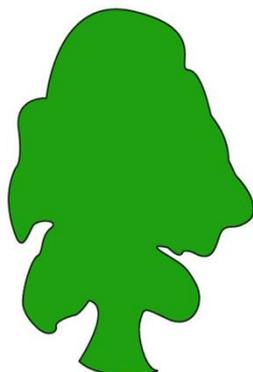


Home School Partnership Policy

FOR ELMHURST SCHOOL



Adopted:	September 2016
Next Review Date:	September 2019
Responsible Committee	Curriculum, Pupils and Community Committee

Signed:

Headteacher:	Mrs R. Lee
Chair of Governors:	Mr D. Gamble

Home School Partnership Policy

Aims of this Policy

- To promote the vital partnership between school and home so we can maximise each child's learning, development and well-being so they achieve their full potential.
- To develop consistency of approach in meetings and support staff in developing effective communication between home and school.

Sharing Information about Pupils' Progress

During the school academic year, teachers communicate with parents/carers each term about their child's academic progress. Autumn and Spring with face to face meetings and in the Summer term written reports with the opportunity of a face to face meeting if required.

When a child has Special Educational Needs (SEN), additional meetings will be held to review his or her progress regularly throughout the year.

Individual Pupils Concerns

When issues arise either at school, or at home we are committed to raising these concerns early and addressing the issues straight away with a positive approach. This informed way of working develops cooperation, support and trust between both home and school.

If a teacher or member of the Senior Leadership Team have any concerns or questions about a child's progress or well-being the parents or carer will be contacted by phone or the teacher will ask to discuss the concerns with a parent at home time.

If a parent or carer has any concerns about their child, we request they visit the main office or telephone the office to arrange a meeting with the class teacher or member of the Senior Leadership Team.

Records of parental dialogue are kept on the Behaviour Watch system so they can be accessed at any time by SLT and class teachers where appropriate.

Code of Conduct

Elmhurst School values everyone who works and attends our school. All the members of the school's community, as well as visitors, are expected to be polite and courteous in their communications, and to show respect for each other. Any behaviour that undermines this, including swearing, shouting, intimidation and personal insults will be followed. On-going or repeated incidents of behaviour that have the potential to affect the well-being of one or more individuals will lead to action that may ultimately result in a ban from the school site.

Guidelines

- Preparing for meetings.
- Managing meetings.
- Post meeting records.

Preparing for Meetings

Checklist

The following questions are to prepare for the meeting to help ensure that it runs smoothly and achieves its aims.

Planning the Meeting

- Aims of meeting? Questions to answer - the issues or the concerns to address or resolve.
- Agenda. Who should attend? What happens if key people can't attend?
- When will meeting be held to enable key people to attend? Reports may have to be distributed before the meeting is there time for this? Date and time of meeting identified and all contacted.
- Where will the meeting be? Consider size, location and layout. Are confidentiality and comfort assured? Appropriate venue identified

- How long will be needed for the meeting - if unsure better to allow more time than having to cut off short. Meeting room secured.
- What information needs to be gathered about particular incident or data on child's progress? Relevant information requested and received and distributed to every member attending the meeting.
- Are written reports from professionals needed? Letters requesting reports sent out in time.
- Reports received if not then chasing up needed - if reports late then give out in meeting, if key reports not available meeting may need to be postponed. Reports will need to be distributed to each person attending
- Who will take minutes? They will need to look at the agenda before the meeting.

Day of the Meeting

- Is the meeting room set up? Seating, acceptable temperature, notice up of no interruptions, seating arranged carefully - all the same height.
- Agenda distributed.
- Late reports or documents been photocopied.
- Is the meeting likely to be difficult? Ensure a code of conduct is shared before the start.

Following the Meeting

- Have minutes been typed up and distributed? Even to non-attenders.
- Have points agreed in meeting been actioned – record actions.
- Non attenders who haven't given apologies been contacted?
- Has Behaviour Watch been updated?

Home School Agreement

Elmhurst School believes that the school and the parents/carers of its pupils need to work closely and effectively together for each child to achieve their highest standards.

Aims of this Agreement:

- To clarify expectations of both home and school.

The School in supporting its mission statement and values will:

- Inform parents of their children's strengths.
- Inform parents of areas where their children need support.
- Hold regular parent/teacher consultations.
- Write an annual report to parents informing them of their children's progress.
- Respond to any parent queries within two working days.
- Set homework according to the school's policy.

Parents will support the school's mission and values by always ensuring:

- Their child attends school every day.
- Their child is punctual and in correct school uniform every day.
- No jewellery other than studs, sleepers or watches are worn.
- All jewellery is removed for P.E. or plasters/surgical tape is provided to cover them.
- Correct PE kit is in school daily.
- A healthy lunch is provided.
- Correct contact addresses for emergencies are provided and up to date.
- The child follows the school's Code of Conduct for behaviour and school values.

Parents will support the school's mission by understanding and agreeing that:

- They are responsible for equipment used by their child – lack of care resulting in damage will lead the school asking parents for replacements.
- They will telephone the school any morning their child is not in school and inform the office of the reason.
- They will contact the school to make an appointment when they have any concerns or queries.
- Their child will complete any set homework to a high standard.
- They will read with their child at least five times per week.
- Sign their child's Home/School Planner weekly.

As an Elmhurst Pupil

I will do my best to:

- Always wear the correct uniform.
- Bring to school the right books, kit and equipment for lessons.
- Attend school on time every day.
- Never miss school through unnecessary absence.
- Listen to instructions and work hard.
- Present all my work neatly and on time.
- Allow enough time to complete my homework thoroughly.
- Complete all homework I am set.
- Keep my books neat and free from graffiti.
- Have my Reading book in school every day.
- Get my Home/School Planner signed by a parent/carer every time I read.

Name of Pupil: _____

Name of Parent/Carer: _____

Date Agreed: _____