

St Teresa's Catholic Primary School

Parental Involvement Policy



'Christ be in our heads, in our hands and in our hearts'

St Teresa's Catholic Primary School has an 'open door' policy. We recognise the pivotal role parents play in the education of their children. We encourage all parents to be fully involved in their child's formal education and in the life of the school, as an adult helper or member of the St Teresa's Parent Teacher Friends Association (PTFA). We recognise that we must work in partnership with all parents, keeping them fully informed of their child/ren's achievements and the workings of the school, and have introduced effective strategies for active involvement.

Welcome/Pre-school Induction

We recommend that parents of Primary-age children, who are moving into the area, or from another local school, should:

- visit the school before deciding if St Teresa's is the best environment for their child
- be shown around the school by a member of staff, who will answer their questions
- try to resolve any problems at the child's current school (if local), before making the decision to take their child away
- bring their child with them, when looking round the school
- ensure they are given a copy of the School Prospectus when visiting the school

Pre-school parents are given several opportunities to visit and learn about our school:

- receiving a copy of the School Prospectus
- visiting the school when they register their child
- visiting the school during the 'Open Day'
- being invited to the school fund-raising and social events before the child starts school,
- visiting the school during the child's pre-reception visits.
- be given the opportunity to register their child at Tinies

An Induction Meeting in June is arranged for the parents of children starting school in September.

The parents of new children are given a wide range of information and are directed to the school's website.

Communication

At St Teresa's we have introduced a wide range of communication strategies, including:

- Weekly newsletter
- Electronic messages via email or text
- SeeSaw App
- Individual letters to parent when the need arises
- Direct telephone calls (as necessary)
- Questionnaires.
- Signpost to the website

Home-School Agreement

All new parents receive a copy of the Home-School Agreement, which they are asked to sign. The agreement outlines the parents' and the school's responsibilities, which both the parties are expected to honour.

Meetings

At St Teresa's we hold two meetings for parents with their child's class teacher(s). These take various forms; in September we have a 'Meet the Teacher' meeting where parents listen to a short presentation about class routines and expectations. There is also the opportunity for an informal chat with the teacher(s). In January / February parents meet their child's class teacher to discuss progress and standards achieved, the parents are given an appointment time. In July, parents are given the opportunity to discuss their child's school report, by appointment, with the class teacher.

Parents with severe obstacles to attending a Teacher/Parent Meeting will be provided with an appointment immediately before or after the school day. Parents not living with their child are given an appointment on request.

Formal meetings with the Head Teacher are held with parents who are concerned about their child's education. Informal meetings are held on a regular basis between parents and teachers to discuss progress or problems. Parents are invited to all SEN Support Plan reviews and annual reviews for those pupils with a Statement of Special Educational Needs.

The SENCO works very closely with the parents of those children with special needs. If a parent requests a meeting with the Head Teacher or staff, every effort will be made to arrange the meeting as quickly as possible.

Information evening meetings are held with parents during the year, including:

- Early Years Workshops
- Meet the Teacher Meetings
- Preparation for SATs - Year 6
- Preparation for residential visits
- Transition to All Hallows – Year 5 & 6

Assemblies / Masses

Parents are invited into schools to attend Award Assemblies, special events and class masses.

Reports

Reports on the child's progress and attainment in all subjects, as well as their personal development, are sent to parents in July of each year. A separate slip is enclosed for parents to respond to the report. Separate copies of the report are sent, on request, to parents who are not living with the child. Mid-year reports of pupil progress are provided in January / February prior to the Formal Parents' Evening.

Parent Helpers

Parents may request to volunteer in school by contacting Mrs Jillian Holmes (Headteacher). All parent volunteers will be vetted in line with our safer recruitment procedures and will receive an induction, which will include safeguarding training.

Consultation

The school staff and Governors consult the parents, when changes to school routines are planned, or to discover their opinions on specific matters; for example, a questionnaire is sent home to ascertain parent's concerns as well as the opportunity to join the Consultative group.

Social/Fund-raising Events

St Teresa's has an active PTFA Committee, which organises a varied programme of social and fundraising events for the children and adults. These social events allow parents and staff to meet on an informal basis, enhancing the home-school liaison.