



**Saint Michael Catholic Primary School**

# **Policy for Parental Involvement**

**Mission Statement:**

**Excellence • Enrichment • Enjoyment**

**Date policy accepted by the Governing Body: July 2014**

**Updated: July 2015**

**Date for review: July 2016**

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## **POLICY FOR PARENTAL INVOLVEMENT**

St. Michael's has an 'open-door' policy. We recognise the pivotal role parents play in the education of their children. We encourage all parents to be fully involved in their child's formal education and in the life of the school, as an adult helper or member of the PTA . We recognise that we must work in partnership with all parents, keeping them fully apprised of their child/ren's achievements and the workings of the school, and have introduced effective strategies for active involvement.

### **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 St. Michael's is the best environment for their child
- ◆ be shown around the school by Staff who will answer their questions
- ◆ try to resolve any problems at the child's current school (if local), before making the decision to take their child away
- ◆ bring their child with them, when looking round the school
- ◆ ensure they are given a copy of the School Prospectus when visiting the school.

Pre-school parents are given several opportunities to visit and learn about St. Michael's

- ◆ receiving a copy of the School Prospectus
- ◆ visiting the school when they register their child
- ◆ visiting the school during the Induction Mornings
- ◆ being invited to the school fund-raising and social events before the child starts school,
- ◆ receiving a copy of the pre-school pack

Pre-school Meetings in May are arranged for the parents of children starting school in September. This is mainly for the Reception/Nursery children; however, parents of older pupils moving to the school are also invited.

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

- ◆ School Prospectus
- ◆ copy of the latest Inspection Report
- ◆ Home-School Agreement
- ◆ Internet permission slip

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- ◆ booklet on getting ready for school
  - ◆ Surrey Admissions booklet.

### **Communication**

At St. Michael's we have introduced a wide range of communication strategies, including:

- ◆ Half termly newsletters
- ◆ Termly curriculum newsletters
- ◆ Parent Mail
- ◆ Homework Diary
- ◆ Reading log book
- ◆ individual letters to parent when the need arises
- ◆ direct telephone calls (as necessary)
- ◆ home visits
- ◆ Annual Governors Report to parents
- ◆ Annual Pupils Record of Achievement
- ◆ Target Sheets, explaining the child's targets in Numeracy and Literacy
- ◆ Behaviour charts for children with challenging behaviour
- ◆ Governors' Report to Parents
- ◆ Questionnaires.
- ◆ Weekly Newsletters
- ◆ Parent Workshops for specific subjects
- ◆ Transition and Induction meetings

### **Home-School Agreement**

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

### **Meetings**

At St. Michael's we hold two Parents' Evenings a year in Autumn and Spring with a further optional meeting after the Records of Achievement have been sent home in the Summer term. Parents meet their child's class teacher to discuss progress and standards achieved. The parents are given an appointment time.

Parents with severe obstacles to attending a Teacher/Parent Meeting will be provided with an appointment immediately before or after the school day, and

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the school will undertake to care for the child/children, while the meeting takes place in confidence.

Parents not living with their child are given an appointment on request.

Formal meetings with the Head Teacher are held with parents who are concerned about their child's education. Informal meetings are held on a regular basis between parents and teachers to discuss progress or problems. Parents are informed and can discuss any issues related to all IEP reviews and are invited to attend annual reviews for those pupils with a Statement of Special Educational Needs. The SENDCO works very closely with the parents of those children with special needs.

If a parent requests a meeting with the Head Teacher or staff, every effort will be made to arrange the meeting as quickly as possible.

Information evening meetings are held with parents during the year, including:

- ◆ Curriculum presentations
- ◆ preparation for residential visits.

## **Reports**

Reports on the child's progress and attainment in all subjects, as well as their personal development, are sent to parents in the summer of each year. Parents are invited to an optional meeting to discuss the report. Separate copies of the report are sent, on request, to parents who are not living with the child. Interim reports of pupil progress are provided to parents requesting them.

## **Parent Helpers**

Parents provide a wide range of support with children's reading, dancing, stories, art, design and general curriculum experiences. St. Michael's values the support provided in the classroom by the many parent helpers who give their valuable time on a voluntary basis. The individual class teachers are responsible for arranging parents; time in the classroom.

## **Consultation**

St. Michael's staff and Governors consult the parents, when changes to school routines are planned, or to discover their opinions on specific matters

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## **Social/Fund-raising Events**

St. Michael's has an active PTA, which organises a varied programme of social and fundraising events for the children and adults. These social events allow parents and staff to meet on an informal basis, enhancing the home-school liaison.

## **Parent Governors**

St. Michael's has a Parent Governors.  
The Parent Governors is Mr Allister

Parents have an opportunity to be informed about the schools progress and development using the School Profile (found on [teachernet.gov.uk](http://teachernet.gov.uk))

At St. Michael's School we aim to encourage mutual respect between all encouraging sensitivity, tolerance and achievement in learning within a Christ Centred environment.

