



JUNIOR SCHOOL

Together we make a difference

School's Parent Partnership & Engagement Policy

Fully Revised: March 2021

Review date: March 2024

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.

Statement of intent

At Dobcroft Junior School, we aim to develop close relationships with parents, so that we can work collaboratively to support the educational progress and overall wellbeing of our pupils.

We know that parents' engagement and involvement in their child's learning and experience in school is associated with securing positive outcomes and higher achievement for their child. We believe that parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and pupils. 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.

This policy (which has been written in conjunction with the governing board) provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure that they are fully involved in our school community.

Aims

This policy has been developed with an aim to:

- Help parents support their child's learning .
- Support pupils 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.
- Promote opportunities for parents to be 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

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

- Promoting positive dialogue about learning and achievements.
- Having an open-door policy for parents to visit the school.
- Publishing regular informative, whole-school newsletters and year group summaries.
- Maintaining and developing our school website and social media accounts.
- Ensuring our Reception arrangements are welcoming.
- Ensuring all communication is user-friendly, useful and informative.
- Ensuring parents can easily communicate with school by making sure that they are fully informed of the channels of communication.

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.

- Volunteer to support or host extracurricular events e.g. sporting activities.
- Attend workshops and courses.
- Attend school performances, events and celebrations.
- Become involved in school projects.
- Become school governors.
- Become part of the FODS group (Friends of Dobcroft Schools) and create community events to fund raise and support the school.
- Celebrate diversity throughout the school.

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 Y3 parents to the school with a transition 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.

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.

Roles and responsibilities

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 and considering the views and concerns of parents and responding where appropriate.

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.
- Ensuring contact details are up to date

The school will communicate with parents in the following ways:

Medium for Communication	Purpose	Examples of how we use this medium
Texts (from the school office)	Reminders for key events in school Parents receive 2-3 working days' notice.	Text about Non-uniform day / dress down day (happens each final Friday of a half term). Reminder text sent Monday prior to the Friday. Changes to school routine due to, for example, snow.
Emails (from the school office)	Brief information for year groups and classes. Parents receive at least 1 weeks' notice (where applicable)	E.g. bring in a food item for a science experiment.
Letters (emailed out from the school office) also available on our school website	Trips, information evenings, more detailed overviews and information (Note we sometimes send hard copies for example when there is a form to be filled in) Parents receive at least 1 months' notice (where applicable)	Information evening E.g. Help Your Child at Home Evening. Letter will be emailed out with link on school website. Parents receive at least 1 months' notice. Curriculum visit / trip requiring money over £5
News Letters (emailed out from the school office) also available on our school website	To provide key information and updates in a 'nutshell'	<ul style="list-style-type: none"> • Monthly Head Teacher Newsletter (celebrating achievements and to update parents on lots of small matters) • Termly Year Group Newsletter (to provide key detail e.g. PPA day, PE kit day, staff info, Curriculum info, Home Learning info)
Our School Website www.dobcroft-jun.sheffield.sch.uk	Parents can find huge amounts of key information and detail on our website.	<ul style="list-style-type: none"> • Copies of all letters • Prospectus (link on our home page) • Newsletters - Head Teacher (on the home page) • Newsletters - Year group (under 'letters') • School calendar • Dinner Menu • ParentPay link • School Policies and statutory information • Curriculum overviews • Home Learning set by teachers on the year group blog (top banner on the website) • Remote Education (connected to COVID self-isolating or shielding) also under the blogs section (top banner on the website)
ClassDojo App Each parent / carer receives an invitation with set up instructions, in order to use the app on their phone. Please get in touch with the school office if you need a reminder.	To communicate with parents and carers regarding their child's successes and achievements, as well as communicating class updates.	'Dojo Points' awarded for super work will show up as an alert in the parent app, live. A photograph of the class doing some creative work may appear on the Class Page.
Twitter Page Search for 'Dobcroft Junior School Twitter' Our Twitter feed is also embedded into the home page of our website.	A mix of school updates – both for fun and for key information.	A fun teacher photograph quiz or a brief, key COVID update.

Parents engaging with the school's social media channels are expected to adhere to the school's Social Media Code of Conduct for Parents (the latest version can be found on the school's website).

Pupils' educational achievements will also be celebrated through letters home, assemblies, events and presentations throughout the academic year. Parents will be invited to attend wherever possible.

Parents communicate with parents in the following ways:

School Office

For general enquiries, parents should ring the school office, which is open Monday-Friday between 8:00am and 4:00pm (0114 236 8075)

For non-urgent enquiries, parents should email the school using: enquiries@dobcroft-jun.sheffield.sch.uk

Parents can also visit the school office regarding enquiries.

Contacting Teachers or specific Members of Staff

Parents should email teachers using: teachers@dobcroft-jun.sheffield.sch.uk

Communicating with new parents and pupils

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

Prospective parents are invited to an induction evening 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.

Communicating Pupil Progress and Information

Parents are invited to attend three parents' evenings per year – one at the end of each term. During the Autumn and Spring terms, Parents will be invited to meet formally with their child's teachers and discuss progress.

Parents are provided with a final academic report during the Summer term. Any concerns can be discussed with their child's teacher as an informal invitation, during the Summer term.

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

For parents of SEND children, three review meetings will be scheduled (one per term) for parents to discuss and review any educational plans in place to support their child (please refer to SEND policy). The class teacher will attend all three review meetings and the SENDCo will attend, dependent on need, as follows-

Level of Need	Attendance
EHCP	<ul style="list-style-type: none">• SENDCo will attend all three meetings• Class Teacher will attend all three meetings• Wherever possible, a key worker (e.g. teaching assistant) will attend.
MyPlan	<ul style="list-style-type: none">• SENDCo will attend all three meetings• Class Teacher will attend all three meetings

Support Plan for a child with needs level 3 or above	<ul style="list-style-type: none"> • SENDCo will attend two meetings • Class Teacher will attend all three meetings
Support Plan for a child with needs level 2	<ul style="list-style-type: none"> • SENDCo will attend a minimum of one meeting • Class Teacher will attend all three meetings

Year group / Term / Stage of Education	Attendance
Year 2 Summer Term at Dobcroft Infant School	SENDCo and Class Teacher will attend wherever possible
Year 3 Autumn Reviews	SENDCo and Class Teacher will attend wherever possible
Year 6 Autumn Reviews	SENDCo and Class Teacher will attend wherever possible
Year 6 Summer Reviews	SENDCo, Class Teacher and secondary school SENDCo will attend wherever possible

One-to-one meetings can be scheduled by parents with the headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should email enquiries@dobcroft-jun.sheffield.sch.uk or visit the school office.

Providing support

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

Over an academic year, the school runs and invites parents to various assemblies, parent sessions, drop ins with multi agency workers, coffee afternoons 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.

The school also provides various forms of written communication, such as leaflets and guidance, to further support parents. Much of this guidance is placed on our school website. They 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.

Parental feedback

The school will consult with parents on various aspects of school life throughout the academic year. Where new initiatives arise, our approach is usually to trial this and consult parents in the style of before and after measures, in order to establish the impact and make informed decisions based on parent voice.

Questionnaires will be sent out to parents at various points in the year.

Whenever possible, the school will arrange for parent consultations, such as group meetings, to seek parent feedback.

All parental feedback is absolutely valued and responses are carefully considered by the SLT and regularly fed back to the Governors.