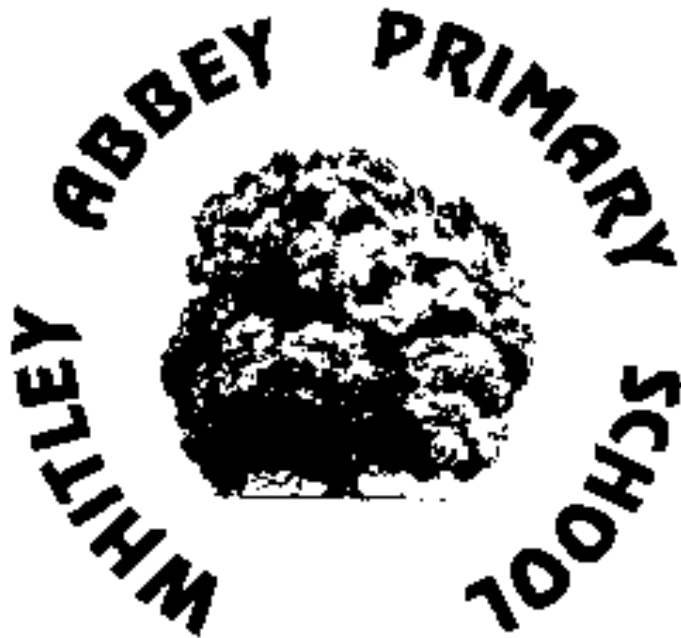


**Parental Involvement Policy**



**Whitley Abbey Primary School  
Parental Involvement Policy**

**Reviewed January 2018  
Next Review January 2022**

## Parental Involvement Policy

The school acknowledges that parents play an important part in their children's education. Children do better and achieve more when parents and school work closely together. Whitley Abbey Primary School values 'Parental Involvement' as an effective way of enhancing school achievements and promoting better ethos and communication.

*'Schools need the support of Parents to be truly ambitious and excellent'*  
(Peter Peacock, ex Minister for Education and Young People)

This policy therefore, highlights ways in which parents and staff in Whitley Abbey Primary, through working together can support the children of the school. It expresses a commitment from the staff of the school and an expectation of support from all parents who have children at the school.

In particular:

We are committed to realising the potential of all children, young people, communities and staff by:

- putting people at the heart of all we do
- nurturing an ethos of achievement
- striving for sustainable improvement
- working co-operatively

In Particular:

To build good relationships with parents and the wider community

### **The Schools Commitment**

The school undertakes do to its best for all children in the school and to communicate and work as closely, as is possible, with parents in order to provide the best education appropriate to children's individual needs. The ways in which the school will seek to fulfil this commitment are noted within this policy. Its current priorities are contained in the School Improvement Plan.

### **Expectations of Parents**

It is hoped that parents will want to support the school and work in partnership with the school to provide the best possible education and care for all the children. This will include supporting children to complete homework and read regularly at home.

### **Representative Bodies**

There are many occasions and opportunities for parents to speak to and work with the school (see below). There is however, one formally constituted group that represent the interests of parents:

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### **Parent Teacher Association**

The PTA consists of parents who have a child currently in school. It has a Chairperson, Vice Chairperson, a secretary and a Treasurer. It meets regularly.

#### **Its aims are to:**

- To support school staff and education authority staff in their work to ensure that education in the school is directed to the development of the personality, talents and mental and physical abilities of all children enrolled in the school to their fullest potential.
- To promote partnership between school staff and the PTA of Whitley Abbey – collectively and individually
- To promote links between the school and its wider community
  
- To report periodically on its activities to the staff and governors through Governor attendance at PTA meetings and the Head teacher Report to the Governing Body
- Assist at school functions including parents' evenings
- Fund raises for major school projects

### **Home –School Communication**

At the heart of a successful home-school relationship is good communication. Below are some of the ways in which the school will try to keep parents fully informed.

#### **School Brochure**

This is given to every parent when their child starts at Whitley Abbey Primary School. Copies are available to other parents on request. It contains a lot of information about the school. It also contains amplification on many of the issues mentioned in this policy.

#### **Parent Voice**

School welcomes the views, suggestions and ideas of parents. Parents have a variety of opportunities to voice their views and suggestions. There is a parents' suggestion box in the school's main entrance. This is reviewed regularly by the school governors. School regularly requests feedback from parents on a variety of issues through questionnaires and surveys. Feedback from these and the actions taken as a result of parents' views is communicated through the school newsletter produced every fortnight. Parents' views are posted on the school website where there is also a twitter account for parents to tweet their views and ideas.

#### **Parents' Evenings and Annual Report**

There are three of these per school year. They provide the opportunity for parents to talk directly to teachers and to look at their child's work. The end of year parent's evening is an open afternoon, following children's annual report being received by parents.

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## Information Evenings

The school believes in providing additional opportunities for parents and teachers to come together to discuss educational matters. These evenings are advertised on an individual basis.

## Case Conferences

Sometimes it is necessary to arrange a meeting of specialist staff, from both in and outside the school, to discuss the difficulties a particular pupil is facing. Parents will always be invited to such meetings.

## Individual Meetings

There are occasions when the school needs to speak to a parent or the parent needs to speak to the school. The appropriate member of staff will always try to arrange such meetings at a time convenient to the parent.

## Telephone Calls

The school will frequently use the telephone to inform a parent quickly of any important matter that has arisen concerning their child.

## E-mails

The school has an email address and recognises the importance of this method of communication. The school will respond to email enquiries as promptly as possible.

## School Website

Please find out more about us and what is going on in school at [www.whitleyabbeyprimary.co.uk](http://www.whitleyabbeyprimary.co.uk) On the official Whitley Abbey Primary School facebook page and through our Twitter account:Whitley Abbey Pri @whitleyprimary

## Letters

Where an issue is less urgent or needs to be a matter of record, the school will communicate with parents by letter.

### First Aid

If a child requires first aid for a minor injury e.g. a grazed knee or a bump, a first aid note will be sent home with the child at the end of the day, so that parents and carers are aware.

For any more serious injuries or injuries which require more explanation the parent or carer will be spoken to, either on the phone or at the end of the day.

If a child requires immediate professional medical help, school will ring parents or carers and request them to come to school immediately.

For bumps or injuries to the genital area, older children will be asked first to check themselves then if necessary parents will be contacted. For younger children parents will be rang and requested to come into school to check the genital area for

## **Parental Involvement Policy**

injury, failing this permission will be sought for two members of staff to check the area to ensure safeguarding procedures are followed.

### **Support for Parents**

Our Family Room is a place in school where parents can find information about a range of issues related to children and school. Mrs Holland our Parent Support Advisor is on hand to discuss issues with parents.

### **Discipline Matters**

The school has a Behaviour Policy to which all pupils and staff adhere. In brief the policy outlines rewards given for positive behaviour and sanctions for inappropriate behaviour or for breaking agreed class/school rules. The sanctions are based on a warning system. A copy of the policy is available from the school office and is available to read on the school website.

### **Temporary Exclusions**

Very occasionally when a child has committed a very serious offence, or continually commits minor offences it may be necessary to temporarily exclude the child from school. A child will never be sent home in the course of the day without the parents first being contacted. After a child has been excluded, the parent will be invited to a reintegration meeting at the school to take place before the child returns to school to ensure a good working relationship and shared outcomes.

### **Newsletters**

A Parents' Newsletter will be issued regularly – usually fortnightly. This is put onto the school website.

### **Illness of Pupils**

Unwell pupils are looked after by our staff with First Aid qualifications. Children will never be sent home without parents first being contacted. If a child has to be taken to the Health Centre or the hospital parents will be informed as quickly as possible, so that they can take the child.

### **Bad Weather Arrangements**

Occasionally inclement weather, usually snow, makes it necessary to close the school early. This is usually done in conjunction with other local primary schools. Local radio is informed and is very reliable in broadcasting news. The information is also available on the Local Authority website and the school website including twitter. No child is sent home without the school first establishing where they are going.

### **School Trips**

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At the beginning of every academic year, parents will be asked to give general approval for their child to participate in school trips. When such trips involve anything more than the briefest of local excursions during school time, parents will always be provided with details of departure and return times, the mode of transport and who is in charge.

### Support for Parents and Pupils

The school is always pleased to speak with parents about their children. In most cases the support will be provided by the child's class teacher or the Deputy Head Teacher or the Head Teacher. However, the school works closely with a number of other agencies, e.g.

- Child And Adolescent Mental Health Services
- Targeted Mental Health In Schools
- Learning And Behaviour Support Services
- Educational Psychology Service,
- Social Care
- School Nurse,
- Speech and Language Therapist,
- The Police via our Community Liaison Officer,
- Children and Families First Worker.

### Workshops

We run regular workshops on a number of subjects each year. These are published in the newsletter, on the parents' noticeboard and on the website

### How Parents Can Assist in School

The school welcomes and values the contribution parents can make in school. There are many ways parents can help the school provide a better service to its pupils;

- Keep the school informed about changes in a child's circumstances  
*Because it is important that the school has accurate addresses, telephone numbers, medical conditions etc in order that the child can be looked after properly while in school.*
- Come to parents' evenings  
*Because it is good to talk and it shows the child that the parent sees education as important.*
- Read the school newsletter  
*This is the school's main way of informing parents of school and education related matters.*
- Support school uniform  
*The wearing of school uniform much enhances the ethos of any school.*
- Support the school's promoting positive behaviour procedures and our Code of Conduct.  
*Good behaviour underpins good learning and children will understand this better if parents and teachers support each other and adopt the same firm but fair approach.*
- Support the Whitley Abbey PTA  
*In attending meetings parents will have the opportunity to be more involved in the everyday life of the school.*

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vii. Volunteer to be a helper in school. You would be subject to DBS clearance. Parents do not work in their own child's class.

### **Adult Learning**

Our Vision Statement says that everyone including our parents is encouraged to learn and this is demonstrated by the commitment we have to developing the range of adult learning classes on offer. Our Learning Mentor is the link person who works with The Family Learning Service. The courses are designed to support parents in helping their children with their homework and also to develop their own numeracy and literacy skills. Details of courses are signposted in the school newsletter.