



Reporting to Parents Policy

January 2018

Approved by the Governing Body Strategy Group 10/01/18

**This Policy is due for renewal in Term 1
2019–20**

REPORTING TO PARENTS POLICY

OF

GODINTON PRIMARY SCHOOL

Throughout this policy the term ‘parents’ refers to parents and carers.

SECTION ONE – RATIONALE

The reporting to Parents /Carers policy is intended to help improve the levels of attainment of our children and not simply serve as a process for sharing information. As a consequence, we have thought carefully about what information we wish to give to parents/carers and what should be the result of it.

We will deal with individual issues, through a ‘surgery’ approach and continue to meet with those parents/carers whose children are having some difficulty, whenever the need arises. This will stand alongside our formal procedures for reporting to parents/carers.

SECTION TWO – TIMETABLE

Autumn Terms 1 and 2

September

Teachers will hold class meetings for parents/carers – ‘Meet the Teacher Evening’. Each teacher (apart from Reception and Year 1), will hold a meeting, which all parents/carers can attend, at which the teacher will outline the following:

- how they organise their class
- how they organise homework
- requirements for PE
- how much TA support the class will receive.

They will obviously answer any questions from the floor and parents/carers will be able to confirm that their child is on the class medical register if there is such a need. Parents/carers will also receive:

- class timetables
- Details of where to find the curriculum overview for the year on the school website

Each year group produces a welcome letter for parents / carers which highlights key information. This handout is sent home to those parents/carers who are unable to attend

the meeting and an electronic copy is placed on the school website.

Reception class teachers hold 1 to 1 sessions with the parents/carers of their pupils, prior to them starting school, to discuss the process and identify any particular concerns or issues. These are conducted as home visits, with two members of staff jointly visiting each household.

Year 1 hold their 'Meet the Teacher evening' at the end of the previous summer term when children are still in the Reception Classes.

The Headteacher will hold a separate meeting for the parents/carers of Year 6 children, in September in order to outline the PESE (Process for Entrance in Secondary Education) for that year.

November

All parents/carers will receive a simple written report giving attitude to learning grades and an assessment as to whether their child is working at year group expectations, below year group expectations or above year group expectations for key objectives. This is produced as a paper copy. They will also receive details of their child's next steps in English and maths. For years 1 –6, the report will not contain a subjective comment from the teacher. Individual attendance is also reported. The teacher will indicate on the report whether they wish to meet the parent to discuss any issues. The Year R report provides some written information for parents / carers and identifies next steps to learning. The Year R, Year 1 and Year 2–6 report are different in format in order to be most age appropriate.

Parents / carers of children with special educational needs will receive a letter confirming the need level of their child as well as information regarding the Kent Parent Partnership Service. Within this annual letter, parents are advised that the Kent Parent Partnership Service (KPPS) can support them and offer advice in the area of special educational needs and schools should they feel that they need this. Parents will also receive a copy of their child's SEN Support Plan which includes a review(s) of their child's individual targets, new target(s) with success criteria in their area of need and an annual outcome agreed with parents at the July parents evening. This is in addition to their provision map which shows the provision being provided for their child in school that is additional to good quality teaching. Inclusion plans will also be sent home with this documentation should this be appropriate to their child's needs. All documentation is provided in paper copy.

All parents / carers of children with special educational needs are invited to attend

parents evening to discuss progress and new targets for their children.

The parents / carers of all children who are receiving additional intervention in school will also receive a copy of an individualised provision map which outlines this provision.

Parents/carers will then have the opportunity to visit the class room after school and look at their child's books. This will take place after 3.15 on a Tuesday, when the normal staff meeting is scheduled. Children will be able to accompany parents/carers into the class room and discuss what they have been doing, the work in their books, as well as any work which they may have on show on the walls. Teachers will not be available for individual consultation at this time. Parents/carers will be able to request a meeting with the teacher if they have any issues which they subsequently wish to discuss booking an appointment on line via Parentmail.

Spring Terms 3 and 4

March

We will produce a full written report which will provide parents/carers with information concerning:

1. Attainment
2. Progress
3. Effort

Specifically, the report will comment on:

- a. The child's attainment
- b. How their attainment compares to year group expectations
- c. The effort which their children are putting into their studies (attitude to learning).
- d. An indication of the progress children are making in relation to their starting point at the beginning of the academic year.
- e. How their children are progressing against the targets which were identified for them at the beginning of the year. (We don't report on this – comments are more general relating to progress
- f. Any areas in which the children are working well and areas to be worked on next.
- g. Behaviour
- h. Effort and completion of homework

All this documentation is produced as a paper copy. There is a second parents/carers' afternoon, when they will again be able to view their children's work, without the teachers being available for consultation.

An opportunity for parents/carers to meet with teachers is provided once they have received the written report and viewed their child's work. Parents/carers will be able to request a meeting with the teacher if they have any issues which they subsequently wish to discuss booking an appointment on line via Parentmail.

In addition to the above, parents of children with special educational needs will receive a copy of their child's updated **SEN Support Plan** which includes a review(s) of their child's individual targets, new target(s) with success criteria in their area of need and an annual outcome agreed with parents at the July parents evening. This is in addition to their provision map which shows the provision being provided for their child in school which is additional to good quality teaching. Inclusion plans will also be sent home with this documentation should this be appropriate to their child's needs. All documentation is provided in paper copy.

All parents of children with special educational needs will be invited to attend parents evening to discuss their child's progress and new targets.

The parents / carers of all children who are receiving additional intervention in school will also receive a copy of an individualised provision map which outlines this provision.

Summer Terms 5 and 6

June

The Year 5 teachers, with a Yr 6 teacher present, teachers will offer their parents/carers the opportunity of an individual consultation, which is solely to help them choose their options with regard to **PESE** and should only involve those parents/carers who want guidance on which decision to make. Parents/carers will be made aware of the highest, average and lowest Verbal Reasoning and Non Verbal Reasoning Year 5 scores of children who successfully completed the **PESE** process during previous years so that they can compare these against the scores of their own children.

July

We will produce a short report, similar to that received by parents / carers in the autumn

term. This report gives attitude to learning grades and an assessment as to whether their child is working at year group expectations, below year group expectations or above year group expectations for key objectives. This is produced as a paper copy. They will also receive details of their child's next steps in English and maths. For years 1 –6, the report will not contain a subjective comment from the teacher. Individual attendance is also reported. For years 1 –6, the report will not contain a subjective comment from the teacher.

KS1 and KS2 SATs results are also shared with parents / carers at this time. The Foundation Stage Profile assessments are also shared with parents / carers of children in Year R. The results of the phonics screening are shared with parents / carers of all children in Year 1 and those parents / carers of children in Year 2 who were re-screened. These are produced as paper copies.

If having read their child's report, a parent wishes to discuss any aspect of their child's education with a member of staff, then an appointment can be made. Details of the process for this are enclosed with their child's report.. All parents / carers of pupils with special educational needs are invited to a parent consultation meeting at the end of the academic year,

In addition to the above, parents of children with special educational needs will again receive a paper copy of their child's SEN support plan and provision map. Inclusion plans will also be sent home with this documentation should this be appropriate to their child's needs. Parents are invited to attend an additional parents evening meeting in July (as directed by the 2014 SEN Code of Practice) to discuss their child's progress and at this meeting annual outcomes for the following academic year will be discussed and agreed in their area of need.

The parents / carers of all children who are receiving additional intervention in school will also receive a copy of an individualised provision map which outlines this provision.

Year 1 teachers hold a meet the teacher session for the parents/carers of those children who will be joining them in September. This is an information session, similar to the meetings held by other year groups in the autumn. The Year 1 meeting is held in the summer in order to help support the transition from Reception into Year 1.

Open Afternoon (After School)

Our Open Afternoon allows parents / carers the opportunity to come into school and visit their child's class and view the work completed over the course of the academic. During

this visit, parents and children will be able to visit their new classrooms and meet the teacher that their child will be having next academic year. Prior to the Open Afternoon, the children will have spent an afternoon in their new classroom with their new teacher.

SECTION THREE – EQUAL OPPORTUNITIES AND RACIAL EQUALITY (Refer also to these specific policies)

All school policies have an explicit aim of promoting race equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

SECTION FOUR – CHILDREN IN CARE (formerly known as Looked After Children)

As for all our pupils, Godinton Primary School is committed to helping every Child in care (CIC) to achieve the highest standards they can. Staff are aware that Children in Care can be at risk of underachieving at school because they have experienced disruption to their family life and education. Some may have low expectations, poor emotional and psychological health and a lack of family support. Godinton Primary School will support the parents/carers of Children in Care in receiving appropriate feedback about their child.