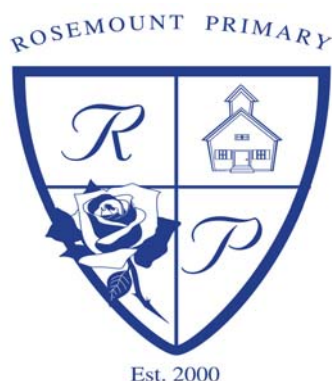


ROSEMOUNT *P* RIMARY



SCHOOL

Parental Involvement Policy

Rosemount Primary School
Parental Involvement Policy

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Introduction

The school acknowledges that parents play an important part in their children's education. Children do better and achieve more when parents and school work closely together. Rosemount School values 'Parental Involvement' as an effective way of enhancing school achievements and promoting better ethos and communication.

'Schools need the support of Parents to be truly ambitious and excellent'
(Peter Peacock, ex Minister for Education and Young People)

This policy therefore, highlights ways in which parents and staff in Rosemount Primary, through working together can support the children of the school.

This policy has been produced by a working group consisting of teachers and parents, and it has been approved by the Parent Council, the Pupil Council and the Angus Education Department. It expresses a commitment from the staff of the school and an expectation of support from all parents who have children at the school.

Links

This policy relates to:

- The National priorities
- The Angus Council Vision Statement

We are committed to realising the potential of all children, young people, communities and staff by:

- *putting people at the heart of all we do*
- *nurturing an ethos of achievement*
- *striving for sustainable improvement*
- *working co-operatively*

- Rights and Responsibilities of Pupils and Parents
(Angus Council leaflet available from schools and the Education Department)
- Angus Council's Parental Involvement and Consultation Policy
- Scottish Schools (Parental Involvement) Act 2006
- Rosemount Primary School Aims

In particular:

To build good relationships with parents and the wider community.

The Schools Commitment

The school undertakes do to its best for all children in the school and to communicate and work as closely, as is possible, with parents in order to provide the best education appropriate to children's individual needs. The ways in which the school will seek to fulfil this commitment are noted within this policy. The strategic aims of the school are included within the school handbook and its current priorities are contained in the School Improvement Plan a summary of which is forwarded to all parents in the first term of each session.

Expectations of Parents

It is hoped that parents will want to support the school. The Angus Council leaflet *Rights and Responsibilities of Pupils and Parents* provides details on the subject. More information about parents as partners in their children's learning can be found on Parentzone. www.parentzonescotland.gov.uk

Representative Bodies

There are many occasions and opportunities for parents to speak to and work with the school (see below). There is however, one formally constituted group which represent the interests of parents:

The Parent Council

The Parent Council consists mainly of parents from the Parent Forum (All parents with a child in school is automatically a member of the Parent Forum), representation from staff and the local community. It has a Chairperson, Vice Chairperson, a secretary and a treasurer. It meets at least four times every school session. Its aims are to:

- To support school staff and education authority staff in their work to ensure that education in the school is directed to the development of the personality, talents and mental and physical abilities of all children enrolled in the school to their fullest potential
- To promote partnership between school staff and the Parent Forum – collectively and individually
- To promote links between the school and its wider community
- To report periodically on its activities to the Parent Forum
- Assist at school functions including parents' evenings
- Fund raises for major school projects

Home –School Communication

At the heart of a successful home-school relationship is good communication. Below are some of the ways in which the school will try to keep parents fully informed.

School Handbook

This is given to every parent when their child starts at Rosemount. Copies are available to other parents on request. It contains a lot of information about the school and Angus Council. It also contains amplification on many of the issues mentioned in this policy.

Parents' Evenings

There are 2 of these in the session, they provide the opportunity for parents to talk directly to teachers.

Information Evenings

The school believes in providing additional opportunities for parents and teachers to come together to discuss educational matters. These evenings are advertised on an individual basis.

Case Conferences

Sometimes it is necessary to arrange a meeting of specialist staff, from both in and outwith the school, to discuss the difficulties a particular pupil is facing. Parents will always be invited to such meetings.

Individual Meetings

There are occasions when the school needs to speak to a parent or the parent needs to speak to the school. The appropriate member of staff will always try to arrange such meetings at a time convenient to the parent.

Telephone Calls

The school will frequently use the telephone to inform a parent quickly of any important matter that has arisen concerning their child.

E-mails

The school has an email address and recognises the growing popularity of this method of communication. The school will respond to email enquiries as promptly as possible.

Letters

Where an issue is less urgent or needs to be a matter of record, the school will communicate with parents by letter.

Discipline Matters

The school has a Promoting Positive Behaviour Policy which was produced in consultation with staff, pupils and parents. In brief the policy outlines rewards given for positive behaviour and sanctions for mis-behaviour or for breaking agreed class/school rules. The sanctions are based on a 'traffic light' or 'football card' system. A copy of the policy is available from the school office.

Temporary Exclusions

Very occasionally when a child has committed a very serious offence, or continually commits minor offences, it may be necessary to temporarily exclude the child from school. A child will never be sent home in the course of the day without the parents first being contacted. A child having been excluded, the parent will be invited to a meeting at the school to take place within ten days (but usually much sooner).

Newsletters

A Parents' Newsletter will be issued regularly – usually at least 1 per term.

Illness of Pupils

Unwell pupils are looked after by our staff with First Aid qualifications. Children will never be sent home without parents first being contacted. If a child has to be taken to the Health Centre or the hospital parents will be informed as quickly as possible.

Bad Weather Arrangements

Occasionally inclement weather, usually snow, makes it necessary to close the school early. This is usually done in conjunction with the local primaries. Radio Tay is informed and is very reliable in broadcasting news. No child is sent home without the school first establishing where they are going.

School Trips

At the beginning of every session, parents will be asked to give general approval for their child to participate in school trips. When such trips involve anything more than the briefest of local excursions during school time, parents will always be provided with details of departure and return times, the mode of transport and who is in charge.

Support for Parents and Pupils

The school is always pleased to speak with parents about their children. In most cases the support will be provided by the child's class teacher or the Depute Head Teacher or the Head Teacher. However, the school works closely with a number of other agencies, eg:

- Early Years Worker, Mrs Jane Clark
- School and Family Support Service, Mr Colin Stewart
- Educational Psychology Service, Mrs Alison Duncan
- Social Work Department
- School Nurse, Mrs Lilliann Aitken
- Speech and Language Therapist, Mrs Dorothy Close
- The Police via our Community Liaison Officer, Constable George Abbott

The School Diary

At the beginning of each term the school gives a homework diary to every pupil. This is used, not only as a diary but as a means of communication between home and school. Homework and pupil's personal learning targets are recorded in the diary. Parents are asked to check and sign the diary each time homework is completed. They are also invited to make comments on their child's targets. The diary also includes some details

on school events, including dates of visits from the Art, Music and PE visiting specialists. It is therefore a very convenient way for parents to keep up to date with what is happening each term.

How Parents Can Assist in School

The school welcomes and values the contribution parents can make in school. There are many ways parents can help the school provide a better service to its pupils.

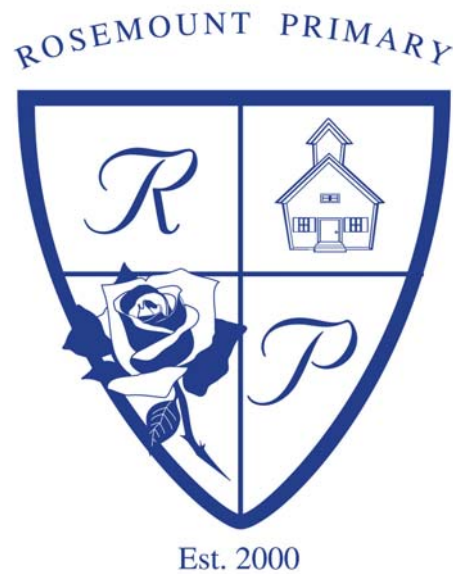
- i. Keep the school informed about changes in a child's circumstances
Because it is important that the school has accurate addresses, telephone numbers, medical conditions etc in order that the child can be looked after properly while in school.
- ii. Come to parents' evenings
Because it is good to talk and it shows the child that the parent sees education as important.
- iii. Read the school newsletter
This is the school's main way of informing parents of school and education related matters.
- iv. Check the homework diary
This is an effective tool for knowing what homework has been given and when it is due to be handed in. It also keeps parents informed of their child's learning targets.
- v. Support school uniform
The wearing of school uniform much enhances the ethos of any school.
- vi. Support the school's promoting positive behaviour procedures
Good behaviour underpins good learning and children will understand this better if parents and teachers support each other and adopt the same firm but fair approach.
- vii. Support the parent council
In attending parent council meetings parents will have the opportunity to be more involved in the everyday life of the school.
- viii. Volunteer to be a helper in school
Further information on this can be found in our Parent Helper Policy. (Appendix 1)

This Policy will be reviewed as and when necessary or May 2009.

Appendices

1. Parent Helper Policy
2. Typical calendar of Events
3. Exemplar page from a Diary
4. Sample from school Newsletter

Rosemount Primary School



Parent Helper Policy

Rosemount Primary School

Parent Helper Policy

Introduction

Parents' help in the school is extremely valuable, whether it is within the class or as administrative assistance. Should a parent work with children, it is essential that both the teacher and parent are very clear about what is expected of them.

Rationale - Benefits of parent involvement.

Benefits for the child

1. Parents are recognised as playing an important role in the educational process.
2. With more positive attitudes towards school, there is less likelihood of the child perceiving conflict between home and school if parent and teacher are seen to be working toward the same ends, although at times from different perspectives.
3. Enrichment of the child's education because of:
 - a) dimensions which may be added by parents or other adults
 - b) the freeing of teachers to concentrate on the central task of education
 - c) opportunities for children to work in smaller groups
 - d) focus on specific skills and knowledge that can enhance the curriculum being taught e.g. science

Benefits for the parent

1. Recognising that education is part of a lifelong process for themselves and their children.
2. The recognition of their own contribution to their children's learning
3. An understanding of the aims and teaching methods of the school.
4. An empathy for the aims of the Education Authority due to better knowledge and understanding.
5. The satisfaction of taking an active role in supporting the school, the teaching profession and the education system.

Benefits for the teacher

1. Better knowledge of the child. *Communication between home and school is improved and can be more regular and meaningful.*
2. Better knowledge of parental expectations.
3. Information about the locality and the community.
4. Good working relationship between staff and parents
5. Acknowledging that education is part of a lifelong process for everyone.

Parental Help at Rosemount Primary School

1. Preparation of materials and other support

It is very helpful to teachers to ask parents to work in the school library, to prepare resources and to work in the teachers' resource area, laminating and photocopying materials. At present and in the likely future situation of increasing pressure on teaching staff, their time is far better devoted to the teaching and learning process.

2. Curricular and extracurricular activities for children.

Teachers may invite parents into school to contribute to various aspects of the curriculum. This might be in the form of providing an extra pair of hands relating to an area of work such as art and craft, science or technology.

3. Supervision of children on educational or social excursions.

Parents may be asked to assist school teaching staff in the supervision of pupils on outings organised as part of the school's educational provision.

Conclusion

The school greatly appreciates the extra support provided by adult helpers. It is important that helpers feel welcome and valued. Should a parent helper have any concerns that this may not be the case, we would welcome any feedback which may assist us to improve arrangements for the future.

Guidelines

While recognising the many benefits of parent involvement with the school, as stated above, nevertheless, it is essential to have clearly noted guidelines on such involvement in order to avoid unnecessary difficulties arising.

1. At the start of each session, the Head Teacher will, via a letter to all parents, invite parental involvement in the school.
2. Angus Council has established clear policy guidelines regarding the use of adult helpers in schools and these are now in place. Prior to working in school with children on a regular basis, adult helpers are advised that the school requires certain forms to be completed and references to be sought. An interview with the head teacher will be held and a criminal check carried out.
3. A list of volunteers will be compiled by the Head Teacher and used to provide regular or occasional help to staff after consultation and general discussion with staff. In agreement with the Head Teacher the organisation of the allocated class teacher helpers may be delegated to individual members of staff.
4. Parent helpers will be briefed on matters such as confidentiality and school ethos before assisting in school. It is essential that information about pupils, pupil performance, behaviour or any other matter be treated as confidential. A form which parents are asked to sign prior to involvement in school activities, confirms agreement towards confidentiality issues.
5. Parent helpers will be informed as to the nature of the contribution that they are to make.
6. In no circumstances will a group of children be left under the control of a parent helper without a teacher being close by. Parent helpers will work with pupils in groups in the classroom or in the open area.
7. The parent helpers will assist under the direction/supervision of the class teacher, but will ultimately be responsible to the Head Teacher.
8. Due to issues relating to pupil confidentiality, it is regretted that parents should not, without invitation, enter the staff room or the school office. Alternate coffee break arrangements are in place.
9. It is the teacher's duty to respond to any pupil behaviour issues. A parent helper who is concerned about the behaviour of pupils should report the matter to the class teacher or head teacher.

I have read the Rosemount Primary School Parent Helper Policy and as a helper in school I respect the need for confidentiality.

Name of Adult Helper (print).....

Signature of Adult Helper

Date.....

Appendix 2

Rosemount Primary School Session 2007 – 2008 Important Dates

Proposed Dates for Parent Evenings

Thursday 1 November 2007

Tuesday 6 November 2007

Thursday 15 May 2008

Tuesday 20 May 2008

School Reports

School reports to parents on Friday 09 May 2008

Christmas Show

Tuesday 11 and Wednesday 12 December 2007

Church Services

Thursday 27 September 2007– Autumn Service

Friday 21 December 2007 (Christmas Carols)

Friday 28 March 2008 – Easter Service

Thursday 26 June 2008 – Summer Service

School Sports

Am Thursday 29 May 2008

P7 Trip to Dalguise

Pm Friday 07 March to pm Monday 10 March 2008

P7 Visit to Montrose Academy

Tuesday 17 June 2008 to Friday 20 June 2008 inclusive