

Keir Hardie Primary School



Home-School Partnership Policy & Agreement

(including Parent Code of Conduct)

Reviewed	Summer 2020
Next review	Summer 2023

Rationale

Keir Hardie Primary aims to provide the highest quality of education for all students, to enable them to reach high levels of achievement. We see our home-school agreement as an essential element of our strategy, central to the partnership between school, parents and carers and students.

We aim to develop a close partnership with parents which supports and encourages all our pupils to achieve their best. We can only do this by working together.

Research into the impact of home learning demonstrates that:

- When homework tasks are specific and focused on the learning taking place in school, they have the most impact.
- Independent homework projects or activities preparing for future learning have the most impact.

Giving children daily worksheets which consolidate previous learning has low impact on children's learning.

It is important for teachers to monitor homework. In addition, research shows that home learning can have the following non-academic benefits for children:

- Learning the importance of responsibility for learning
- Managing their time effectively
- Developing study habits
- Developing perseverance – staying with a task until it is complete

The Importance of Talk Research supports the importance of vocabulary development from an early age.

- We would therefore encourage parents to daily converse with their children about what they have learnt at school, for example, by holding the following sorts of discussions:
 - Tell me about the most interesting thing you have learnt today.
 - How could you have improved your learning today?
 - What did you enjoy most about today's learning?
 - What do you predict you are going to be learning about next?

Objective

To promote a partnership/ agreement between pupils, parent/carers and staff, this should result in:

- Better home-school communication (matters such as: pupil progress, information on what pupils will be taught (curriculum), rewards/celebration of work, homework and domestic concerns that may affect pupils' ability to learn effectively-behaviour)
- Parents and teachers working in collaboration with each other to support areas of concern(examples will include: aspirations, transition to secondary,expectations, behaviour, bullying and safeguarding)
- Parents supporting and helping their child(ren)'s learning at home more effectively, through Independent Project Learning All children from EYFS-Year 6 will be provided with a home learning will undertake a home learning project each half term linked to their curriculum topic. Class teachers will outline the skills which should be demonstrated in each project.
- Home and school working in partnership with the child at the centre of the relationship
- Home and school should enjoy a relationship based on mutual support, trust and respect
- Good attendance from staff and children to support learning
- We all need to feel valued:
Teachers as professionals
Parents as partners
Each child as a learner contributing something special to the school community
- We all need to feel that our opinions and points of view are listened to with acceptance and tolerance
- We all need to support children with particular needs
- We should develop the school's role as the centre of our community
- We will provide the children with high quality resources, a wide range of opportunities and experiences that prepare them for the next stage of their learning and for their future.
- We will celebrate the achievements of all children in order to foster resilience and improve their self-esteem

Communication with parent/carers

We aim to promote clear and open communication by:

- Explaining how the school communicates with parents/carers
- Setting clear standards for responding to communication from parents/carers

- Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

In the following sections, we will use 'parents' to refer to both parents and carers

Roles and responsibilities

We have a dedicated team of admin staff and Learning Mentors who are responsible for;

- Dealing with daily enquiries from parents/carers in a timely manner
- Managing and supporting our online communication -ParentMail

2.1 Headteacher

The headteacher is responsible for:

- Ensuring that communications with parents are effective, timely and appropriate
- Regularly reviewing this policy

2.2 Staff

All staff are responsible for:

- Responding to communication from parents in line with this policy and the school's ICT and internet acceptable use policy
- Working with other members of staff to make sure parents get timely information (if they cannot address a query or send the information themselves)

Staff **will not** respond to communications outside of their working hours and only admin staff are available during school holidays.

2.3 Parents

Parents are responsible for:

- Ensuring that communication with the school is respectful at all times
- Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- Respond to communications from the school (such as requests for meetings) in a timely manner
- Checking all communications from the school

Any communication that is considered disrespectful, abusive, or threatening will be treated in line with our parent code of conduct. (See appendices below)

A copy of the parent code of conduct and our Home School agreement are shared with new parents during the admission process and can also be found on our website.

The home-school agreement will be a part of the admission pack. Parents will be asked to sign it to acknowledge that they have read and will honour the agreement.

How we communicate with parents and carers

The sections below explain how we keep parents up to date with their child's education and what is happening in school.

Parents should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

ParentMail

We use ParentMail to keep parents informed about the following things:

- Upcoming school events
- Scheduled school closures (for example, for staff training days)
- School surveys or consultations
- Class activities or teacher requests
- Payments
- Short-notice changes to the school day
- Emergency school closures (for instance, due to bad weather)

IMPORTANT – a working email address will need to be provided to ensure registration is successful.

School calendar

Our school website and half-termly newsletters include a school calendar with important dates for the half-term.

Where possible, we try to give parents at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).

Any such event will be included in the school calendar.

Reports

Parents and carers are provided with information about their child's learning throughout the term. In the autumn and spring term, pupil's targets will be shared and sent home to parents. In the summer term, parents will receive an end of year report from the school about their child's learning

Parents receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- Behaviour and attitudes
- Termly progress reports/targets
- A report on KS1 and KS2 SATs tests
- A report on the results of public examinations

We also arrange regular meetings where parents can speak to their child's teacher(s) about their behaviour, achievement and progress (see the section below).

We hold one parents consultation meeting per term, in light of Covid, these meetings will be over the phone. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.

The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing.

Parents of pupils with special educational needs (SEN), or who have other additional needs, may also be asked to attend further meetings to address these additional needs with the Inclusion team.

School website

Key information about the school is posted on our website, including:

- A virtual tour of the school
- School times and term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information

- Information about before and after-school provision

Parents should check the website before contacting the school.

How parents and carers can communicate with the school

Please use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

Email and phone calls

Parents can contact the school office either by phone or email regarding non-urgent issues.

We aim to resolve any issues or queries in a timely manner.

If a query or concern is urgent, please call the school and we will endeavour to resolve your concern as soon as possible.

If you need to speak to a specific member of staff about a **non-urgent** matter, please email the school office and the relevant member of staff will contact you as soon as possible.

If this is not possible (due to teaching or other commitments), someone will get in touch with you to schedule a phone call at a convenient time. If your issue is urgent, please call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues
- Health related

For more general enquiries, please call the school office.

For pupils who are self-isolating or shielding, a member of staff will keep in touch via phone calls to parents to offer additional support. This is an opportunity for parents to ask questions or raise concerns as appropriate.

Meetings

If you would like to schedule a meeting with a member of staff, please email the appropriate address (see appendix 1), or call the school to book an appointment. Please note that due to Covid-19, face to face meetings will only be scheduled if absolutely necessary. Queries or concerns will be dealt with via telephone when possible.

While teachers are available at the beginning or end of the school day if you need to speak to them urgently, we recommend you book appointments via the office to discuss:

- Any concerns you may have about your child's learning

- Updates related to pastoral support, your child's home environment, or their wellbeing

Inclusion

It is important to us that everyone in our community can communicate easily with the school.

Parents who need help communicating with the school can request the following support:

- Interpreters for meetings or phone calls

We have a diverse and multi-lingual staff who are available to help with interpreting needs. If we cannot provide support in-house, we can make additional arrangements if necessary.

Feedback from parents

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. You may wish to write to us directly at the school and you can also write your comments on our annual parent questionnaire, or you can contact us by email or speak directly to the Senior Team who make themselves available on the majority of days at the school gate.

Monitoring and review

The headteacher monitors the implementation of this policy and will review the policy every year. The policy will be approved by the governing board.

Links with other policies

The policy should be read alongside our policies on:

- Acceptable use policy
- Parent Handbook
- Parent Code of conduct and Home school agreement
- Staff Handbook
- Complaint procedure
- Behaviour and Wellbeing policy

Appendix 1: school contact list

Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

Email or call the school office on 020 7476 1284

info@keirhardie.newham.sch.uk

Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)

We will forward your request on to the relevant member of staff

Remember: check our website first, much of the information you need is posted there.

We try to respond to all emails in a timely manner.

School office hours:

Monday-Friday 8.00 am-5.00 pm

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/homework	Your child's class teacher/phase leader Please visit our website to see the full list of staff
My child's wellbeing/pastoral support	Mrs A Chowdhury, Ms S Crichlow & Mr A Birch (Learning Mentors)
Payments	Mr S Bond (Finance Officer)
School Educational Visits	Ms A Tromp (Deputy Head/Educational Visit Coordinator)
Uniform/lost and found	Miss J Boateng (Admin Assistant)
Attendance and absence requests	If you need to report your child's absence, call: 020 7476 1284 If you want to request approval for term-time absence, you must complete an absence request form (which can be obtained from the

	school office via email) and return it to the school. Ms Chowdhury will then contact you regarding your request)
Bullying and behavior	Learning Mentors (Mrs A Chowdhury, Mr A Birch & Ms S Crichlow)
Complaints	Please refer to the school's complaints procedure on the school website for our full complaints procedure.
Admissions	Mrs R Roberts
Special educational needs	Ms R Woodhall (SENCo) Mrs N Singh (Inclusion Manager) Ms H Nguyen (AHT-Inclusion)
Before and after-school clubs	Mr N Mohammed (Extended Services)/ Ms B Belle (After School Care Co-ordinator)
Hiring the school premises	Mrs S Tailor (Office Manger) NB due to Covid we are unable to take any booking enquiries currently.
The PTA	Ms H Nguyen (Assistant Headteacher)
The governing board	Mr C Wilson (Chair of Governors)
Blended Learning/Google Classroom	Mr S Bond & Mrs Singh
Children's Centre	Mrs S Smith/Mrs B Adeniji - BSiL practitioners

Keir Hardie Primary School
Home-School Partnership Agreement

For pupils

To help me do my best I will:

- always try my hardest and take part in school activities
- be helpful and polite to other children and adults
- follow all school rules, including the class code of conduct
- get to school every day and be on time
- complete and return all homework
- wear the school uniform every day and change for P.E.
- ask for help if I don't understand my work. and to try to share any problems with my teacher or someone else in school
- promote the school positively
- show my MAGIC HABITS every day

For parent/carers

To help my child I will:

- encourage my child to do their best in all that he/she does
- encourage positive and polite behaviour at all times
to ensure my child behaves well at school
- ensure my child attends school every day on time, unless he/she is ill
- ensure my child completes homework including reading, spelling and times tables and brings the correct equipment to school each day
- ensure my child wears the school uniform
- encourage my child to "have a go" at things and have an 'I can do' attitude and ask for help if needed
- provide my child with experiences that support their learning outside school ((museums, libraries)
- discuss any concerns with the class teacher and attend school meetings.
- Teach my child how to be tolerant and accepting of differences reflected in our school's diversity

For the school

Staff will:

- prepare exciting, appropriately-pitched lesson and support your child's learning
- provide a stimulating, safe environment for your child to learn, develop and feel safe
- help your child to understand what he/she is learning
- give rewards, praise and attention to those who are helpful
- provide a range of homework to support your child's learning
- teach tolerance and acceptance in accordance to the British Values
- communicate with you about your child's progress and when we are concerned about your child's wellbeing or behavior
- be role models and always show our MAGIC Habits
- Safeguard your child by following the school's policies and procedures.

Parent/Carer's name (print)

.....
Signature.....

Keir Hardie Primary School Parent Code of Conduct

At Keir Hardie Primary school, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community

- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent in to school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the Local Authority regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent from the school site.