



Norfolk House School

HOME SCHOOL PARTNERSHIP POLICY

Informing and involving Parents

1. At Norfolk House School we recognise the vital importance of establishing a working partnership between parents and staff on behalf of the pupils. The school community is relatively small and we aim to instil confidence and foster co-operation to create a family atmosphere.
2. The school has an 'open door' policy, which means that parents are able to see the form teachers before and after school; on occasion, this may have to be by appointment in the case of the Headmistress. If a meeting is required during the school day, an appointment is always required. Opportunities for formal and informal visits are provided throughout the year. We establish contact and form relationships with parents and their children before they start school, particularly the children who enter Transition. Our aim is to be welcoming and approachable, putting everyone at ease.

Starting school

3. Initial contact – Prospective parents and their children are invited to visit the school during a working day to meet the Headmistress and staff, and to be taken on a conducted tour. Parents are given a prospectus during their visit or may request one beforehand. Copies of inspection reports are available on request and also on the school's website.
4. Induction Meetings – the parents of children entering into Transition are invited to a meeting held towards the end of the term prior to their entry date, the main Transition meeting is held during the summer term. At the meeting the parents are introduced to staff who outline the curriculum, teaching approach and ethos of the school. There is usually a display of work and photographs of past activities for parents to see.
5. Parents are given an induction pack which contains useful information (e.g. uniform requirements, parents' handbook, lunch menus) and some helpful hints on activities that can be done at home prior to the child commencing school. The Child Profile is also in the pack, and parents are asked to complete this and return it to school on the first day of term. The meeting forms an ideal time for parents and new children to meet staff and other new parents and also to ask questions.
6. Older children starting at the school will spend a day with their new class during the assessment process. There is no formal induction process.

7. Home School Agreement – This agreement, which is detailed in the Parents’ Handbook, is to enable staff and parents to support each other in the education of the children.

Parents’ Evenings

8. There are two formal occasions each year when parents have the opportunity to meet staff by appointment.
9. Autumn Term – a meeting where any initial concerns are raised and progress is reported on.
10. Spring Term – half yearly verbal progress report.
11. At these meetings, parents of pupils in Years 1-6 will also be given written targets to support the progress of their child. These may be academic, (specifically in English and mathematics), or social/developmental targets.
12. At the end of the Autumn and Spring Terms, parents of pupils in Years 1-6 receive a review report on targets with a class teacher comment and a full written report is also issued at the end of the Summer Term. For pupils in Transition and Reception, reports are issued at the end of the Autumn and Summer Terms.
13. In conjunction with progress reports, parents will also receive curriculum booklets stating topics to be covered each term for pupils in Reception to Year 6. This enables parents to support work done in school.

Homework and Parental Co-operation

14. Where appropriate, parents are asked to sign their children’s homework diaries. Notes can be written in these books about areas to concentrate on, concerns about standards of work etc.

Meetings for Parents

15. Meetings are held, when appropriate, to inform and support parents. These may include Welcome Meetings in each September and 11+ meetings for parents in Year 3.

Newsletters

16. A half- termly newsletter is issued to parents by email, outlining events, giving key information and dates as well as updates on past activities. Other letters are sent out at appropriate times giving details of educational visits and events and copies appear on the school’s website.

Educational Visits

17. Each term’s focus generally includes an educational visit to, for example, a museum, an art gallery, a theatre, an historic site etc and charges are generally raised on the fee invoice.

Signed : S. Palmer
Mrs S Palmer (Headmistress)
Signed : J. Challinor
Mr J Challinor (Chair of Directors)
Date : 11.9.18