

Wheatfield Primary  
School



**Non-Statutory  
Policy Document**

# Parental Engagement Policy

Issue No 1

February 2016

Approved by Head Teacher: February 2016  
Approved by Governors:  
Review Date:

## CONTENTS

1	INTRODUCTION.....	3
2	AIMS .....	3
3	INVOLVEMENT IN THE LIFE OF THE SCHOOL.....	3
4	WAYS PARENTS MAY BE INVOLVED IN SCHOOL. ....	4
5	ORGANISATIONAL ARRANGEMENTS .....	5
6	CONSULTING WITH OUR PARENTS.....	5

# Parental Engagement Policy

---

## CHANGE RECORDS SHEET

Issue No.	Date	Summary of Change	Amended by
1	February 2016	Original document.	D Hickson

## SUMMARY

This policy should be read in conjunction with all other school policies. If you require further details of this policy then please refer to the Head Teacher or Deputy Head Teacher.

This policy will be reviewed every three years or updated as and when changes occur. This is to be recorded in the minutes of the Staffing and Resources Committee.

## ABBREVIATIONS

The following abbreviations are used in the policy:

## REFERENCE DOCUMENTS

None.

# Parental Engagement Policy

---

## MAIN DOCUMENT

### 1 INTRODUCTION

All parents and carers are equally valued as part of our school community. At Wheatfield Primary School we firmly believe that children's learning is improved and enhanced when school and families work in partnership.

We believe in working closely with our families through an ethos of involvement, cooperation consultation, information and partnership.

### 2 AIMS

Our aims through parental involvement are:

- To enhance the learning experiences of all pupils.
- To encourage parents and carers to be involved in the children's learning.
- To provide a partnership between home and school, seeking to ensure that families feel welcome and valued.
- To ensure that maximum use is made of all these adults' skills to enrich learning opportunities.

### 3 INVOLVEMENT IN THE LIFE OF THE SCHOOL

To encourage involvement in our school, we aim that:

- Families are invited to regular events, activities and celebrations that are organised by the school or the friends and parent association. These occasions provide an opportunity to celebrate success and inform parents about the ethos and work of the school.
- Monthly newsletters are published on our website and emailed to parents. Parents are reminded of a new addition through text message. Hard copies are kept in the office, for parents who prefer paper versions.
- Our website is a key point of information about curriculum, partnership, activities and achievement.
- Text messaging is used to keep parents informed of various activities, as reminders, and to share when a child has been exceptionally successful.
- Parents and carers can talk with teachers before and after school on an informal basis every day.
- Appointments to see a teacher or the Head Teacher can be made with the teacher direct or through the school office, and can be set up for as soon as required in most instances.
- There are opportunities for parents to have a discussion with their child(ren)'s teacher at the following times during the year:
  - September (meet the teacher sessions).
  - October (parent's evenings).
  - February/March (parent's evenings).
  - June (written report with NC levels).
- Teachers value these opportunities to celebrate successes, review learning targets and listen to parental views.

# Parental Engagement Policy

---

- An annual report on each child's academic and personal development is made available in the summer term. An acknowledgement slip is attached, and parents may request a meeting with the teacher to discuss the contents of the report. National Curriculum levels are included for maths and English.
- Occasional workshops are organised to assist parents and carers in supporting their child, particularly with issues, for example, such as drugs and relationship education and e-safety.
- Policy documents are all available on the website. Key safe-guarding policies are especially indicated. A file with all such documents are kept in the entrance hall of the school.
- Meetings are organised at the start of September with class teacher to set the expectations of the year. These expectations are also on the class pages of the website for those parents unable to attend.
- There are currently very few families without access to the internet; those without we have helped achieve funding for a laptop. We also regularly remind parents that they may use our computer suite after school to access the school website.
- Communication books are used in reception classes between home and school.
- Parents and carers are invited to their child's class assembly once a year and to our Christmas celebrations.
- A record is kept of parents who do not attend parents' meetings and special efforts are taken to communicate with these harder to reach parents. (Parent attendance is usually in excess of 97%).
- The school has a Twitter account where parents can share snippets of work, learning and life at school.

## **4 WAYS PARENTS MAY BE INVOLVED IN SCHOOL.**

- Each year, parents are invited to help in school. We have a register of parent helpers and those who attend regularly have been fully checked with regard to safeguarding.
- Parents, grandparents and carers are invited to help with groups and activities in class, for example listening to children read, or helping with practical activities.
- Some parents help run after-school clubs.
- Parents are involved in the updating of various pages of the website, e.g. Eco Warriors.
- Parents are involved in developing and maintaining the school grounds at weekends.
- Parents and carers offer valued support when they respond to invitations to accompany school groups on educational visits.
- Parents and carers are invited, where possible, to visit classes and groups of children to give talks or demonstrations on areas of interest in which they are experts.
- Parents are encouraged to attend class assemblies and participate in our celebrations of learning.
- Parents are represented on the governing body.
- Parents are encouraged to share their child's achievements with us so that we can support them and share their story with the other children.

# Parental Engagement Policy

---

- We value the work of the Friends of Wheatfield Primary. This body of parents and school staff works voluntarily to raise money for the school.

## **5 ORGANISATIONAL ARRANGEMENTS**

It is necessary to organise a personal background check with the DBS (Disclosure & Barring Service) on any person who will be working regularly with children in School. Volunteers are required to complete a Statement of Expectations for Volunteers/Work Experience Placements in School form. This is then checked and a DBS form completed if it is anticipated that they will be in school for more than one session per week.

- Parents working in school are covered by the school's insurance but those involved in transporting children in private vehicles are asked to check their own insurance arrangements in this regard.
- All helpers are expected to attend an induction with the School Business Manager. At the induction, volunteers are issued with a handbook which lists all relevant policies (especially regarding safeguarding).
- All helpers are asked to sign in and sign out of school when visiting the school.
- All helpers working with children in class are asked to check the purpose and details of the activity, before starting, by talking with the teacher.
- All helpers are asked to inform the school, in advance if possible, should they be unable to attend school at a prearranged time.
- All helpers will be reminded of the confidential nature of their work in school.
- All helpers will be asked to refrain from using their mobile phones in the school

## **6 CONSULTING WITH OUR PARENTS**

- There is a parent consultative group which meets with one of our Assistant Head Teachers regularly and looks at diverse school issues.
- The school will make every effort to consult parents and carers, both formally and informally, about their views on school life, children's learning and new initiatives.
- The school values regular feedback, and will make every effort to act on parents' and carers' views, wherever possible.
- Teachers (including Head Teacher and Deputy Head Teacher) can be approached informally before and after school, and will always take careful account of any information forwarded to them.
- Periodically the school will seek parental views more formally, through a survey, or a questionnaire on a particular theme.
- After an Ofsted inspection parents and carers will receive a summary of the findings, and later on they will be sent a summary of the action plan written in response to the report.