



Forty Hill C of E Primary School

Parent Consultation Policy

The Staff and Governors of Forty Hill C of E Primary School believe that a child's education is a partnership between the child, the school and the child's parents/carers and, that to be successful, all parties must play their part.

In order to achieve this partnership, the school will maintain a dialogue with parents/carers about their children's progress, behaviour and attitudes at school. This will take three forms:

1. Day to Day Communication

- Forty Hill has a rolling start in the mornings, allowing children to enter the school from 8.45-8.55am. Whilst parents/carers are asked to always speak to the class teacher in the first instance, senior staff are available at the different entrance points at the start of the school day for a quick informal conversation where messages can be relayed to the relevant person.
- A member of staff will always accompany the children to the playground at the end of the day and will be available to discuss immediate matters with the person who is collecting the child. Any problem that has occurred during the day, or any point that a parent wishes to raise, can be discussed informally at this point. If the class teacher is not available, a message can always be passed on via the member of staff with the class.
- Parents/carers may wish to ring or email the office to make a more formal appointment with a specific member of staff to discuss an issue. We always appreciate you sharing the nature of the issue so that staff members can be properly prepared and help to resolve any issues at the meeting.
- Senior staff are also available if you wish to take the issue further, or, if the issue is to do with progress, a meeting might be made to see our SENCO (Special Needs Coordinator).
- Parents/carers might wish to write an email or letter to the teacher, who will then contact them to make an appointment once they have had a chance to consider the matter. All emails **must** be directed through the school office. Teachers **will not** respond to direct approach by email.

2. Formal Consultation Meetings

- These will be held in the Autumn and Spring Terms. Each meeting will last for ten minutes on the understanding that if parents/carers have weightier issues to discuss, they will make a longer appointment at another time so that we can discuss the issue in full.
- Parents/carers should understand that appointments are made per child and separated parents/carers will have to attend together, or decide which of them is to attend. **No additional appointments will be available** and the school will not arbitrate between parents/carers.*
- Year 6 pupils are welcome to attend the consultation meetings - and are encouraged to do so - because we feel that they are old enough to take part in discussions about their learning. We would be very grateful if parents/carers did not bring children from other year groups, as there will be no additional supervision available and children will not be allowed to attend the consultation.
- Parents/carers who do not book appointments will be sent one at a time chosen by school.

- If you are unable to keep your appointment, please let the office know so that teachers can rearrange their times. If you arrive late for your appointment, the appointment will still finish at the allotted time so that other parents/carers are not inconvenienced.
- **Autumn Term:** consultations will happen in the week before October Half Term, once the new teacher has got to know the children and has had a chance to evaluate their learning and set targets for the coming academic year. Parents/carers will have a chance to discuss the targets and the part they can play to help their children achieve them. There will be a chance to discuss the child's confidence and attitude to learning and any social issues that are relevant.
- **Spring Term:** consultations will happen in the week before February Half Term. Parents/carers will be given an opportunity to discuss how well their child is progressing towards the targets that they have been set. If the child has a problem in any area of their learning, or an aspect of their behaviour, this will be the opportunity to discuss this and plan a way forward together.
- If a child has a Special Educational Need or a Learning Support Plan (LSP), there will be an opportunity to discuss this with the SENCO either at the Parent Consultation or in a separate appointment.

3. A written report

- Towards the end of the academic year, parents/carers will receive a written report telling them how well their child has achieved over the academic year. This report will include the results of any formal testing and also a report on the child's effort, attitude and social interactions.
- If parents/carers wish to discuss the report, they are welcome to make an appointment with the class teacher or a member of senior staff.
- There will be an open afternoon when children will be able to share their work with their parents/carers and to take their parent/carer to meet their new teacher.

4. Additional Appointments

Throughout the year additional appointments will be made when:

- A child's progress is causing concern: the SENCO or class teacher will contact parents/carers to make an appointment.
- A child's behaviour is causing concern: Senior Staff or the class teacher will contact parents/carers to make an appointment or discuss issues over the phone.

** individual circumstances will be considered at the headteacher's discretion*

by the Governing Body: October 2016

Review Date: October 2019