



BLETCHINGLEY VILLAGE PRIMARY SCHOOL

Aiming high • Working together • Achieving our best

Reporting to Parents and Carers Policy

Aims:

- To ensure that parents and carers are kept fully informed about their child's progress
- To ensure good communication between home and school so that children's progress is maximised and their wellbeing safeguarded

Principles:

We believe that frequent, informal communication between home and school is the best way to ensure that we fulfil the aims of this policy and work together for the benefit of the children. We also believe that it is important to have a regular, more formal cycle of communication.

Practice: Informal communication

Foundation Stage	<p>Children are brought to their class garden and doors open at 8.50. Parents can speak briefly to members of staff at this time about any matters pertaining to the school day ahead or to request a meeting at the end of the day to discuss any other matters.</p> <p>Staff bring the children to the playground or gate at the end of the session or day and parents/carers can speak to them at this time as well. Parents who would like to speak to the teacher at more length can arrange a mutually convenient time to meet directly with the teacher.</p> <p>Staff will similarly use the morning/afternoon times to speak briefly to a parent/carer or will ask them to come in at a mutually convenient time if they need a longer or more private discussion. Parents/carers and members of staff also make contact by telephone or e-mail.</p>
Key Stage 1	<p>Children go straight into their classrooms via their garden and are taken to the hall for Wake and Shake. Parents can speak briefly to members of staff at this time about any matters pertaining to the school day ahead or to request a meeting at the end of the day to discuss any other matters.</p> <p>Teachers bring the children to the playground at the end of the day, and parents are welcome to speak to them then. As with Foundation Stage, parents/carers and/or teachers can use this time to arrange mutually convenient times if a longer discussion is needed.</p> <p>Parents/carers and members of staff also make contact by telephone or e-mail.</p>
Key Stage 2	<p>Children go straight into Wake and Shake when the bell rings just before 8.50. Parents/carers can give urgent messages to senior staff on duty, and they will pass these on to the teacher concerned.</p> <p>Teachers usually bring their classes to the playground at the end of the day, in which case they will be happy to speak to parents/carers. They may set up regular, informal meetings with parents/carers at this time. Parents/carers who would like to speak to a teacher who is not in the playground at the end of the day should go round to the school office so that the office staff can help them. It is sometimes possible to find the teacher straightaway; otherwise an appointment will be made for the parent to see them. <i>Parents must not enter school or classrooms to go and look for a teacher.</i></p> <p>Teachers who would like to speak at more length to parents/carers will either catch them at the end of the school day or telephone them to make a mutually convenient appointment.</p> <p>Parents/carers and members of staff also make contact by telephone or e-mail.</p>
All classes	<p>There are termly Open Classroom sessions, when parents/carers may drop in to the classroom between 3.20 and 4 pm to look at their child's work and have a brief chat to the class teacher. No appointments are necessary.</p>

Practice: Formal communication and reporting cycle

Time of Year	Format	Purpose
September	<p>"Meet the teacher" meetings. Parents/carers are invited to a short meeting after school. The teacher will talk about rules and routines for the new class, and the work to be covered. Parents/carers can share any concerns they may have at the time or by making an appointment.</p> <p>Reception parents are invited to meet class teachers individually during the induction period at the beginning of term in order to share information and any concerns there may be.</p>	<ul style="list-style-type: none"> • For parents/carers to meet the new teacher early in the school year • For parents/carers to be aware of the new teacher's expectations and of any changes to routines in the new year group • For parents/carers to have an understanding of the curriculum and homework for the year • To ensure that any concerns are addressed and resolved early on
November	<p>Consultation evenings Years 1 to 6. Teachers are available on two afternoons/evenings, one until late, for individual ten minute meetings with parents. All parents/carers are expected to attend.</p>	<ul style="list-style-type: none"> • For parents/carers to discuss their child's progress to date and to agree any action needed • For parents/carers of children with special educational needs to review and update targets
March	<p>Foundation Stage: Consultation evenings as above. Key Stage 1 and 2: Written reports are sent home. Teachers are available on one evening to discuss reports with parents/carers if they so wish.</p>	<ul style="list-style-type: none"> • For parents/carers to have a written record of their child's progress to date, and know how they are doing in relation to national expectations. • For parents/carers to discuss their child's progress to date and to agree any action needed (Foundation Stage) • For parents/carers to have an opportunity to discuss any concerns the report has raised
Summer	<p>Open Afternoon and consultation evening. Parents/carers are invited to visit the school during the working day. Children may show them round the school and parents/carers can observe and take part in lessons and activities. Parents/carers can also look at the work their children have done during the year.</p>	<ul style="list-style-type: none"> • For parents/carers to see the school at work • For parents/carers to look at their children's work • For parents/carers to have an opportunity to discuss child's attainment, progress and targets for the following school year.
June	<p>Induction events are held in June for parents/carers of children going into the Reception class, the SLCN Centre or any other classes the following September, and for the children to meet their new teacher and classmates.</p>	<ul style="list-style-type: none"> • For parents/carers to meet staff and learn more about the school. • For parents/carers to understand the induction process for September. • For children to become familiar with the school
July	<p>Nursery: brief written report Reception: written report/Foundation Stage Profile. Year 2 and Year 6: end of Key Stage assessment results sent to parents. Years 1, 2, 3, 4 and 5: summative record of the child's end of year attainment in reading, writing and maths and progress since the annual report. There will be individual appointments for parents to discuss the child's attainment, progress for the year, and targets for the following year if required.</p>	<ul style="list-style-type: none"> • To ensure parents/carers have a record of how their child has settled/is progressing in Nursery • For parents/carers to have a written record of their child's progress to date, and know how they are doing in relation to national expectations. • For parents/carers to have a written record of their child's results, as required by law