



## The British Embassy School Ankara Policy for Parental Partnership and Communication

### **Introduction**

Good communication between school and home is essential. Children achieve more when schools and parents work together. Parents are able help more if they know what the school is trying to achieve, and what they can do to help.

At BESA we aim to have clear and effective communication with parents and the wider community. Effective communication enables us to share our aims and values through keeping parents well informed about school life. This reinforces the importance of the role that parents play in supporting the school in educating their children.

We communicate with parents through a range of different strategies. Some of our communications are the result of statutory requirements; others reflect what we believe is important to our school.

In an effort to promote ecological awareness and to save valuable resources we at the BESA aim to reduce the amount of materials we use. One way to achieve this is through the use of technology to disseminate information and reduce the distribution of printed communication where necessary.

### **BESA Website**

The BESA website contains a huge range of information about the school for parents, pupils and staff. It is also used by potential parents, pupils and staff to give a full picture of provision at BESA. It is updated on a regular basis. A news section and newsletter archive is available on the website, as are the school calendar and Year Plan. The school's Virtual Learning Environment (VLE) and Parent Portal can be accessed via this website.

### **Communication by Newsletter**

We send a school newsletter to parents each week by email. It is the main form of communication between school and home, providing general details about school events and activities, as well as giving advance notice of upcoming events. A paper copy of the newsletter is displayed in the school entrance hall. All parents, pupils and staff are encouraged to read the newsletter.

### **Communication by Text Message**

The BESA text message system is used as a way to share information immediately e.g. emergencies / informing of closures etc.

### **Email**

We encourage parents and staff to use email to communicate with each other where possible, rather than sending paper notes or letters. Individual teacher email addresses are shared with class parents at the start of the year. The email contact details of School Governors, the School Administration and Senior Leadership Team are displayed on the BESA website.

### **Daily Home/School Communication**

Children in all classes have a Reading Diary that is sent home each day to record reading taking place at home and school. In the Foundation Stage (FS) and Key Stage One (KS1) these are completed by school staff and by the parent. In Key Stages Two and Three (KS2&3) these are completed daily by the child and can be signed /dated by the parent.

In EYFS all pupils have a Home / School Communication notebook for parents / staff to share any form of daily information. These are kept in the child's book bag and are checked each morning by the Class Teacher or Teaching Assistant.

In other classes, parents are encouraged to send a written note with their child or to email a message directly to the class teacher.

The school Nurse will contact the parents of a child who has received medical attention, to inform them about the incident and what treatment, if any, was received. Where necessary the Nurse will telephone parents or will talk to them directly at the end of the school day.

Parents are asked to inform the class teacher of any changes to going home arrangements by 12.30pm of the day in question. This can be done by an email sent directly to the teacher and the school office or by a written note sent in with the child.

The school encourages parents to share any issues about their child at the earliest opportunity. The Head Teacher will see parents immediately wherever possible. When this is not possible we encourage parents to make an appointment to see the Class Teacher or Head Teacher at a more convenient time. Appointments can be made via email, Home / School Communication books or by telephoning the school office.

### **Friends, Parents & Teachers Association (FPTA)**

BESA has an active Friends, Parents and Teachers Association (FPTA), which seeks to encourage and extend involvement in a wide variety of activities. Meetings are held regularly and are open to all interested parties. FPTA communication is shared through the school newsletter and website. Core Committee members can be contacted directly by email. An FPTA Annual General Meeting is held each summer term.

### **Governors**

The Governing Board may write to the parents at any time during the year to share information they deem appropriate.

Governors can be contacted by leaving a note at the school office or by the email addresses listed on the BESA website.

### **Breakfast With The Head**

Each term the Head Teacher holds a dedicated breakfast session with parents of each age range. The purpose of these sessions is to discuss a range of school issues and to answer parental questions in an informal setting. Additional sessions may be held throughout the year as appropriate.

### **Parental Workshops**

From November through to the Spring, we host a series of Parental Workshops. These cover a range of topics, derived from past experience, issues of focus for the school and topics arising in Breakfast With The Head meetings. The Workshops are on Tuesday mornings.

### **Information Evenings**

At the start of each academic year the school holds a 'Class Information' evening for parents. The purpose of this meeting is for parents to formally meet their child's teacher and to find out all necessary

information about the routines, timetable and curriculum specific to each class for the year. A further information evening may happen around the mid-way point of the year.

A 'Portfolio Presentation' information evening is held for parents of pupils in Years 2 to 8 during each summer term.

Parent information evenings are also held prior to each residential trip that takes place during the school year. These are for parents of pupils in Years 3 to 8 and attendance is compulsory.

### **Parent-Teacher Meetings**

Parent / Teacher consultation meetings are held termly. Parents are given the opportunity to choose an early or late appointment to suit their schedules. These meetings are an opportunity to discuss individual pupil progress or concerns.

Parents are welcome to make an appointment for a meeting with Class Teachers or the Head Teacher at any other time during the school year if required.

### **Parents in School**

Parents and friends are actively encouraged to support the school by helping with a variety of tasks or by volunteering to share their expertise. Offers to volunteer in school should be made directly to the Head Teacher.

In order to ensure the safety of our pupils and staff, all adults who offer to help in classrooms are required to provide evidence of a Criminal Records Bureau (CRB) check or local equivalent. No adult helper is left in sole charge of any child or children and is directly under the supervision of the class teacher at all times.

### **Policy Documents**

We keep a master file of all school procedural and curriculum policies in the school office and can make this available to parents on request.

In addition, a number of school policies are available within the Parents' Section on the BESA website.

### **Parent Survey**

BESA conducts an annual parent survey to gather the views of parents. Results are shared with parents and Governors.

### **Conclusion**

Good Communication is vital to Home / School Partnership. The raising of standards cannot be achieved without such a partnership.

We are committed to the highest possible level of Partnership and are always open to new suggestions as to how we can improve our systems.

Katie Vincent  
December 2010

Ken Page  
June 2016



