



HOME SCHOOL LINKS POLICY

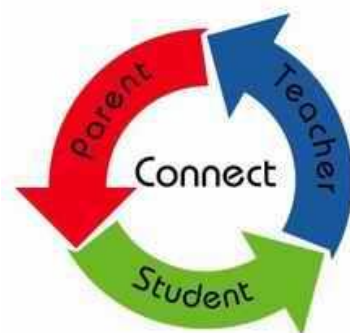


The United Nations Convention on the Rights of the Child is at the heart of our school's planning, policies, practice and ethos. As a Right's Respecting School we not only teach about children's rights but also model rights and respect in all relationships. This policy links to Articles 3, 12, 17, 28, and 29.

- Article 3:** *Everyone who works with children should always do what is best for the child*
Article 12: *The right to say what you think should happen and be listened to*
Article 17: *The right to honest information from different sources, including newspapers and television*
Article 28: *The right to learn and go to school*
Article 29: *The right to become the best that you can be*

INTRODUCTION

At Burlais Primary School we recognise the importance of working together with our parents/carers. We aim to have a shared expectation of what is expected of the child while in school, the part to be played by parents and the obligations of the school. Good relationships with parents/carers help develop trust and mutual respect. It should also be remembered that many parents are associated with the school for a considerable number of years as they often have more than one child passing through the school.



OPPORTUNITIES FOR PARENTS TO MEET THE STAFF

INDUCTION

Parents of children entering the school at Nursery are invited to meet the class teacher and other staff prior to their child starting school. Parents are given an informal appointment with the Nursery teacher and this proves an invaluable opportunity to share information between home and school. Parents are asked to fill in a booklet about their child and are requested to send the booklet into school when their child starts. Parents are also provided with a booklet which informs them of the day to day organisation of the nursery.



A further, more formal induction meeting is held with the parents of those children entering full time education the following autumn term. This provides parents with detailed information regarding the school and allows parents to meet the Reception class teachers and support staff. During this meeting parents are issued with a number of documents including the following:

- School Prospectus
- Anti-Bullying Policy
- Positive Behaviour Education Policy
- Internet Access Policy
- Pupil Information Booklet

Parents also have the opportunity to meet with other professionals that support the school including School Nurse, Design to Smile Team, Education Welfare Officer.

PARENTAL INTERVIEWS

Parents are provided with three formal appointments to meet with their child's class teacher during the academic year. Parents are invited into the school during the Autumn Term to meet the class teacher and to have the work programme for the year in that class outlined to them. Parents are encouraged to make every effort to attend this meeting as this is their opportunity to build a relationship with the class teacher which may be developed further throughout the year. It also provides a wonderful opportunity to find out how children are settling in to their new class and to discuss any concerns or queries.



During the Spring Term parents are given a further opportunity to meet their child's teacher and discuss the progress their child is making in school.

At the end of the Summer Term, parents are offered the chance to have a further meeting with the class teacher following the distribution of the end of year reports. It is up to parents whether they wish to take advantage of this offer or not.

Parents, on an individual basis, may be invited to come into the school to meet with the class teacher and/or other members of staff for annual review meetings if their child has a statement of special educational needs. Likewise, parents will be invited to meet with the Additional Learning Needs Leader and other support staff if their child is being assessed or monitored by an outside support agency e.g. Education Psychologist

Burlais Primary School's open door policy means that all parents are always welcome at any time to make an appointment with the class teacher and/or the Headteacher to discuss any issues they wish to raise. Every effort will be made to provide parents with an appointment on the same day as they make a request but parents are made aware that this may not always be possible. The Headteacher also schedules termly open meetings for all parents.

PARENT HELPERS

The school acknowledges that parents/carers often have time and many skills which can be used to enhance learning for our pupils. Their help can provide extra resources for staff and

give pupils the opportunity to get to know a wider range of adults within their community. Their involvement allows us to gain access to their invaluable perception of school life, strengthening community relationships

The school encourages parents/carers to work in the school on a voluntary basis. This provides a further opportunity for parents/carers to see what the school does during a normal working day and offers excellent opportunities for the school to further develop good relationships with its parents/carers and members of the local community.



Parents/carers are frequently asked to support and participate in activities with their child. For example, accompanying their child on a visit/trip or participating in sports day. Parents/carers are also invited into school to watch class assemblies and concerts in which their child is performing.

The school is also prepared to help when it can in providing placements for parents who are undertaking training courses in Child Care at the local college.

All parents/carers who help out in the classroom or on school visits are asked to observe the "Guidelines on Good Practice within the Classroom" (Appendix 1) and must have an enhanced DBS check.



COMMUNICATION

The school endeavours to maintain good communication links with all parents/carers and this may take the form of:

- Regular newsletters
- Text Messages
- Twitter feed
- Specific letters to parents e.g. educational visits
- Governors Annual Report to parents
- School website
- School notice boards
- Workshops for Parents
- Information Sharing Evenings E.g. E Safety
- Home School Links e.g. Rory the Rhino
- Book Sharing
- Class dojo



In return parents/carers are asked to check children's bags for letters and notices and to keep the school informed of any issues which may affect their child's attendance or performance at school.

PTFA (Parents, Teachers, Friends Association)



The school has an active PTFA which organises numerous activities throughout the school year. Some of the activities are fund raising based and provide additional monies for resources within the school. Other activities have a social aspect which is valuable in developing relationships between home and school.

PARENT GOVERNORS

There are four parent governors currently serving on the Governing Body. Their role is to represent the parents at governing body meeting and bring forward any question/queries that parents may have in regards to standards and management of the school.

SPECIFIC INITIATIVES

The school constantly looks for the opportunity to involve parents more in the education of their children through the use of specific initiatives.

From time to time the school will hold specific information sharing workshops e.g. Read, Write Inc, in order for parents to gain a further insight into how their children learn.

CONCLUSION

As a school, we are constantly seeking new opportunities to engage with our parents and frequently request their views and opinions through surveys and questionnaires. We value their opinions and endeavour to involve as many parents as possible when planning for development and improvement within our school.



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BURLAIS PRIMARY SCHOOL

GOOD PRACTICE WITHIN THE CLASSROOM FOR PARENTS/CARERS

- Respect the privacy of pupils and staff and recognise the need to be discreet in conversation with other parents.
- Remember you are in a position of trust and that you must respect the confidentiality of some situations you may encounter
- Follow any suggestions made to you by the class teacher to ensure maximum benefit for both you and the pupils from your involvement
- Be aware that children are easily distracted so speak quietly
- Speak to the children politely and firmly, providing encouragement and support whenever possible
- Inform the class teacher if any pupil is disrespectful to you or if you witness inappropriate behaviour
- Ensure that you are not left in a room by yourself with a child so that you are never placed in an awkward situation without teacher support
- Be aware of the school's Child Protection Procedures and inform the class teacher if you have any concerns regarding a pupil's welfare
- Consult with the class teacher regarding the use of the staffroom at break time
- Be reliable - let us know if you are unable to come whenever possible
- If you are not sure about something always ask
- If you would prefer to work with a different age group please let us know and we would rather swop you rather than lose you
- Remind your class teacher to advise you on Fire Evacuation Procedures/Lock Down Procedures
- Be aware of how much your help is appreciated by the staff and how valuable your contribution is to the progress of our pupils
- Enjoy what you are doing and share your interests with us

THANK YOU!

LISTENING TO CHILDREN READ

SOME SUGGESTIONS FOR PARENTS/CARERS

1. Get to know each other at the first meeting in a relaxed atmosphere
2. Before you begin to read:
 - Look at the cover
 - Discuss who chose it and why
 - Talk about the author, illustrator and to whom the book is dedicated if applicable
3. Adult reads the first page to introduce the characters and set the scene
4. Invite the child to take over at an appropriate point
5. Adult and child could read alternative pages if desired
6. Ensure the child pauses when appropriate to make the meaning clear
7. Pay attention to punctuation if appropriate
8. If the child is unsure of a word
 - Read the whole sentence to help with meaning
 - Use the pictures as clues
 - Ask the child to look at the word and say the initial sound
 - Pause for a short time before telling the child the word to keep the story flowing
9. Give the child confidence and encouragement
10. Discuss briefly the meaning of unfamiliar words if necessary
11. Feel confident and enjoy the reading time
12. Talk about what you have read
 - Discuss the characters of the story
 - Talk about how the child would feel in a similar situation
 - Pause at an interesting point and ask them what they think
 - End the reading time by talking about what has been read
13. If possible read to the end of the chapter of a story/book
14. Help the child to change the book if appropriate

