

Parent Partnership Policy 2019-20

Last updated: March 2020



Nurture ~ Believe ~ Discover ~ Achieve

OUR CHRISTIAN VISION

Our vision for Woodstock CE Primary School reflects a passionate commitment to learning and recognition of the uniqueness of individual learners. Guided by our Christian values, it is driven by our desire to offer the best possible education for our pupils in partnership with parents, the Church and the local community.

Woodstock CE Primary School will be a centre for learning where adults and children:

- ✓ **Nurture** and prioritise wellbeing and development.
- ✓ **Believe** in themselves and in each other.
- ✓ **Discover** their own strengths and become successful lifelong learners.
- ✓ **Achieve** more than they ever thought possible.

OUR CHRISTIAN ETHOS

Recognising our historic foundation, we will preserve and develop our religious character in accordance with the principles of the Church of England and in partnership with the Churches at parish and diocesan level.

Woodstock CE Primary School strives to be an inclusive community where children grow, learn and achieve together. Within a nurturing, supportive and safe environment, mental health and wellbeing is at the heart of everything we do and recognised as the responsibility of all. Children's natural curiosity is fostered through a creative curriculum that excites and challenges and enables them to be successful learners. Supported by a culture of equality and aspiration we aim to remove disadvantage so that every child can thrive.

We are committed to providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience we offer to all our pupils.

"For I know the plans I have for you", declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." Jeremiah 29, v11

Parent Partnership Policy

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Parent Partnership Policy



Statement of Intent

At Woodstock CE Primary School, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our pupils.

We know that parents' interest and involvement in their child's learning is associated with securing a positive experience and outcomes that reflect their child reaching their full potential. We believe parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and children. Strong partnerships with parents are pivotal to our school life, and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

For the purpose of this Policy, 'parent' refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

This Policy provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure they are fully involved in every aspect of the school community.

Aims

This policy has been developed with an aim to:

- Help parents support their child's learning and be involved in the life of the school.
- Support pupils to achieve the highest standards through close partnerships between home and school.
- Develop a clear communication strategy to keep parents 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.
- To inform, clarify and communicate information about the school's curriculum and children's work.
- Operate an open-door policy where parents can engage in regular communication with staff members, share up to date information 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.

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

- 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 weekly informative whole-school newsletters.

- Maintaining and developing our school website and ParentMail.
- Ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.

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 governors.
- Celebrate diversity throughout the school.

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.
- Providing 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, for example between years and key stages.
- Recognising, valuing and celebrating successes both in school and beyond.
- Making sure all school policies are accessible and easy to understand.

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 results.

Roles and Responsibilities

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.

Parents are responsible for:

- Reading the key communications circulated by the school and responding to/acting on these, for example by attending meetings.
- Engaging with verbal communications so that they understand the information being communicated to them.
- Logging on to the school website for detailed information about the school calendar, term dates, national testing details, monitoring and assessments, school achievements and other useful downloads.
- Ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information.
- Raising any concerns, they may have with the school.
- Engaging in opportunities to provide feedback.

Systems of Communication

The school will communicate with parents in the following ways:

- Verbally for any individual communications
- ParentMail, email, letter, newsletters for whole class/school communications
- Home-school Links Books
- Website
- Workshops and training
- Induction and Transition Meetings
- Parents' Evenings
- Assemblies

As a response to COVID-19 and school closures, during normal school hours, teachers will be available via Google Classroom to discuss any aspect of children's learning.

Specific additional contact is made by class teachers with vulnerable children as well as a weekly phone call made to parents by a member of the Senior Leadership Team.

Parents will be given the opportunity to sign up to receive newsletters at the beginning of the academic year via email to the school office at office.3145@woodstock.oxon.sch.uk

Any parent wishing to receive newsletters part way through the academic year can do so by emailing: office.3145@woodstock.oxon.sch.uk

Any parent wishing to withdraw their consent to receiving newsletters can do so by emailing: office.3145@woodstock.oxon.sch.uk

For general enquiries, parents should ring the school office on 01993 8122-09 which is open Monday-Friday between 8:15 am and 5:00 pm.

For non-urgent enquiries, parents should email the school using: office.3145@woodstock.oxon.sch.uk

Parents can also visit the school office regarding enquiries.

Parents can login to the school website at the beginning of the academic year using the link <https://www.woodstock.oxon.sch.uk/>

Communicating with New Parents and Pupils

To find out about Woodstock Primary, we encourage prospective parents to come and visit, to see the school in action and meet staff and children. A call to the school office on 01993 812209 is all that is needed to arrange this.

New parents are directed to the school's website to gain an insight into the work and life of Woodstock Primary.

Prospective parents are invited to a welcome meeting via email in the Autumn preceding the year of entry to the school.

Prospective parents are invited to an Induction Evening 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. New pupils are invited to a series of induction sessions during the Summer Term.

Parents of new pupils are invited to meet their child's teacher at a Parents' Evening held early in the Autumn Term to review his/her progress so far and address any concerns.

Communicating Pupil Progress and Information

Parents are invited to attend three Parents' Evenings per year – one at the end of each term. Parents will meet with their child's teachers and discuss progress.

Parents are provided with three written academic reports toward the end of each term outlining their child's progress and attendance, and targets for working on at home. Any concerns can be discussed with their child's teacher.

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.

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

A member of the school's Leadership Team is appointed as a Champion for each child for whom the school received Pupil Premium funding. Parents will be invited to attend a meeting each term with their child's Champion and class teacher to discuss any needs, interventions or barriers to learning and how home and school can work together to address these.

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 a meeting should talk to a member of the office team, phone the school office on 01993 812209 or email office.3145@woodstock.oxon.sch.uk

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

Pupil achievements will be celebrated on the school website, where consent has been provided to do so.

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

Curriculum Maps and information will be available to parents each term on the school website.

Communicating School Information

Parents can access the following information from the school website:

- Curriculum design and resources
- Term dates
- Copies of letters to parents, where appropriate
- Special events
- Newsletters, leaflets and updates
- Emergency contact details
- School policies
- Support for mental health and wellbeing
- Events gallery
- SEND & Inclusion and Safeguarding
- Inspection Reports
- Performance Information
- Parent & Pupil Consultation Summaries of Findings
- Parent Workshops
- After-school Clubs
- PTA
- Behaviour
- School Meals
- School Uniform

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

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, listening to children read, supporting Forest School sessions.

Class teachers will use pupils' Home School Links Books to communicate information; Parents are encouraged to use these books to also communicate with their child's class teacher.

Homework Books offer support and parent tips for children's homework assignments.

Providing Support

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

The school runs various assemblies, training sessions, workshops 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. All parents will be invited to attend these sessions and are provided with the opportunity to ask questions.

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

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. All contact details are available on the school website.

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.

Parental Feedback

The school will consult with parents on various aspects of school life throughout the academic year, for example when reviewing generic policies including Homework, Relationships & Sex Education, Anti-bullying.

Questionnaires will be sent home as paper copies or accessible from the school website.

Parents will be told via the Woodstock Weekly when summaries of the key finding of any consultation is available on the school website.

Parents are encouraged to provide feedback to the school as and when they need to. Feedback can be delivered to office.3145@woodstock.oxon.sch.uk or meetings can be arranged.

The school will arrange for regular consultations to seek parent feedback. All parental feedback is valued, and responses are considered.

Key Documents

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

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

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

Parents can access any school policy, however, specific documents that parents may wish to access include the following:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Online-Safety Policy
- Acceptable User Policy (Internet, Mobile Phones, Social Media)
- SEND
- Behaviour
- Supporting Pupils with Medical Needs
- Mental Health and Wellbeing

If parents have any questions concerning a key document, they are encouraged to speak to the Headteacher or email sbm@woodstock.oxon.sch.uk

Monitoring and Review

This policy is reviewed annually by the Headteacher and the Chair Governors.

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

The scheduled review date for this policy is September 2020.

Reviewed: September 2019

Updated: March 2020 in response to Coronavirus: Covid-19

Next Review: September 2020

APPENDIX: March 2020 in response to Coronavirus: Covid-19

From 20 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

At this unprecedented time, we want to do all we can to support parents and pupils. We will have already been in touch with parents to establish who are key workers and if they would like their child to continue to access school from Monday 23 March. Also, our Headteacher will have phoned the parents of children who we consider vulnerable and would benefit from continuing to come into school every day.

The school will be open during normal school hours (8.30 am – 3.10 pm), Monday to Friday for these group of children. The school office can be contacted during these hours. In the event of an emergency, parents are asked to email either office@woodstock.oxon.sch.uk or sbs@wppdstpck.oxon.sch.uk – messages will be forwarded as appropriate. In the event of a safeguarding or child protection issue please refer to the Safeguarding page on the school website where all contact numbers are available.

During the school closure, children from Reception to Year 6 will be able to access daily lessons planned by teachers on their class Google Classroom. On 20 March all children were given logins details for their virtual classroom and for those attending school that day, had the opportunity to access their learning space. Parents of any child not engaging on Google Classrooms were contacted within w/c 23 March to ensure they were able to gain access and understood how to interact with the software. Class teachers can be messaged via their virtual classroom to discuss any aspects of learning or in the event of any difficulties. Any feedback, as always, is very welcome. This is a new way of learning for us all, and we appreciate will take time to embed. At this time, it will be important for children to have a structure to their day, to establish new routines and to continue to develop their positive attitudes to learning.

Throughout the Coronavirus the school will keep all parents, staff, governors and regular volunteers updated with latest developments. Letters will be sent directly via ParentMail and will then be posted on the school website.

In addition to contact from class teachers, members of the Senior Leadership Team will make weekly contact with families of children who have an EHC Plan, who are eligible for Pupil Premium Finding and who are deemed vulnerable. If any concerns arise these will be discussed with Social Care or LCSS.

The school's weekly newsletter will continue to be available on the website along with newsletters for Nursery, Reception and KS1.

Please get in touch with the school if we can help.