



## **BRETHERTON ENDOWED CE PRIMARY SCHOOL Policy of parental involvement**

*Walking in the footsteps of Jesus with our Christian family, we learn, grow, achieve and flourish together in God's love.*

**This policy is for Bretherton Endowed CE Primary School and The Hub, Bretherton Endowed Out of School Provision.**

### **RATIONALE**

Our school has an 'open-door' policy. We recognise the vital role parents play in the education of their children. We encourage all parents to be fully involved in their child's education and in the life of school and actively encourage parents to be adult helpers or members of the P.T.F.A. We recognise that we must work in partnership with all parents, keeping them fully informed of their child/ren's achievements and the working of the school, and have introduced effective strategies for active involvement.

### **Objectives**

- To develop a strong, supportive partnership between home and school.
- To value the contribution of parents to the education of pupils
- To develop procedures for effective communication between home and school.
- To facilitate excellent voluntary support in school

### **Welcome/Pre-School Induction**

We recommend that parents of primary-age children, who are moving into the area, or from another local school, should:

Visit the school before deciding if Bretherton School is the best learning environment for their child. The Headteacher or another representative will be very happy to show parents and prospective pupils around the school and answer questions raised.

Parents of Pre- school children are given several opportunities to visit and learn about Bretherton School through:

- Viewing a copy of the School Prospectus.
- Visiting the school when they register their child.
- Visiting the school for an appointment with the Headteacher.
- Being invited to the school fund-raising and social events before the child starts school.
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Parents who intend to send their child to Bretherton School are invited to enrol their child for our pre-school sessions which run every Thursday afternoon during term time in the school. Sessions are free of charge and are a very effective way of introducing their child to their school surroundings.

A pre-school meeting in May of the year of entry is arranged for the parents of children starting Reception class in September.

The parents of new children are given a wide range of information including:

- School Prospectus
- Home-School Agreement
- The School website ([www.brethertonschool.org.uk](http://www.brethertonschool.org.uk)) which provides access to useful policies
- Newsletters
- Booklet on getting ready for school
- Information from the School Nurse
- Information about our Out of School Club
- Any pre learning activities

### **Communication**

- Fortnightly newsletter usually issued Fridays via email and are posted to our website. The newsletter informs our families of important school events and is also an enjoyable means for us to celebrate and share successes.
- Invaluable text messaging service for updates and reminders
- Individual letters to parents when necessary
- Direct telephone call (when necessary)
- Class teachers inform parents of topics to be covered (termly)
- Reading records – signed by parents and sent home/returned to school. An effective on-going means of communication. Parents are welcome to use this form to communicate with the class teacher when face-to-face dialogue is deemed unnecessary.
- Parent evenings held twice a year include a brief interim report with targets for development in the Spring
- Annual written report to parents. Reports are issued in July at the end of each academic year and comment is included on the child's progress in all subjects as well as their personal development. A slip is enclosed for parents to respond. Separate copies are sent on request, to parents who are not living at the same address as the child.
- Information meetings are held when required – e.g. for preparation for Reception, preparation for educational visits, learning workshops on areas of the curriculum eg. reading; mental maths.
- Parents and friends regularly join us for worship and children's presentations. We endeavour to provide as much notice as possible (usually several weeks) of children's involvement so that parents are able to reschedule work commitments in order to attend.

### **Meetings**

We hold two formal Parents' Evening a year, one in October and one in March. Parents are invited to make an appointment to meet with their child's class teacher to discuss progress, standards achieved and future expectations. The Parents' Evening in March provides a convenient opportunity for parents to look at their child's work. Appointments for both sessions are offered over two evenings to ensure mutual convenience. If it is felt that more time for discussion is required, then parents are very welcome to arrange a further appointment to meet with the class teacher on an alternative day. We have recently offered remote meetings and these will be reviewed going forward.

We believe that ongoing communication with parents is far more effective than waiting for an end-of-term formal parents' evening. Parents are very welcome to arrange additional meetings to view

their child's work/discuss progress with the class teacher at any time during the school year. Parents are informed if their child's conduct or performance in school is causing concern. Likewise if parents have any concerns at any time they are encouraged to contact school to arrange to speak to the class teacher. Often, small problems dealt with swiftly result in the avoidance of larger problems developing at a later date. If matters are not able to be resolved by initial liaison between parents, pupil and class teacher, then it may be necessary to refer the matter to the Headteacher.

Staff and Parents are actively encouraged to share successes. We consider this important to ensure that pupils view home-school liaison as a positive aspect of their learning rather than a vehicle which might appear limited to only negative communication. We love to hear about what children are achieving outside of school.

### **Specific Consultation**

The school consults parents when changes to school routines are planned (usually via the newsletter or the issuing of summary policy documents). We always welcome feedback and are happy to consider suggested modifications to existing practice.

We have offered a Parent Forum, involving parents a consultation process of all key areas of school life including homework, parent communications, curriculum etc. We also ask for specific parent feedback annually on our parent questionnaire.

### **Parent Governors**

Parents are welcome to raise issues via our parent governors. Bretherton School has active parent representatives on our Governing Body and we are very pleased to have them involved as they take an active part in school life.

Parent Governors are:

Mrs H Fowler

Mrs E Spencer

### **Social/Fund Raising Events**

Bretherton has an active P.T.F.A. which organises a varied programme of social fundraising events for the children and adults. These social events allow the opportunity to meet on an informal basis, enhancing home-school liaison. Monies raised by the PTFA impact greatly on the range of opportunities we are able to offer the children, so we urge families and friends to support/participate in events as much as possible.

### **Voluntary Helpers**

Voluntary helpers provide a wide range of support with children's learning. We value the input provided by the many helpers who give their valuable time on a voluntary basis, including providing extra-curricular activities and attending educational visits and school trips. (Appendix I) Volunteers are supported in their safeguarding responsibilities and are asked to read and signed our safeguarding brochure ( see separate document) before working within school along with our confidentiality agreement. (Appendix 2)

Voluntary helpers working on a regular basis will be required to complete a statutory safeguarding check form ( DBS/CRB ) before working unsupervised with children.

### **Home-School Agreement**

All new parents receive a copy of the Home-School Agreement, which they are asked to sign. The agreement outlines the parents' and school's responsibilities, which both parties are expected to honour.

## **PROCEDURES FOR ACCESSING AND CONTACTING SCHOOL**

### **Access to School**

ALL access to school must be authorised via the School reception. This includes access to the Fletcher Building as well as the main building. For access to either building please ring the bell at reception and allow time for office staff to ‘buzz’ open the door. Visitors intending to stay in school are required to register their arrival and departure in the visitors’ book.

Please note the following exceptions to above access procedures:

- Pre-School (Thursday afternoons)
- Toddler Group (Friday mornings)
- Out of School Club ‘The Hub’ (Breakfast & After School)
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Access to the above facilities are supervised by designated staff. Please ring the Fletcher Building bell and allow time for staff to reach the door from the School Hall. (These facilities operate their own visitors’ register)

### **Late Arrivals**

If a pupil’s lateness is such that they are not present by 8.55am, then the pupil is required to report to the school office in order to register the ‘late’ and gain access to their classroom. This is the requirement for all pupils.

### **Reporting Absences**

- To report an absence, please contact school by telephone before 9.30am on the first day of absence. In the event of an absence of three days or more, written confirmation of the nature of the absence is statutorily required on the return of the pupil. For absences of less than 2 days only verbal communication from the parent/carer is required.
- To convey a message to a member of staff, please communicate with the staff on duty at the school gate (from 8.45am-8.55am) or pass on the message via the school office (either in person or by telephone).
- Alternatively, you may wish to convey a message through written communication via your child.

### **Discussing Concerns**

If you have any concerns with regard to your child which require discussion please arrange a meeting with your child’s class teacher in the first instance. Please telephone or report to the school office to arrange a meeting. The member of staff will respond to your concern as soon as possible.

### **Raising Concerns and Resolving Complaints**

From time to time parents and others connected with the school will become aware of matters which cause them very serious concern. To encourage resolution of such situations the Governing Body has adopted a ‘General Complaints Procedure’.

The procedure is devised with the intention that it will:

- Usually be possible to resolve problems by informal means
- Be simple to use and understand
- Be non-adversarial
- Provide confidentiality
- Allow problems to be handled swiftly

- Address all the points at issue
- Inform future practice so that the problem is unlikely to recur.

Full details of the procedure are outlined in Complaints policy.

### **Confrontational or Hostile Behaviour**

Parents/Carers would not expect school staff to behave in a hostile manner towards themselves. Likewise, school staff are not obliged to face confrontational or aggressive behaviour from parents. Any parent behaving aggressively (either physical or verbal aggression) towards a member of staff will have their interview immediately terminated and will be asked to leave the school's premises. If a parent/carer disrupts the school and the learning of the children by persistently confronting staff, not registering at reception, entering inappropriate areas or undermining school discipline and organisation the following procedures will be enforced:

- (a) a written record of all instances of inappropriate conduct will be kept.
- (b) the parent/carer will initially be verbally reminded of the protocols of being a visitor to school
- (c) should there be further instances of inappropriate conduct then the need to behave reasonably and in line with school policy will be confirmed by letter. This may involve the school solicitor depending on the severity of the case.
- (d) A banning order (removing the right of the parent/carer to enter school premises) through the governors and local authority will be implemented if the parent persists in behaving unacceptably.
- (e) Parents are, of course, free to exercise their right to seek an alternative learning environment for their child should they consider our school policies unreasonable.

Our policies, Code of Conduct and procedures are in place to ensure a happy and productive learning environment for everyone. It is school's duty to distance any element which threatens to jeopardise that learning environment.

Please read this policy along with our Early Years Policy; Complaints Policy; Listening to your concerns,

Signed on behalf of the Governing Body .....

Adopted : May 2023  
To be reviewed by the end of 2025

**All aspects of our policy intends to comply within the Data Protection ( GDPR) legislation.**

### **APPENDIX 1 – PROCEDURES TO FOLLOW FOR VOLUNTARY HELPERS IN SCHOOL**

The school and governors are committed to the safekeeping of all children who attend the school and recognise their responsibility for Child Protection. They also have a responsibility to support, train and resource those who work with children. These guidelines have been agreed by teachers, governors and representatives of the parents in order to ensure that parents who help in school are validated and children are protected from harm.

1. Voluntary help is at the discretion of the Headteacher.
2. All volunteers who wish to work in school with children must agree to complete a Criminal Records Bureau disclosure in full. This will include providing documentation to support their application.
3. All new volunteers will receive a brief induction from the relevant class teacher during which school procedures and routines are explained to them.
4. Volunteers should be made aware of the procedure that would follow if a complaint was made against them.

#### **Good Practice Guidelines for the Protection of Helpers and Children**

The school should ensure that:

- Volunteers are checked using the DBS disclosure
- Volunteers do not work where their activity cannot be seen
- Volunteers receive relevant induction to their role in school
- Volunteers understand their responsibility and entitlements in Child Protection

Volunteers should:

- Complete a DBS disclosure form and provide relevant documentation.
- Follow agreed guidelines as provided by the school in respect of child protection
- Discuss any concerns with the teacher involved or the Headteacher.

**APPENDIX 2**



We would like to extend our thanks to all our parents/volunteer helpers. At Bretherton Endowed Primary School we value the help we receive from parents/volunteer helpers enormously and realise that we would be unable to provide such quality experiences for the children without your time and expertise.

**Our Aims**

To support pupils in their learning.

To ensure that volunteer helpers/parents are welcomed and valued as members of the school community

**Important Information**

As a helper I agree to adhere to the following procedures and expectations when helping in school with reading, class activities, preparing resources, when accompanying children on an outing and at all times when I have direct contact with children or staff.

I am aware I am expected to dress appropriately when helping in school.

I will collect a Helper's Badge from Reception and sign the Visitor's Book when entering and on leaving.

I respect the need for confidentiality when working with the children, and I will adhere to this at all times.

I agree not to discuss or disclose any information about the children's levels or their needs with anyone in or out of school.

It is also possible that a child will tell you something which is very worrying. Please always refer any concern immediately to the class teacher or Head Teacher.

Following the requirements of the Safeguarding Policy at no time to take photographs of any children (unless directed by a member of staff using a school camera).

I will be a positive role model at all times, following the school's expectations.

I understand that this Confidentiality Agreement also applies to working with staff and my behaviour towards them. I also agree to respect their privacy.

I fully understand that if at any time I am in breach of this agreement I will not be allowed to help any longer in school.

I fully understand and agree to adhere to the schools Social Networking Policy.

Signed ..... Date.....

Print Full Name .....

# Bretherton Endowed CE Primary School – Policy Document



Headteacher : Mrs Alison Moxham    Chair of Governors : Mrs P Aspden    [www.brethertonschool.org.uk](http://www.brethertonschool.org.uk)