



# Parent Partnership Policy

Working in Partnership Between  
Home - School - Child





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## Vision Statement

To provide an outstanding education in the heart of the  
community

Vickerstown School's vision is to create and maintain a learning environment that challenges and inspires our pupils and the wider community. We will encourage young people to be the best that they can be, aim high and to become happy, self-confident and responsible members of the wider community.

## MISSION STATEMENT

Delivering an outstanding education through a professional,  
caring and dedicated team, working with empowered  
children in a focused learning environment.

Vickerstown School is fully committed to every child receiving the very best education and to ensuring that all pupils reach their full potential. In order to achieve this, teachers aim to deliver outstanding lessons and the school rightly has high expectations of its pupils. We expect all members of the school community to behave well, work hard, achieve high standards appropriate to their learning abilities, show respect for one another and to ensure that Vickerstown School is a positive and safe place to be.

For the school to achieve a positive ethos it is essential that all members of the school community work well alongside each other and develop positive working relationships (this includes all staff and other adults working in the school, pupils and parents/carers). Having a positive ethos helps to ensure good behaviour from pupils in school. Young people learn by example and as such, having high standards of expectations from all parties involved in their education will create adults with similarly high standards.

## Parent Partnership Statement

At Vickerstown we aim to establish a mutually supportive and respectful relationship with all our parents where trust and respect is at the heart of all we do. We aim to keep parents informed and involved in a positive way, encouraging them to be realistic with regards to expectations in their child's education, working in partnership together in order to help every pupil achieve their full potential.

### Core Purpose

We value the unique insight that parents can provide into their children's learning and acknowledges that learning begins and continues in the home environment. By working in close partnership with parents, we seek to nurture in the children the developing trust, respect, confidence, independence, self esteem and the desire to learn. We can do this by working and talking together.

**At Vickerstown we aim to:**

- To enhance and widen all our children's education in order to achieve the highest standards of care and academic achievement, through closer partnerships of parents, home, school and the community.
- To ensure that all staff, governors and parents/carers are able to support the pupils' development effectively at all stages of their school life at Vickerstown Primary.
- To communicate fully with parents to ensure that we all (parents, children, staff) have the same purpose in mind - the needs, development and progress of the children.
- To operate an Open Door Policy that encourages the fullest possible two-way communication between staff and parents.
- To ensure that Vickerstown School provides a culturally appropriate environment inclusive for all parents and their children, regardless of need, background or culture, where all are fully involved in school life and the school community.
- Foster and promote a two way partnership based on mutual respect between parents, children and all those working within our school.

## **Introduction**

At Vickerstown we recognise that parents and carers are the most important influence in a child's life and that school is most effective when there is partnership between parents, children and school. Both home and school want the best for the children in our care. Parents want them to have the best opportunities so that they can become successful and happy members of the community. School wants to provide pupils with the environment and support they need to achieve all their ambitions.

Effective partnership between home and school is key to these aspirations. Our school aims to listen to and communicate with parents more effectively to build the trust and understanding needed for pupils to achieve their best. We need to be a resource for the community it serves.

This Home-School Agreement has been developed in consultation with [pupils, parents, staff and governors] and reflects key policies within the school. The Agreement is designed to support all members of the school community and to be clear about and fulfil their role in ensuring each young person can be 'the best they can'. It is assumed that all members of the school community agree with this document in its entirety, and will, if an issue arises conform full to its expectations. Where this is not the case, parents/guardians must communicate this to the school, in writing, stating precisely the concern they have and stating their reason for not supporting the contents of this Agreement fully.

## **Behaviour**

The commitment of staff, pupils and parents is vital in order to develop a positive whole school ethos which is built on a shared commitment to displaying courtesy, care, kindness and consideration at all times to all people within the school and wider community. The expectations of staff, pupils and parents/carers are outlined below. Further information on the behaviour standards expected from all members of the school community may be found in our Whole School Behaviour Policy, which is available on request.

## **Ways in which effective partnerships can support pupils:**

### **Being a welcoming and friendly school for parents/carers and visitors**

- Our office staff aim to respond swiftly and efficiently to the needs of all callers and visitors.
- Making the school a safe and vibrant environment.
- Providing clear signs around the school to help parents/carers/visitors.
- Pupil's work and photos of family events are displayed.
- Parents and carers are asked about the reception they receive. Their responses are read, analysed, followed up, acted upon and reviewed.

### What Pupils Can Expect from School

Pupils can expect staff and other adults working in the school to:

- Treat them fairly with care, courtesy and kindness
- Use a range of non-verbal and verbal cues to encourage good behaviour and limit inappropriate behaviour;
- Be approachable and listen to them at appropriate times;
- Always take seriously any complaints of bullying or inappropriate behaviour witnessed or reported to them;
- Set high expectations, clear boundaries and regularly agree classroom and behaviour expectations;
- Use rewards and, where necessary, sanctions consistently;
- Model the behaviours they wish to see.

### What School Expects from Pupils

School expects pupils to:

- Wear full school uniform correctly
- Follow instructions given by staff and other adults without arguing;
- Put up their hand to indicate that they wish to speak;
- Use appropriate language;
- Follow classroom rules and procedures and not disrupt the learning of other pupils;
- Tell the truth and learn from their mistakes;
- Care for the classroom and resources, respecting others' property;
- Lead by example creating a good role model for younger pupils in the school;
- Accept responsibility for their behaviour;
- Consider the needs of all the other people in the classroom;
- Use ICT in accordance with school procedures;
- Report to a teacher or other adult any bullying behaviour by others including bullying with the use of technology (cyber bullying);
- Behave appropriately when outside school;
- Be ambassadors for the school.

### What School Expects from Parents/Carers

School expects parents/carers to:

- Treat staff and other adults in the school with respect;
- Treat other parents, pupils and visitors to the school with respect;
- Behave responsibly whilst on school premises;
- Ensure that their child arrives at school on time;
- Ensure that their child is dressed appropriately, in school uniform with any necessary equipment, and has their full P.E. and swimming kits, which should be clearly labelled, in school when required;
- Ensure that their child attends school regularly and contacts the school in the event of an absence or lateness;

- Encourage their child to have high standards of behaviour in and out of school;
- Support the actions of the school if the school has to use reasonable sanctions to address their child's behaviour;
- Work with school staff to help their child accept responsibility for their behaviour and actions;
- Support the sanction applied where a child has been unfair, unjust, physically violent or discriminatory, thus ensuring their child receives a clear and powerful message that this type of behaviour will not be tolerated at school or at home;
- Inform the school of any concerns or problems that may affect the child's work or behaviour;
- Support the school in its use of rewards and sanctions;
- Take some responsibility for the behaviour of their child;
- Discuss any issues of concern with the class teacher or Head teacher in a calm and non-aggressive or threatening manner;
- Share any concern about the way that their child has been treated, in a courteous and discrete manner (i.e. discussing the disagreement with the teacher out of earshot of the child) in the first instance with the class teacher;
- Report any incidents of bullying including cyber bullying as soon as they are discovered so that the issue can be dealt with promptly by school staff;
- Refrain from smoking on the school premises or around entrances/exits, especially at busy times before and after school
- Refrain from using foul language in earshot of any young person at any time in or around the school premises
- Refrain from bringing dogs onto the school premises (regardless of their size or temperament) or stand with them close to the entrance gate at busy times before and after school.
- Consider the implications of posting inappropriate or defamatory details on social network sites and the detrimental effect inappropriate comments can have on individuals and the school as a whole;
- Comply with any sanctions which may be imposed as a result of non-compliance with this home-school agreement.
- Consider the safety of others when driving or cycling in the school grounds.



## What Parents/Carers Can Expect from Staff and other adults in the School

Parents/Carers can expect staff and other adults working in the school to:

- Treat them with respect;
- Set high standards of work and behaviour for all children in their care;
- Deal promptly with any incidents of bullying regardless of whether their child is seen as either the bully or the victim;
- Impose sanctions consistently in accordance with the Whole School Behaviour Policy and the school system;
- Promote positive behaviour and consistently reward such behaviour in accordance with the Whole School behaviour Policy and the school system;
- Promote positive behaviour beyond the school gates and impose sanctions for inappropriate behaviour which reflects negatively on the school and its values;
- Discuss their child's actions with them, give a warning and ensure that their child knows what the penalty will be should they continue to misbehave. All penalties will be carried out;
- Let them know if there are any concerns about a child's work, attendance or behaviour;

## Learning

Learning is the core purpose of the school. It is the aim of all members of staff and other adults to ensure the highest standards of progress and attainment are reached with each and every child. In order to achieve this, a strong link needs to be maintained between home and school and each child must be motivated towards learning.

## What Pupils can Expect from School

Pupils can expect school staff and other adults working in the school to:

- Encourage a sense of belonging throughout the school community;
- Arrive at lessons on time;
- Have a well organised room;
- Plan thoroughly for the long, medium and short term and deliver good to outstanding lessons which engage and motivate them to achieve;
- Allocate sufficient time for each task;
- Pace lessons appropriately taking into account the individual needs of each pupil;
- Provide every child with equal access to the curriculum;
- Set tasks according to the pupil's needs, abilities and interests, where appropriate;
- Be enthusiastic and develop positive working relationships with pupils and their peers in their classes;

- Celebrate the success of pupils in lessons, after school activities and assemblies;
- Encourage all pupils to contribute to the work in hand;
- Set and review individual targets and communicate these to the parents
- Communicate both successes and concerns with parents;
- Use assessment information to support pupils in their future learning;
- Display their work;
- Mark or give feedback on work as soon as possible;
- Set homework appropriate for the age and abilities of each pupil;
- Eliminate or control hazards which may cause them harm;

### What School Expects from Pupils

#### School expects pupils to:

- Arrive at lessons on time;
- Enter the classrooms quietly;
- Sit where they are told to sit by the teacher or any other member of the school staff;
- Have equipment and books for lessons, including pupil/student planners;
- Listen attentively to the teacher who will explain the lesson, what you are going to do, why and how;
- Listen to others' ideas and work co-operatively;
- Value other individuals and their contributions to lessons;
- Complete homework or other activities as requested and in within the time limits set.

### What School Expects from Parents/Carers

#### School expects parents/carers to:

- Encourage their child to achieve their very best in school;
- Encourage children to approach learning in school in an enthusiastic and motivated way;
- Ensure children have the correct equipment for school at all times;
- Ensure children have pieces of homework on the timetabled evenings;
- Help their child complete, thoroughly check and return homework on or before the deadline;
- Read to and with their child on a very regular basis;
- Support the child's homework and other home-based learning activities;
- Share any issues about completing homework with the class teacher as soon as practicable;
- Attend all meetings relevant to their child's education. Where this is not possible, to make suitable alternative arrangements with the school to keep up-to-date with their child's progress;
- Read and respond to annual school reports.

## **What Parents/Carers Can Expect from Staff and other adults in the School**

**Parents/Carers can expect staff and other adults working in the school to:**

- Provide a balanced curriculum in order to meet the needs of each child;
- Encourage their child to do their best at all times;
- Keep them informed about general school matters, and their child's individual progress;

## **Attendance**

It is a statutory obligation for all children to receive a full-time education. It is essential that all parents with children at Vickerstown School ensure that their children receive a full-time education, keeping them away from school only for significant medical reasons or exceptional circumstances.

## **What Pupils and Parents/Carers can Expect from School**

**School staff and other adults working in the school will:**

- Work closely with parents to resolve issues that prevent pupils attending school on time or regularly;
- Work closely with the LA and others to ensure that each pupil receives their entitlement to full-time education;
- Pupils will generally be dismissed at 3.00p.m Monday to Thursday and 2.00p.m Friday.

## **What School Expects from Parents/Carers**

**School expects parents/carers to:**

- Accept their responsibility to ensure that their child attends school on time (between 8.15a.m and 8.30a.m) every day - arrival between [ 8.30a.m] and [8.40a.m] will be marked late; arrival after [insert time] is recorded as absent in accordance with the school's attendance procedures;
- Be ready to collect their child at 3.00p.m Monday to Thursday and 2.00p.m Friday.
- Notify the school if they will be late collecting their child from school, giving an approximate time of arrival;
- Notify the school if a different person is picking up their child at the end of the school day;
- Notify the school by letter or telephone by 9.30 a.m. if their child is not attending school on that day, giving the reason for absence;
- Keep their child at home for at least 48hours after the last episode of sickness/diarrhoea;

## **Communication**

Good and effective communication between home and school is paramount in ensuring each child receives an effective education. Vickerstown Primary School prides itself on being open, friendly and welcoming, whilst consistently sharing information with parents/carers on issues concerning their child. Whenever there is a concern either from the school or home, this should be shared at the earliest opportunity, which ensures that members of the school community can be effective in supporting each child's individual needs and education.

### **School will provide parents with:**

- A dedicated website which contains accurate information linked to areas of school life [www.vickerstown.cumbria.sch.uk](http://www.vickerstown.cumbria.sch.uk)
- A School Newsletter with appropriate information (dates, events and activities) termly.
- A year group newsletter/information sheet sharing key information relating to learning topics and homework expectations for the term during the first week of each term;
- Regular letters that share accurate information in a timely manner. Parents are requested to share one or more email addresses in which they would like to receive any 'mail shot';
- Three formal parent/teacher meetings per year to discuss their child's progress with their child's class teacher;
- A range of assessment reports;
- A prompt response to any written concern i.e. within two working days. In the first instance, this may be a holding response until such time as a more comprehensive response can be formulated;
- A time to meet the appropriate member of staff;
- A formal opportunity to comment on the quality of service your children and you receive.

### **Parents/carers will:**

- Contact the school immediately when a concern arises, preferably in writing e.g. e-mail. The school office e-mail address is [admin@vickerstown.cumbria.sch.uk](mailto:admin@vickerstown.cumbria.sch.uk)
- Contact the school after a child's absence to collect any correspondence which might have been missed;
- Read all appropriate correspondence carefully and take action where necessary e.g. booking performance tickets, parent teacher meetings, making payments for visits etc.;
- Attend all meetings relevant to their child's education.

## **Promote lifelong learning opportunities and support for parents.**

The school seeks to ensure all groups of parents/carers connected with the school are aware of training and enrichment opportunities available in the school and in the community, by:

- Informing parents about adult learning courses.
- Delivering Family Learning courses for example, starting school phonics, literacy, numeracy, craft and first aid.
- Providing information and advice workshops, for example written calculations in maths, to enable parents to support their children's learning.
- Offering leaflets and guidance on specific areas of the curriculum, eg. reading, to enable parents to support children at home.
- Developing opportunities for parents of children with special educational needs to meet to share experiences and learn more about available support.

**Providing an enrichment programme for all pupils, involving parents where possible.**

We also seek to support those parents who work by offering an extended school provision, for example:

- Breakfast club for children who come to school on transport.
- After-school clubs (Gymnastics, football, etc)
- Making clear to parents the school's policy on CRB checking for volunteer helpers.
- Community diversity is celebrated and reflected both in the work done in the classroom and through a range of social and enrichment events.
- Parents and carers are encouraged to take part in learning outside the school day, and participation in sports, arts and other interests.

**Providing welcoming and supportive induction for all groups of new parents.**

- Provide opportunities for all prospective parents to find out about the school
- Provide opportunities for parents to discuss all transitional decisions
- To ensure information is produced and distributed appropriately, taking account of parental needs and views.

**Providing high quality, 'user-friendly' information to parents/carers.**

- Providing a regular and up-to-date information service through the newsletter and school web site about the work of the school, its curriculum and events in the school calendar.
- School App, Class Dojo and Facebook Page.
- Providing parents with advance notice of all school events and dates, with up-dates as appropriate.
- Actively involving parents/carers in the celebration of pupil success.
- Promoting systems of active communication between home and school.

- Curriculum information will be provided each term and on the web site for parents and carers. Information includes suggestions about how parents can support their child's learning.
- We aim for high parental involvement at parents' evenings.

### **Ensuring that all relevant school policies are effective and easy to read by parents**

- Making relevant school policies available to parents on our website and ensuring appropriate procedures are clear.
- Regularly reviewing the Home-School Agreement to take account of parental views and communicating it regularly and clearly.
- Having up-to-date and accessible policies on:
  - Administration of Medicines
  - Admissions
  - Anti-Bullying
  - Attendance
  - Behaviour
  - British Values
  - Child Protection
  - Complaints
  - Health and Safety
  - Parent Partnership
  - PSHE/Sex Education
  - Mental Health and Emotional Well-being

### **Provides support for all parents as their child leaves school.**

**We aim to provide support and resources to help parents make informed decisions about choices and transitions to other schools, by:**

- Providing impartial guidance on transition to parents and pupils.
- Supporting parents with the procedures for applying for secondary schools, including a presentation from the head teacher, individual consultations and support and guidance in any appeals procedures.
- Identifying the SENCo, Mrs Dawn Andrews, if appropriate, as the link to other agencies and resources.

Parents are welcomed into the school at mutually convenient times to learn more about their children's progress and to celebrate their successes. There are numerous opportunities throughout the year (both formal and informal) to meet together and get to know each other. Meetings are arranged at a variety of different times to enable as many parents as possible to attend.

### **Formal**

- Induction events for new parents (including joint parent/child play sessions, meet the teacher).
- Open Afternoon for new and existing parents to see the school at work.
- Meet the Teacher' sessions in September to provide parents with contact points for the coming year, advice on the curriculum and information about the year ahead.
- Parents evenings in November and February plus an informal open evening in July provide parents with up-to-date information on their children's progress and set targets.
- Meetings to discuss, evaluate and update Individual Education Plans for children with special educational needs and other meetings for families with additional support requirements/needs.

### **Informal**

**These include:**

- A variety of assemblies, including Year 6 Leavers Assembly
- Christmas and musical concerts
- FOV events, including Fetes, Sports Day, Discos and Fayres
- Educational visits

### **Communication**

**We are continually updating and improving our communication systems.**

**Currently, parents receive regular updates from the school including:**

- Regular newsletters and information letters
- Annual Progress Reports in June
- Notice boards in the school reception and FOV notice boards in the playgrounds
- Text messaging service
- Regularly updated website
- Home School Agreement
- Email distribution of letters and newsletters

### **Home/School Partnership**

**We believe that a strong home/school partnership is key to children's emotional development, progress and growth as part of the community. We encourage parents to support their children's learning at home in a variety of ways, including:**

- Jointly signing the Home/School agreement
- Reading with children as often as possible
- Visiting the library together
- Encouraging children to complete and return promptly any homework they have been given
- Having two way open communication with your children's teachers regarding progress, worries or concerns

### Governors

Our Governing Body work with staff to promote, support and develop partnership links with parents, for example by supporting FOV events, attending Open Evenings to meet with parents.

### Friends of Vickerstown

All parents are automatically Friends of Vickerstown and we are enormously grateful to FOV for their hard work and commitment in raising funds for our school.

### Parental Feedback

We welcome comments and feedback from parents, carers or visitors about any aspect of the work we do at school. Equally we welcome any suggestions that will help us to further develop our partnership with parents. Parents are encouraged to write to us directly at the school; alternatively they can contact us by email through the office email address; drop ideas, suggestions or comments into our suggestion box.

The school will regularly seek parental views on a range of topics affecting pupils' education through questionnaires, surveys and verbal discussion. Feedback is valued, and responses are seriously considered and actioned where appropriate and in pupils' best interests.

We are committed to the highest possible level of Partnership and are always open to new suggestions on how we can improve.

### School Uniform

Vickerstown Primary School expects all pupils to wear the school uniform at all times during the school year. The uniform has been kept simple so that it is easy to find and buy at a number of local outlets and to keep the cost of uniform to the minimum. Parents are expected to send their children into school correctly dressed and we ask that you inform us by telephone or in writing if, for any reason, the appropriate school uniform cannot be worn.

### Jewellery

At Vickerstown Primary School pupils may wear a single pair of stud earrings that they must be able to remove for PE and swimming lessons. No other jewellery may be worn to school although pupils may wear watches.

Parents who wish their child to wear jewellery in keeping with their religion/ethnicity should contact the school direct to discuss the individual requirements.

Earrings and watches must be removed for PE/Swimming lessons.

Do not allow your child to have pierced ears if they are unable to take them out and put them in easily.

Only have your child's ears pierced at the beginning of the summer holidays so they do not miss any PE/Swimming lessons.



# Vickerstown Primary School



## Home - School Agreement

Working in Partnership Between

Home - School - Child

### Vision Statement

To provide an outstanding education in the  
heart of the community

### MISSION STATEMENT

Delivering an outstanding education through a  
professional, caring and dedicated team,  
working with empowered children in a focused  
learning environment.

