

Document Control Sheet

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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 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.

Email

We encourage parents and staff to use email to communicate with each other where possible, rather than sending paper notes or letters. Parents can expect that emails receive a reply within 24 hours. Individual teacher email addresses are shared with class parents at the start of the year. The email contact details of the School Administration and Senior Leadership Team are displayed on the BESA website. The Chair of the Governing Body can be contacted via the school administration.

Daily Home/School Communication

Children in Year 1 to 5 classes have a Reading Diary that is sent home each day to record reading taking place at home and school.

A daily record sheet is kept by Nursery staff and uploaded onto Tapestry on a weekly basis.

Parents are encouraged to send an email a message directly to the class teacher if they have any concerns. Teachers will respond within 24 hours Monday to Friday.

All classes send out a weekly information sheet to parents on a Friday.

The school Nurse will contact the parents of a child who has received medical attention in line with our Medical Policy, 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. When this is not possible we encourage parents to make an appointment to see the Class Teacher or a member of the Senior Leadership Team at a more convenient time. Appointments can be made via email, Home / School Communication books or by telephoning the school office. Parents are encouraged to make contact with the class/form teacher in the first instance.

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 with, or emailing, the school office.

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 parent questions in an informal setting. Additional sessions may be held throughout the year as appropriate.

Parent Workshops

From November through to the Spring, we host a series of Parent 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 take place on various days of the week.

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.

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. The school is closed for the children on these days whilst meetings take place. 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, Department Heads 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.

Andy Ryan
December 2021