

Etonbury Middle School

COMMUNICATING WITH PARENTS/GUARDIANS POLICY

The education of a child is a shared task involving parents/guardians, teachers and pupils.

We believe that a close relationship with parents is vital to ensure each child's maximum personal development. We welcome parental contact and encourage mutual support between home and school. Experience proves that working together greatly benefits children.

Through our Partnership with Parents programme, we encourage parents to participate in our regular consultation surveys and try to provide full, clear and open information about all aspects of school life and each child's performance.

We urge all parents to take part in school life and to make good use of the various channels of communication to ensure that we are working together in partnership to help children fulfil their potential.

Correspondence sent to Parents.

Regular contact with parents is maintained through the school prospectus, statutory reporting, progress evenings, homework diaries, and class teacher responsibilities. In addition the school also provides the following correspondence during the year:

- letters are sent home on a regular basis (usually Friday) with a summary included in the ECHO –see below
- newsletters (ECHO) are published approx. every three weeks, these focus on pupil achievements and general issues of interest to parents
- we outline our schemes of work and the methods of assessment in the Parent Brochures issued at the beginning of the academic year to new parents
- before Sex Education for example, is offered, the content and method of delivery is outlined in a letter to parents along with an invitation to view the resources used
- before any trip or visit parents are informed and permission requested
- parents are invited into school for presentations and discussion regarding proposed residential trips
- **we also aim to have as much of our information available to pupils, parents, governors and the wider community through our website at www.etonbury.com.**

Parental Support.

(See also Home/School Agreement in Planner)

We hope that parents/guardians will provide the following support:

- providing resources and help for various topics
- ensure the pupil has the necessary basic equipment, e.g. pens, pencils, P.E. equipment (as outlined in the prospectus)
- look at their child's books/folder and discuss the work involved (work can also be seen at Parents/Open evenings, and displayed on classroom and corridor walls)
- monitor homework through the homework diary (see H/W policy)
- facilitate the use of reference material if necessary, e.g. project homework
- during and after the topics on sex education and human reproduction, we hope related issues can be discussed in the security of the family.

Visits to School.

- The school always welcomes and encourages parents and governors to visit the school and see lessons, these visits can develop positive relationships and informed mutual understanding.
- Some parents kindly offer their time to support teachers and pupils in the classroom with events such as listening to reading, accompanying visits, helping out in the library, or helping out generally.
- The school also has regular or daily contact with parents, if due to particular circumstances, that is deemed necessary.

Opportunities for Parents and Staff to Meet *(See also examples below)*

- During the academic year there are parents' evenings for each year group, including an early, less formal 'Hello Evening'.
- Other formal evenings are held when necessary, for example, SATs information evening or residential visits.
- Each year we hold an induction programme when the parents of our prospective new intake can also meet their child's class teacher informally at the end.
- Parents are invited at the earliest opportunity, to respond to discipline/behaviour issues involving their child (see discipline policy).
- In November of each year we hold our 'Open Evening', for prospective parents when we display a wide range of activities, pupils' work and information.
- We aim to give the pupils opportunities to perform in dramatic or music productions to which parents and the local community are invited.
- We aim to organise seasonal celebrations, productions and other activities to involve parents and the local community.
- Our annual sports day is an opportunity to involve parents from all years.
- Parents/guardians are invited to attend meetings about school trips and also to assist in escorting them.
- Informal discussion occurs on a daily basis between class teachers and parents as they contact the school, in person, by telephone, e-mail or letter, for various reasons.

Examples:

Formal

School Prospectus
Parents' Handbook
Parent Teacher Consultation Evenings
Parents' Surveys
Annual Written Report to Parents
School Profile
Individual letters to parents
Letters from individual parents to school
Subject/Curriculum Workshops
Prospective parents' Open Evenings
Home School Agreement

Informal

Etonbury Echo – regular newsletter
Pupil's Day Book
New Year 5 Parents' Evening
Christmas Market
School Concerts
Etonbury Association events (P.T.A.)
Residential visits
Educational Day Visits - parent helpers
Sports Events
Notes and telephone calls between home and school

Day Book

All pupils are given a Day Book which they are expected to keep with them at all times. The purpose of this book is to help pupils to plan and organise their work and activities and to record their achievements and experiences.

Most importantly also, it is intended as a continuous 3-way channel of communication between teachers, pupils and parents – enhancing the effectiveness of the Home/School partnership and enabling parents to become more closely involved in the day to day educational experiences of their child.

It is the responsibility of each pupil to keep a regular, full and accurate record of activities and achievements, both at home and at school and to present the book to parents and to the Class Tutor each week. We would look for merit points gained, homework assignments and extra-curricular activities.

If completed regularly and fully, this book will not only keep parents informed about activities concerning their child, but will build up a positive overall picture of experiences over the year and form a vital basis for each pupil's personal annual Record of Achievement.

If parents have a concern, it can be recorded above the space for their weekly signature. Day Books are checked regularly by Class Tutors but if parents have written a comment, they are asked to tell their child to present it to the teacher concerned the next day.

Home and School Association P.T.A. (Etonbury Association)

Etonbury Association is the name of the school's PTA which is the fund-raising body working on behalf of the children and staff to provide additional equipment and facilities at the school. The object of the Association is to support the education of pupils in the school and in pursuing this objective we strive to develop more extended relationships between the staff, parents and others associated with the school.

The Association provides and assists in the provision of such facilities or items for education at the school in consultation with the staff.

The School aims to have a very active PTA. The Etonbury Association have organised many activities raising significant sums of money to benefit our pupils.

Some of its activities have included:

- Pupil Discos
- Christmas craft fair
- Family quiz night
- Auction of promises
- Family sports etc.
- Open forum or a subject evening.

A new committee is appointed each year that regularly reviews and plans annual activities.

***Discussed and Updated by Governors' Communication Working Party
November 2008***

To be reviewed January 2010