



THE CLARE SCHOOL

HOME/SCHOOL LINKS POLICY

1. STATEMENT OF PRINCIPLE

At The Clare School it is a basic principle that the education of children is accomplished through a partnership between parents and the school. The partnership is based on a mutual desire to provide for each pupil an appropriate education based on the National Curriculum, supported by the Additional Curriculum and Learning Support Plans (LSP's).

2. OPEN DOOR

The school operates an open door policy for parents. Parents are encouraged to make an appointment in the first instance, but may come into school at any time. Initially, parents should report to the school office and a member of the Senior Management Team will provide assistance.

3. PROCEDURES FOR COMMUNICATION BETWEEN HOME AND SCHOOL

The main form of communication between school and home on a day to day basis is the Home/School book. This log book is used in different ways in each area of the school.

In the Primary Department the Home/School book is used as a method of conveying information between parents and teachers. This may include information concerning social interaction, therapy/medical information of anything that parents, teachers or support staff feel should be communicated to the other party.

In the Secondary Department, pupils take an increased responsibility (where appropriate) to convey messages verbally or by letter between home and school.

Other forms of communication will be via telephone, letter or via digital media.

4. RESPONSE TO CONCERNS RAISED BY PARENTS

Where appropriate, response will be immediate depending on the nature of concern. An opportunity to see the Headteacher or Deputy Headteacher will be made as a priority. If required, an opportunity to see the Teacher/Support Assistant concerned will be made to the parent/carer. All concerns/issues will be recorded and placed on record.

5. PROCEDURES FOR INVOLVING PARENTS WHEN A CONCERN IS FIRST RAISED BY THE SCHOOL

Arrangements will vary with the seriousness of the issue in question. The Home/School book will be used in less serious situations (e.g. notes about uniform, some levels of misbehaviour etc).

Serious incidents will result in a telephone call or letter to parents/carers and a request to parents to come into school at the earliest convenience.

If appropriate, this will be followed up by a further meeting and correspondence with other staff/ professionals e.g. School Support Team, Guidance Adviser, Children with Disabilities Team etc.

6. ARRANGEMENTS FOR INVOLVING PARENTS IN ANNUAL REVIEWS

Annual Review information will be sent to parents the term before the Review for their child giving them the date and time for the Review that academic year.

Personal notification will be given to parents three to four weeks in advance of the Review, together with the pupil's report and any relevant correspondence.

A parent's Comment Sheet will be provided with the pupil report.

Parents will be given the opportunity to request the attendance of specific professionals at the Review.

Parents will be consulted on the targets contained in the LSP at the Review. Previous outcomes of targets and new targets on the LSP will be discussed and agreed/or amended as necessary.

Targets for home may be set during the Annual Review and shown on the LSP.

7. PROCEDURES FOR KEEPING PARENTS INFORMED ABOUT THE SCHOOL ORGANISATION

The school provides a yearly school calendar listing important events and key dates. This is sent to parents at the beginning of the school year and added to the home page of the school website.

Parents are sent a newsletter each half term.

Individual messages are entered by respective Teachers/Support Staff in the pupil Home/School books.

8. PROCEDURES FOR REPORTING TO PARENTS ON THEIR CHILDREN'S PROGRESS DURING CONSULTATION/OPEN MORNINGS

At present, the following opportunities are available to parents.

- Two whole school Parent Consultation evenings (Autumn & Summer terms) that involve teaching staff, Higher Level Teaching Assistants (HLTA's), and the Independent Parental Supporter.
- A whole school Open Morning (Spring term) will involve an open invitation to parents and interested parties to visit the school and observe/participate in lessons.
- All consultation meetings will involve invitations for multidisciplinary therapy staff, the School Nurse and the Guidance Adviser to attend.

- The LSP will form the basis of the reporting programme during Consultation Evenings.

9. AVAILABILITY OF PARENTS GUIDANCE AND SUPPORT

Support for parents is always available from all staff, particularly the Headteacher and Deputy Headteacher both by telephone and in person.

The school works closely with outside organisations, most notably Respite Services, Children with Disabilities Team, Therapy staff, Health, the Guidance Adviser and Norfolk Youth Service.

The school employs an Independent Parental Supporter, closely linked to Norfolk Parent Partnership. The IPS encourages parents to be fully involved as partners in their child's education by working alongside them, explaining, supporting and enabling.

The school will refer on to other organisations when appropriate, (in liaison with parents) if support and guidance is required.

The school has set up a 'Parent zone' Information Board next to the Reception Area that contains information on a range of issues.

10. FIRST STEPS

The school has recently set up First Steps that meets monthly to discuss school issues and how best to support the school and parents. This forum includes the school Independent Parental Supporter and a member of the Senior Management Team will attend for part of each meeting.

11. OPPORTUNITIES FOR HOME VISITS BY STAFF

These opportunities are normally arranged as part of the Annual Review. Individual staff may also make arrangements for specific requirements.

Depending on circumstances, there will be opportunities for teaching staff and support staff to visit parents' homes. These visits will be monitored closely to

ensure correct procedures are adhered to. All staff that visit home situations will need to complete a Parent Liaison Form.

Therapy staff at 'The Clare School' will also try to maintain good contact with pupils in their homes.

12. OPPORTUNITIES FOR PARENTS TO DO VOLUNTARY WORK AT THE SCHOOL

Parents are encouraged to take an active role as volunteers within the school.

Whilst it is our policy to discourage parents from working with their own child, in certain circumstances this may occur depending on the nature of the situation i.e. educational visits and the age appropriateness of the child.

All volunteers working at the school require an "enhanced CRB check".

13. POLICY REVIEW

This Policy will be reviewed with other Home/School Policies to reflect current school practice.

This policy is available for all staff (held in the School Policy folders). It is available, upon request, to the Governing Body, Parents, Stakeholders and interested parties.

Date of next review Autumn 2020

Signed *F. John A* Headteacher

Date *5/10/17*

Signed *R. Wick* Deputy Headteacher

Date *5.10.17*

Autumn Term 2014