to school is essential if the child is to make progress. We see this as the homework that the pupils have and it is therefore individualized according to the priorities for that child. Home and school can work closely together in developing literacy and numeracy skills by generalizing and developing skills learnt in one environment to another. Reading books and book bags (for the younger children) that go home with the children will support this. There also may be other curriculum tasks that the teacher can devise a homework project for that will support

the child's learning for example a prompt sheet for recording what the child has done at a weekend or a worksheet that brings information the child can use into school. Homework of this sort needs to be negotiated between home and school so that the teacher's strategy is supported and the amount given is appropriate and can be supported at home. Some of the older pupils who are following externally moderated courses may need also to complete some tasks at home in order to ensure the full course is covered in the time available. Again these tasks will be carefully worked out and prepared and parents will be supported in helping their child to complete them.

**MONITORING AND REVIEW**

This policy will be monitored every three years by the Head teacher to keep up to date with any adjustments to statutory legislation or curriculum and any changes will go via the Governing Body when necessary.

**EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT**

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

**LINKS TO OTHER POLICIES:**

Safeguarding Behaviour PARRC Curriculum Policies Health and Safety
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DANIEL LEWIS REVIEWED TERM 3 2014
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