

Date Valley School

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Parental Involvement Policy

It is our aim to make all parents feel comfortable with leaving their children in our care. We encourage and recognise parents as educators and that an insight into school practices and procedures can be beneficial to the parents. The amicable and productive involvement of parents in school can also be beneficial for the teaching staff. Date Valley School upholds an open door policy and welcomes parents into school.

We believe the best way for us to work towards the education of your child is to develop a good partnership with you, the parent/carer.

In order to do this we have adopted the following policy:

- When a child joins the school we follow a procedure for settling the child in the environment. This allows the child to have an induction with their class teacher before they come in for their first day / session (Please see the Settling In Policy)
- Parents should be given ample opportunity to discuss any concerns they may have about their child. Most of the time an informal chat is possible at the time of collecting the child (once the class teacher has dismissed all the children under her responsibility). If the parent wishes to discuss things further, they are welcome to make an appointment with the Head of Early Years, their class teacher or the Principal. The available time slots for relevant staff can be ascertained via calling the school office
- Every child has a home communication book. This book needs to be signed daily by both the teacher and the parent. It is used for communication between the class teacher and the parent / guardian. Notes written in the book can be responded to immediately
- We also hold parent/teacher meetings twice a year with the class teacher and once a year with the Arabic and Quran Teachers. We try to make sure that parent teacher meetings allow for daytime and evening meetings
- An academic progress report is sent home twice a year
- Parents should be well informed about the general operation of the school and be welcomed as valuable contributors
- The school holds open mornings for the parents twice a term.
 - These open mornings take the form of a walk around the school and allow parents to see the school during a normal working day
 - Parents get the opportunity to go to all the classrooms and observe their child / children for a short period of time
 - Parents will be accompanied by the Principal or assistant head during the walk and get the opportunity to ask questions at the end of the walk
- We encourage parents to attend all our activities such as workshops, bake sales, enterprise week, presentation days, sports day and assemblies
- We have an open evening once a year for those parents considering the school for their child. This has proven to be an excellent time for all existing parents to find out a little more about the running of the school and parents are encouraged to attend
- At the beginning of the academic year, we provide all parents with a curriculum book. The curriculum book details what their child will be studying in all subjects. For some subjects we give a more detailed 12 week plan, allowing the parent to have more targeted information in some areas. The curriculum book is partnered by a coffee morning with your child's class teacher, during which the teacher will discuss the curriculum for the year together with any other classroom management information. It is vital that parents attend this first meeting of the year
- In Nursery and Reception a weekly plan is sent home every week detailing the activities being focused on in the week. Involvement in your child's activities is beneficial for the child and is strongly encouraged

- Our home-school agreement, signed by pupils, parents and the school, details the responsibilities and expectations of all parties
- Should parents have any suggestions or complaints, the Principal can be emailed with the relevant information. Following the email the Principal will organise to meet if a written response is not sufficient, or if a meeting is requested
- We like parents to be involved on a voluntary basis at the school for activities such as: Reading, Library Time, ICT, Arabic Reading, Outside Trips and Displays. When a parent wants to be involved in the school by undertaking regular voluntary work, the school reserves the right to accept or decline this help (see Volunteers and Students Involvement Policy)
- Once a term the school holds a themed week. During these weeks the children do not follow the normal timetable but a revised timetable that allows them to gain skills in a specific area. Parental involvement during a themed week is invaluable. Expertise in the area of the themed week subject is especially important and beneficial to the school and the children
- We welcome suggestions for other activities from parents

This policy has been read and approved for Date Valley School, by the School Principal and the Date Valley Trust Policy Committee.

Date: March 2014