



PARENTS/ STAFF COMMUNICATIONS

Opening statement

Forest Park school is dedicated to safeguarding and promoting the welfare of its pupils; our policies and practices encompass the needs of all our children from Early Years to year 6 across all aspects of school life including out of school provision. It is the duty of all members of staff, both teaching and non-teaching, to play an active role in ensuring that each child's needs are met. Effective induction practices for all ITT, college and school students, volunteers and visitors aims to promote a consistent approach in meeting the needs of the whole school community.

Permission for Absence

Parents wishing their child to be absent from school should write to the Headteacher well in advance. The Headteacher will inform the class teacher if permission is granted. Any letters sent inadvertently to the class teacher requesting absence, should be sent to the office.

Absence

Parents are encouraged to contact the school office at the beginning of the child's absence. This information will be passed on to the class teacher by the school secretary. Teachers will send the register monitor to the school secretary with absence slips after registration. The secretary will phone the parents of any child who is absent without notification from the parents.

Parents' Consultation with Class Teacher

These take place three times a year each term. The first is an introduction to the new school year in October, to discuss initial progress, targets. The second is in the second term just before half term, the final meeting is after the main end of year reports are sent out. The meetings are timetabled for parents to visit school to discuss their son's/ daughter's academic progress with his/her teachers. Ten minute appointments are made in advance. The times may vary from term to term. Reports are sent home at the end of each term.

At the end of these meeting teacher are required to take note of any issues arising which should then be forwarded to the Headteacher at the end of the evening or at the start of the next working day.

Open Door Policy/ Complaints Procedure and Appeals

Parents are encouraged to approach the class teacher for general day to day concerns. If parents have any serious concerns which would require more than a brief discussion they are encouraged to approach the class teacher to arrange a meeting at a mutually convenient time. Parents may also request a meeting with the Headteacher should they have any concerns about their child's welfare or education. If parents are not happy with the outcome of the meetings and as a final resort they may contact the Directors in writing.

REPORTS

It is the school's policy that a pupil's efforts should be considered with his/her personal abilities in mind, not in the context of class performance or a perceived national norm. Where Key Stage tests have been taken, parents will be informed separately about their child's performance. Performance in tests and attainment levels may be commented on by class and subject teachers in reports.

The Summer Report is an official record of the year. It should not be contentious, that is it should not contain information which is new to parents and, whenever possible, should be positive and constructive.

The aim is for the parents to 'know all' about their children and no parents may come back to the staff or Headteacher and say "well I didn't know...".

School reports for Infants and Early Years are sent to parents every half term in the Autumn and Spring, with a more comprehensive report at the end of the summer term in June.

All Junior classes have weekly reports with a fully comprehensive report at the end of the year. The weekly reports provide information relating to the previous weeks learning. The report indicates how their child has progressed in relation to the learning focus for Literacy and Mathematics. Judgements are also made relating to social and study skills to in order that targets can be set for the next week. Children are encouraged to self-assess and add comments or set future targets. Parents are able to offer feedback.

DISSEMINATION OF THE POLICY

All members of staff and Directors will receive a copy of this policy. Copies may be reviewed by parents on request to the Headteacher. The policy is also discussed and reviewed in open forum at the Parents' Forum which is held annually.

PROCEDURES FOR POLICY MONITORING AND EVALUATION

This policy will be reviewed, evaluated and updated annually to assess its relevance and effectiveness.