



# Yarrells School & Nursery

## COMMUNICATION AND PARTNERSHIP WITH PARENTS POLICY

Policy Lead (Position (and Initials)): **Head (SW)**

Date of Last Review: **June 2021**

Date of Next Review: **July 2022**

The Yarrells School community consists of three key groups of people: the children, the parents and the staff. We recognise that for our children to make good progress and thrive at school there needs to be a good relationship among the three key groups, with each fulfilling reasonable expectations to work to that end.

Working in partnership with parents is of major value and importance at Yarrells. It is essential in enabling us to provide a happy, caring and stable environment for children. We aim to form a good relationship with parents, communicating effectively, so that information regarding children (be it developmental, emotional, social or health related) can be exchanged easily and comfortably between staff and parents.

At Yarrells, we promote good, effective communication with parents and we aim to respond promptly to any requests to meet or for further information. The school is keen to welcome parents and involve them wherever possible in their child's learning.

If parents have any queries on a day-to-day basis, they are encouraged to have an informal word with the Form Teacher, ideally at the end of the day or they may set up an appointment if required. Parents are able to contact the Head of Department or subsequently the Head or a member of the Senior Leadership Team with any concerns.

If parents visit at any time during the school day, whether to collect children; drop something off; or to have a meeting with a staff member; *it is imperative that they come to the front door first*. In the interests of the children's safety and welfare, no individual is permitted to have unauthorised access to the school. Thus, for safety and security reasons parents **may not** wander around the school or enter cloakrooms and changing rooms. These areas are for staff and pupils only.

In the mornings, parents should drop children off at main entrances and/or rolling drop off and should not enter the classrooms, as this interferes with staff settling children in at school. Classrooms are open to parents by invitation for parent consultations or annual special events only. In particular, pupils from Years 2 - 8 should be developing more independence and the ability to organise themselves for the day.

The school also sends out a weekly newsletter and other notes to parents to keep them abreast of activities, topics, events and relevant issues. In addition, we have various message boards around the school that are updated regularly and those who wish to do so can also access updates via the school's Facebook page.

## **The Form Teacher**

The Form Teacher is the most important link between home and school, and matters concerning children's well-being or academic progress should be directed to Form Teachers. Parents may communicate with the Form Teacher via a note, email to the school or discussion.

As mentioned previously, as a rule, parents should avoid having discussions with staff at the beginning of the day, unless strictly necessary. This is because teachers are settling children in for the day and the teachers' focus should not be diverted from their attention to the children. Also, very importantly, parents should be aware of confidentiality and the impact of their conversation if their discussion with a staff member is in earshot of the children. In these instances, it would be better to set up a private meeting at a mutually convenient time.

Any notes to school should be given to the Form Teacher who then re-directs notes with the morning register as necessary. If cash/cheques are to be sent in, these should be placed in a clearly labelled envelope. All requests/games excuses need to be given in writing to the Form Teacher. Termly health certificates and any medical information should be handed in on the first day of term to the Form Teacher and these will be passed on to our Lead First Aider and recorded as appropriate. Alternatively, parents should contact our Lead First Aider to arrange to meet with her personally.

## **Records and Updates**

It is essential that the school is kept up to date about any change in family circumstances or any matters that may affect children's equilibrium so that we can render support as necessary. Yarrells works hard to provide exceptional pastoral support to the children that attend and we need to be kept updated as necessary. Parents should also inform the office immediately of a change of address or telephone number.

## **Health Matters**

Health matters should always be communicated to the school office. Parents must remember to pass on any health worries, questions or information directly to the staff in the school office, preferably by email so they can relay information to our lead first aiders. Should parents wish to set up a meeting, this can be done easily for all matters pertaining to the health or physical well-being of the child.

## **Formal Feedback to Parents**

Parents are given more formal feedback about their children's progress through two full written reports twice a year.

They are also encouraged to attend the parent consultations that are held each term:

- In the autumn term, we arrange our first parent consultations just before half term so that parents can discuss how their children have settled in and raise any questions they may have. Parents receive formal feedback via the report that follows at the end of the term.
- In the spring term, there is a parents' consultation either side of half term depending upon year group.
- In the summer term, an end of year report is issued at the end of the term.

Parents are notified of dates for individual consultation evenings in the term diary and through other reminders such as newsletters and email.

### **Information Evenings**

Over the course of the school year we offer various information evenings to provide relevant information to parents. These may be open evenings to give general information or special training such as for Internet Safety training.

We also offer a discussion and presentation evening to advise parents about the process of applying to secondary schools and the admissions procedures.

### **Friends of Yarrells Association**

The Friends of Yarrells (FOYs) is an association of parents that supports the school through various fundraising initiatives and through facilitating school events that enhance the school community experience for Yarrells families. The group is very active and parents are encouraged to become as involved as they wish in their social and fund-raising events. The FOYs hold a Coffee Morning at the start of the Autumn term, which is an excellent opportunity to welcome parents, both new and current, as the term begins.

### **Covid-19 Temporary Measures:**

Owing to the Covid-19 pandemic, we have had to impose certain restrictions on the number of visitors to the school site and the nature of the visits themselves. Parents are not permitted to leave their vehicles at drop off and collection unless their child is in Year 1 or below. Should parents wish to speak to the office staff or a teacher, they are required to telephone in advance to request an appointment and all deliveries of pupil belongings need to be made outside the Main House door.

The usual parent consultations, class assemblies and events to which parents are ordinarily invited all now take place remotely over Zoom or Microsoft Teams. The School endeavours to maintain the best possible channels of communication between all stakeholders despite the challenges minimising contact between individuals brings.