



Parent and Carer Partnership Policy

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Type of policy:	Non-Statutory	Committee:	
Signature:			

Policy Statement

At Wyre Forest School, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our pupils.

We know that parents' interest and involvement in their child's learning and wellbeing is associated with securing positive outcomes and higher achievement for their child. We believe parents and carers are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and pupils. Strong partnerships with parents/carers are pivotal to our school life and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school. For the purpose of this policy, "parent" refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

This policy provides a clear framework for how Wyre Forest School communicates with parents, including the ways in which parents can ensure they are fully involved in every aspect of the school community. A parent/carers working party has contributed to the content of this policy.

Policy Aims

- Help parents support their child's learning and development and be involved in the life of the school.
- Support WFS pupils to achieve the highest standards through close partnerships between home and school.
- Develop a clear communication strategy to keep parents well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
- Ensure parents are fully involved in school life and the school community.
- To inform, clarify and communicate the breadth of work between families and the school.
- Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns.
- Ensure arrangements are in place for parents to provide their feedback.
- Support parents/carers both inside and outside of school by providing useful information, alongside input from the Supporting Families Team.
- Create an inclusive environment that welcomes all families.

- 1.1. We aim to be a **welcoming school that communicates regularly with parents** through:

- promoting positive dialogue about learning and development
- having an open-door policy for parents to visit the school
- ensuring our reception arrangements are welcoming
- ensuring all communication is user-friendly, useful and informative
- publishing regular informative whole-school newsletters
- maintaining and developing our school website and social media accounts

ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.

- 1.2. We aim to **help parents enhance their own learning and to be actively involved in school life** by encouraging parents/carers to:

- Attend workshops and courses.
- Attend school performances, events and celebrations.
- Become involved in school projects
- Become school governors or members of the Friends of Wyre Forest
- Celebrate diversity throughout the school

- 1.3. We aim to **actively involve parents in the education, progress and wellbeing of their children** through:

- ensuring safeguarding procedures are robust
- providing practical strategies to support communication, learning and development at home
- supporting new parents to the school with an induction programme
- supporting parents to promote their child's attendance and punctuality
- providing information regarding the curriculum
- informing parents of their child's learning and progress through reports, parent's evenings and annual review meetings
- providing guidance for parents to support their child through times of transition, e.g. between years and key stages, EHCP updates
- celebrating success with stay and play sessions, celebration assemblies etc
- making sure all school policies are accessible and easy to understand.

1.4. We aim to **establish the views and opinions of parents and act upon these** through:

- establishing clear lines of communication between home and school and recognising the importance of parental voice
- providing regular opportunities for parental consultation/feedback and informing parents of the results.

2. Roles and responsibilities

2.1. Wyre Forest School is responsible for:

- establishing effective means of communication with parents
- communicating the curriculum clearly to parents
- informing parents of all school events within appropriate timelines
- regularly keeping parents informed of their child's progress and helping parents to support their child's learning and development
- providing opportunities for parents to communicate with the school regularly to provide their feedback
- listening to the views and concerns of parents.

2.2. Parents/Carers are responsible for:

- reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings such as Annual Reviews, EHCP updates and Parent's Evenings
- engaging with verbal communications so that they understand the information being communicated to them
- logging on to the school website for detailed information about the school calendar, term dates, school events and other useful downloads
- ensuring the school is informed of any important information, such as changes of contact details, their child's medical needs or safeguarding information.
- raising any concerns they may have with the school
- engaging in opportunities to provide feedback.
- attending their child's annual review and parent's evenings.

3. Systems of communication

- 3.1. The school will communicate with parents/carers in the following ways:
- school app (MCAS)
 - verbal communication either face to face or via phonecall
 - letters
 - text messages
 - newsletters
 - leaflets
 - the school website
 - parents' evenings
 - parent pop in sessions
 - class assemblies
 - email
 - training sessions and courses
 - school notice boards
- 3.2. For general enquiries, parents should ring the school office, which is open Monday–Friday between 8am and 4pm.
- 3.3. For non-urgent enquiries, parents should email the school at office@wfs.worcs.sch.uk
- 3.4. Parents can also visit the school office regarding enquiries.

4. Communicating with new parents and pupils

- 4.1. As a specialist provision, parents of prospective reception pupils are notified by the local authority of their child's place at Wyre Forest School in the summer term, prior to autumn term entry.
- 4.2. Wyre Forest School contact parents, who are then linked to completing admissions information via the MCAS app. A tour of the school is also offered either prior or post local authority notification.
- 4.3. The special school nursing team will also contact parents.
- 4.4. Parents are offered an induction evening in the summer term where they meet key members of staff and are welcomed to the school.
- 4.5. For parents of pupils that are starting in a different year group at the beginning of the academic year, WFS adopt a similar process. A member of

the supporting families team will contact all new starters during the summer holiday to offer support and answer any further questions

- 4.6. For parents of individual prospective pupils starting at a different point in the academic year, the above process is maintained, although an induction evening is not available.

5. Communicating pupil progress and information

- 5.1. Parents are invited to attend two parents' evenings per year. Parents will meet with their child's teachers and discuss progress. In addition to this an annual review is held to share more detailed information and discuss aspects of the child's overall needs, development and targets linked to their Education, Health and Care Plan (EHCP).
- 5.2. Parents are provided with a written academic report in the summer term outlining their child's progress and attendance. Any concerns can be discussed with their child's teacher.
- 5.3. One-to-one meetings can be scheduled by parents with the class teacher to discuss any concerns throughout the academic year- following this, a parent/carer can request a meeting with the phase leader if the issue is not resolved.
- 5.4. Any safeguarding concerns can be discussed with a member of the supporting families or safeguarding team.
- 5.5. Curriculum information will be provided to parents each term by phase leaders and class teachers.

6. Communicating school information

- 6.1. Parents can access the following information about WFS from the school website:
 - An overview of our specialist provision
 - Curriculum resources
 - Term dates
 - Calendar of Special Events
 - Information about Russell House
 - Newsletters, leaflets and updates
 - School policies

- A dedicated section for our families, including information about the WFS Supporting Families Team, as well as signposting to agencies and courses that can offer further advice.
- Our latest Ofsted reports for school and Russell House.

7. Key documents

- 7.1. Wyre forest school publishes key documents and policies on the school website. Parents can download these documents.
- 7.2. The school aims to create documents that are accessible to parents and easy to understand.
- 7.3. If parents wish to see hard copies of policies, they can be requested from the school office
- 7.4. Parents can access any Wyre Forest School policy; however, If parents have any questions concerning a key document, they are encouraged to communicate with the head teacher or email office@wfs.worcs.sch.uk

