



REPORTING TO PARENTS POLICY

Adopted by Kerr Mackie Primary School T&L Committee on:

Signed by Chair of T & L Committee:

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To be reviewed by Governors on:.....

This policy is scheduled to be reviewed at the Teaching and Learning Committee



Reporting to Parents Policy

Article 28 Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

Reporting to Parents and Carers Policy

Kerr Mackie Primary School recognises and values the vital role parents and carers play in partnership with the school in their child's learning

This policy is intended to help improve the levels of attainment and not simply serve as a process for sharing information. As a consequence, we have thought carefully about the formation we wish to share with parents and carers and what should be the outcome of it.

We aim to

- Ensure parents are well informed about their child's progress and how they can help them make the next steps
- Work in partnership with parents helping them to support their child's learning. We recognise that they too will tell us useful information to help us teach their child well.

The school is accessible to parents who are able to drop in before and after school to see staff. The school's Pastoral Team also operate regular parents drop in sessions which parents can also use to give or request information or express any concerns. If a longer time is needed, parents will be invited to make an appointment to see the teacher or the relevant member of staff. All pupils have a reading record book for parents to record any comments on their child's reading.

Timetable

Autumn term 1 and 2

September

Teachers will hold Welcome meetings for parents and carers, which all parents and carers can attend. At the meeting the teacher will outline

- The curriculum and projects that will be taught during the year
- The end of year expectations
- How children are assessed
- What a typical week looks like for their child
- The role of the Pastoral team
- Homework arrangements

At the meetings, there will be an opportunity for parents and carers to ask any questions. The Welcome meeting presentation emailed to parents and placed on the school's website for parents who were not able to attend the meeting.

Each teacher prepares a termly curriculum newsletter which highlights the key contents of the term's project, reading, writing and maths that will be taught during the term.

October

Teachers will hold 1-1 meetings with parents and carers of pupils who have Special Educational Needs. These meetings will last 30 minutes and are an opportunity to discuss in detail how the needs of their child will be met. It also allows the parent and carer to provide any additional information that will help the school ensure the needs of the child are being met.

The first of the school's two parents' evening will be held in October. At the first meeting, teachers will discuss how the parent's child has settled in, share key targets, report on learning behaviour and attitude and explain how parents can support at home. Parents and carers will have the opportunity to look at their child's books. All parents and carers will receive a simple written report, with their child's targets for reading, writing and maths. Children will be encouraged to attend so they can contribute to the discussion.

November

The Year 6 teachers will hold a meeting for parents and carers about the Y6 SATs. At the meeting the teachers will explain the papers that children will sit, provide examples of the type of questions children are likely to be asked, and provide a copy of the SATS timetable.

The Early Years staff will hold reading workshops, with a small group of parents attending at a time. The teachers will model how reading is taught in Reception, with a particularly focus on phonics.

January

Teachers will hold a second meeting for parents and carers for children with Special Educational Needs

Year 1 teachers will hold a meeting for parents and carers to explain the Phonics Screening Check that is conducted at the end of Y1. Parents and carers will be provided with resources to support their child at home.

February

A second parents and carers meeting will be held for all parents. Parents and carers will be provided with an updated report similar to the report given at the first parents' evening.

Parents and carers of children in Key Stage 1 and Key Stage 2 will be invited to meet their child to share their learning journeys. This is an opportunity for children to discuss their learning and targets with their parent.

May

Parents and carers will have a second opportunity to meet with their child to share the child's learning journey.

If, having read their child's report, a parent or carer wishes to discuss any aspect of their child's education with a member of staff, then an appointment can be made.

A meeting will be held for the parents and carers of children who will be entering Reception in the September. This meeting is led by the Foundation Stage leader. The parents are provided with information about the daily and weekly routines in Reception, how children are helped to settle in, what children will learn, the importance of play, school policy on attendance. Members

of the school's Pastoral team are present to describe their role in school. The staff who provide the school's after school care are in attendance, as is the school nurse.

July

Parents will receive a full written report with information concerning their child's attainment, progress, effort and behaviour.

Specifically the report will comment on:

- The attainment levels of their child
- How these attainment levels compare to age expectations and prior attainment
- The effort which their children put in to their learning
- How their child is progressing
- Their next steps for reading, writing and maths
- Attendance

The reception teachers visit the homes or nurseries of the children who will be starting in September. The visit allows the staff to learn about the child, their friendships, likes and dislikes. This helps with deciding which class the children will be in when they start and designing the provision within Reception.

A short report will be produced, reporting the optional and statutory SATS results for pupils in years 2 and 6. The results of the phonics screening will be shared with parents and carers of all children in Year 1 and those parents and carers of children in Year 2 who are re-screened.