



## HIGHGATE PRIMARY SCHOOL

### Parental Partnership Policy

January 2025

For the purpose of this policy, we understand the term *Parents* to mean both parents and other carers who are legally responsible for the child and that *families* may include the wider extended family of our pupils.

#### Introduction

Highgate Primary is a friendly and welcoming school and we want to encourage good relations between parents, staff and governors. The Highgate Primary community represents many nationalities and ethnicities, speaking many languages. We strive to include all its members and sincerely value its richness.

We believe that children learn best when parents are actively involved in their education. At Highgate Primary School, parental support and involvement in the life of the school is strongly encouraged and welcomed. In line with the school's values, all parents should feel included and supported, and sure of where to seek guidance and information to help them. We are proud that our families can be involved with the school from the time their babies are born, through our Family Centre, until the children move on to secondary school, and even beyond.

We want parents to understand and be involved in what the school is doing and to be kept informed. The school can also support and help families in their parenting. We do this through:

- Early links with parents through the Family Centre
- Involving parents in the life of the school
- Encouraging parental help at home and in school
- Providing information for parents about the progress of their children
- Providing information for parents on the work of the class
- Providing information for parents about what is happening in school
- Communicating clear procedures for raising concerns or complaints

#### Early links with parents through the Family Centre

The family centre fosters community links and promotes early child development through:

- Ante and post-natal support for new parents with midwives, health visitors and baby weighing clinics
- Provision of high-quality groups for babies and toddlers and their carers
- Close links with the school Early Years Foundation Stage that promotes a smooth transition for children starting school in nursery or reception

#### Involving parents in the life of the school

We build on our partnership with parents through:

- Encouraging parents to be actively involved with school
- Encouraging attendance at events organised by the PSA
- Communication with parents through the system of class representatives
- Hosting events for parents and staff organised by the school
- Meetings addressing aspects of the curriculum or educational issues

- Consulting parents with regard to policies and issues
- Creating opportunities for parents to discuss issues with staff and governors
- Putting on class assemblies and whole school productions to which parents and siblings are invited
- Encouraging fundraising activities and projects
- Encouraging feedback and taking the views of parents into consideration

We recognise and value our partnership with the PSA and the support they provide to enrich the education of the children and bring the community together.

### **Encouraging parental help at home and at school**

The school actively encouraging parents to support their children's learning in a range of ways including

- Encouraging parents to help in class and on school trips
- Encouraging parents to enrich the curriculum by sharing their skills and experience
- Expecting parents to take part in its programme of 'Inspire' mornings
- Supporting the school's home/school reading partnership
- Facilitating clubs and activities run by parents
- Involving families in class topics
- Opportunities to join free BSL classes in Blanche Nevile for all parents

### **Information for parents about the progress of their children**

All parents can expect:

- An initial meeting when their child joins the school
- A year group meeting in the Autumn Term.
- A meeting with the class teacher in the Autumn, Spring and Summer Terms
- The opportunity to meet the forthcoming class teacher in the Summer term
- The availability of the class teacher to share important information at the start and end of the school day and to discuss issues in more detail by appointment
- Opportunities to see their child's work on request
- Information on reading progress through the Home/School Reading Book
- Reports on SATs results
- Detailed annual reports at the end of the Summer Term
- If appropriate, regular updates on SEN and counselling

### **Information for parents on the work of the class**

In addition to information on their own child's progress, parents can expect:

- Letters from the class teacher on the learning planned for the forthcoming half term
- Regular communication via Parentmail
- Details of the school curriculum on the school website
- Children's work displayed inside and outside the classroom
- Opportunities to help in class, though not usually their own child's class

### **Information for parents on what is happening in school**

All parents should have access to clear and understandable information about what is happening in school through the newsletter, social media, emails, texts, letters, notice-boards, personal contact, meetings and the school website.

- The school produces a handbook for parents which is updated annually and available to parents via the school website.
- The Headteacher produces a monthly newsletter which is sent to all parents via Parentmail and is posted on the school website
- School news is posted regularly on Facebook and Twitter

- Copies of all policies, prospectus and information is available on the school website (or on request from the school office)
- All parents receive the school prospectus when their child joins the school and when the prospectus is updated
- Parents with children in the Family Centre have the opportunity to visit the school
- Information regarding school admissions is communicated to nursery parents
- Information regarding secondary transfers is communicated to Year 5 and 6 parents

### **Accessibility and openness**

We recognise that many parents do not have the opportunity to come in to school regularly. The school ensures that all parents have the right to receive all relevant information and have contact with staff.

Class teachers welcome the opportunity for a quick word at the beginning or the end of the day, but their teaching responsibilities mean that issues requiring longer discussion are better dealt with by arranging a specific appointment. This can be done by telephoning the school at any time between 8.30am and 4.00pm or by emailing [office@highgate-pri.haringey.sch.uk](mailto:office@highgate-pri.haringey.sch.uk). Calls or emails will be responded to as soon as possible.

For the security of our children, when the school gates are open, between 8.45 and 9.00 and again between 3.15 and 4.00, doors from the playground into the building will only be accessible to staff. Teachers are usually available in the playground for a quick chat at these times.

Once a term there is a Governors' Desk when parents can meet governors to discuss issues. This will normally be on parents' evening.

### **Clear procedures for raising concerns or complaints**

However well a school is working, there is always room for improvement and there will be times when parents want to raise a concern or make a complaint. We hope that problems can be dealt with informally and quickly. Often, a quick word with the class teacher can sort out any misunderstanding. If necessary, an appointment can be made. If this does not resolve the issue, the school has a clear complaints procedure, a copy of which is available on the school website or from the school office.

### **Links to other policy documents**

This policy should be read in conjunction with the following documents:

- Communication and Complaints Policy
- Home-School Agreement
- Parent Handbook

### **Staff responsible**

William Dean:	Headteacher
Emma Judge:	Deputy Headteacher

### **Policy Monitoring and Review**

A copy of this policy is available to all staff and parents and is published on the school website. Parents will be made aware of this policy when their child is admitted to this school.

This policy is reviewed every four years by the Governors' Communications Committee.