




The Cavendish High Academy

**Leading Parent Partnership
Policy**

2023 - 2024

 This policy is approved by the
Leading Parent Partnership Award (LPPA)



Parent Partnership Coordinator: Donna Tofts

Date: Autumn 2023

Contents:

Statement of intent

1. Aims
2. Roles and responsibilities
3. Systems of communication
4. Communicating with new parents and students
5. Communicating student progress and information
6. Communicating school information
7. Providing support
8. Parental feedback
9. Key documents
10. Monitoring and review

Statement of intent

At The Cavendish High Academy, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our students.

We know that parents' interest and involvement in their child's learning is associated with securing positive outcomes and higher achievement for their child. We believe parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and students. Strong partnerships with parents are pivotal to our school life, and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

For the purpose of this policy, "parent" refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

This policy provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure they are fully involved in every aspect of the school community.

This is to confirm that, after discussion with staff, governors, parents and pupils/students,


Establishment name **THE CAVENDISH HIGH ACADEMY**

is committed to working towards the Leading Parent Partnership Award.


Coordinator name **DONNA TOFTS**

will be the school's Leading Parent Partnership Award coordinator.


Head teacher's name **ELAINE HAVER**

Signature 

Chair of governors' name **CAROLE HOWARD**

Signature 

Award coordinator's name **DONNA TOFTS**

Signature 

1. Aims

1.1. This policy has been developed with an aim to:

- Help parents support their child's learning and be involved in the life of the school.
- Support students to achieve the highest standards through close partnerships between home and school.
- Develop a clear communication strategy to keep parents well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
- Ensure parents are fully involved in school life and the school community.
- To inform, clarify and communicate the breadth of work between families and the school.
- Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns.
- Ensure arrangements are in place for parents to provide their feedback.
- Support parents both inside and outside of school by providing useful information.
- Create an inclusive environment that welcomes all parents.

1.2. We aim to be a welcoming school that communicates regularly with parents through:

- Promoting positive dialogue about learning.
- Having an open-door policy for parents to visit the school.
- Ensuring our Reception arrangements are welcoming.
- Ensuring all communication is user-friendly, useful and informative.
- Publishing regular informative whole-school newsletters.

- Maintaining and developing our school website and social media accounts.
- Ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.

1.3. We aim to help parents enhance their own learning and to be actively involved in school life by encouraging parents to:

- Volunteer to support in school.
- Attend workshops and courses.
- Attend school performances, events and celebrations.
- Become involved in school projects.
- Become school governors.
- Celebrate diversity throughout the school.

1.4. We aim to actively involve parents in the education, progress and wellbeing of their children through:

- Ensuring safeguarding procedures are robust.
- Providing practical strategies to support learning at home.
- Supporting new parents to the school with an induction programme.
- Supporting parents to promote their child's attendance and punctuality.
- Providing information regarding the curriculum.
- Informing parents of their child's learning and progress through reports and consultation meetings.
- Providing guidance for parents to support their child through times of transition, e.g. between years and key stages.
- Celebrating success.
- Making sure all school policies are accessible and easy to understand.

1.5. We aim to establish the views and opinions of parents and act upon these through:

- Establishing clear lines of communication between home and school, and recognising the importance of parental voice.
- Providing regular opportunities for parental consultation and informing parents of the results.

2. Roles and responsibilities

2.1. The school is responsible for:

- Establishing effective means of communication with parents.
- Communicating the curriculum clearly to parents.
- Informing parents of all school events within appropriate timelines.
- Regularly keeping parents informed of their child's progress and helping parents to support their child's learning.
- Providing opportunities for parents to communicate with the school regularly to provide their feedback.
- Listening to the views and concerns of parents.

2.2. Parents are responsible for:

- Reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings.
- Engaging with verbal communications so that they understand the information being communicated to them.
- Logging on to the school website for detailed information about the school calendar, term dates, exam details, monitoring and assessments, school achievements and other useful downloads.
- Ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information.

- Raising any concerns they may have with the school.
- Engaging in opportunities to provide feedback.

3. Systems of communication

3.1. The school will communicate with parents in the following ways:

- Verbal communication
- Letters home
- Text messages
- Newsletters
- Leaflets
- The school website
- Parents' evenings
- Drop-in sessions
- Class assemblies
- Email
- Training sessions
- School information boards

3.2. Parents will be given the opportunity to sign up to receive information at the beginning of the academic year via email.

3.3. Any parent wishing to receive information part way through the academic year can do so by emailing: reception@chs.academy or by visiting the school office

3.4. Any parent wishing to withdraw their consent to receiving information can do so by emailing: reception@chs.academy

3.5. For general enquiries, parents should ring the school office, which is open Monday-Friday between 8:00 am and 4.30pm.

3.6. For non-urgent enquiries, parents should email the school using: reception@chs.academy.

3.7. Parents can also visit the school office regarding enquiries.

4. Communicating with new parents and students

4.1. Prospective parents are given a school prospectus upon request or from the school reception

4.2. Prospective parents are invited to an open evening via email in the Autumn preceding the year of entry to the school.

4.3. Prospective parents are invited to an induction along with their child in the Summer term before the new academic year, where they are given an information pack which contains essential school information and welcomed into the school.

4.4. Parents of new students are invited to meet their child's teachers via a 'meet and greet' evening in the early Autumn term to review their child's progress so far and address any concerns.

5. Communicating student progress and information

5.1. Parents are invited to attend three parents' evenings per year – one at the end of each term. Parents will meet with their child's teachers and discuss progress.

5.2. Parents are provided with one written academic reports within the Summer Term outlining their child's progress and attendance. Any concerns can be discussed with their child's teacher.

5.3. Parents will be invited to meetings to discuss their child's progress where the teacher deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about attendance.

5.4. Annual Review will be held annually and all professionals will be invited.

5.5. One-to-one meetings can be scheduled by parents with the headteacher, senior leadership, class teacher, or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should call the school office.

5.6. students' educational achievements will be celebrated through letters home, assemblies, events and presentations throughout the academic year. Parents can see this on Earwig.

6. Communicating school information

6.1. Parents can access the following information from the school website:

- The school prospectus
- Curriculum resources
- Term dates
- Copies of letters to parents, where appropriate
- Information about lessons/additional study
- Special events
- Exam schedule
- Newsletters, leaflets and updates
- Emergency contact details
- School policies

6.2. Parents will be kept informed of any important school information, such as key dates and events, via newsletters, emails and text messages.

7. Providing support

7.1. The school aims to support parents in every way possible to help them with the educational development and wellbeing of their child.

7.2. The school runs various assemblies, training sessions, coffee mornings and opportunities to help parents with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.

7.3. All parents will be invited to attend these sessions and are provided with the opportunity to ask questions.

7.4. The school also provides various forms of written communication, such as leaflets and guidance, to further support parents.

7.5. Parents are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.

7.6. Parents will be provided with support and resources to help them make informed choices about school transitions and will have the opportunity to discuss their child's transition with the class teacher.

8. Parental feedback

8.1. The school will consult with parents on various aspects of school life throughout the academic year.

8.2. Questionnaires will be accessible from the school website or QR code.

8.3. Parents are encouraged to provide feedback to the school as and when they need to. Feedback can be delivered to donna.tofts@chs.academy, or meetings can be arranged.

8.4. The school will arrange for regular consultations, such as group meetings, to seek parent feedback.

8.5. All parental feedback is valued and responses are considered.

9. Key documents

9.1. The school publishes key documents and policies on the school website. Parents can download these documents.

9.2. The school aims to create documents that are accessible to parents and easy to understand.

9.3. If parents wish to see hard copies of policies, they can be requested from the school office.

9.4. Parents can access any school policy; however, specific documents that parents may wish to access include the following:

- Child Protection and Safeguarding Policy
- Health and Safety Policy
- Online Safety Policy
- Parent Code of Conduct

9.5. If parents have any questions concerning a key document, they are encouraged to speak to the headteacher.

10. Monitoring and review

10.1. This policy is reviewed annually by the headteacher and the governing board.

10.2. Any changes made to this policy will be communicated to parents

10.3. The scheduled review date for this policy is September 2024.