



Hadley Wood School

Parent Consultation Policy

January 2016

For review January 2020

The Staff and Governors of Hadley Wood School believe that a child's education is a partnership between the child, the school and the child's parents and that to be successful all parties must play their part.

To this end, the school will maintain a dialogue with parents about their children's progress and attitudes at school. This will take three forms:

1. Day to day communication

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. On some days the class teacher may not be available, but the Teaching Assistant for the class will usually be present to deal with the issue or relay a message. Whilst parents are asked to always speak to the class teacher in the first instance, senior staff are available outside the gate at the start of the school day for a quick informal conversation.

Parents 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 appreciate your sharing the nature of the issue so that staff members can be properly prepared. Senior staff are also available if you wish to take the issue further, or, if the issue is to do with progress, a referral might be made to our SENCo (Special Needs Coordinator).

Parents might wish to write a 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 have weightier issues to discuss they will make a longer appointment at another time. We will endeavour to offer both day time or evening appointments so that no parent is disadvantaged. Parents make their own appointments through the online sign up. Parents should understand that appointments are made per child and separated parents 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.

Year 6 pupils are welcome to attend the consultation meetings, because we feel that they are old enough to take part in discussion of their learning. We would be very grateful if parents 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 who do not book appointments will be sent one at a time chosen by school. Parents who do not attend their appointments will be invited to meet with a member of the Senior Leadership Team.

Please remember:

- Your allotted time is 10 minutes. If you have important issues to discuss that will take longer than 10 minutes, please make a separate appointment. Meetings that overrun have a 'knock on' effect on the rest of the evening and inconvenience everyone.
- If you are unable to keep your appointment, please let the office know so that teachers can rearrange their times
- If you arrive late or choose to take a telephone call during your appointment, it will still finish at the allotted time so that later parents are not inconvenienced.

Autumn Term: consultations will happen in the week before 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 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: parents will be given an opportunity to discuss how well their child is progressing towards the targets that they have been set. There may be an opportunity to increase the target if the child is progressing well. If the child has a problem in an area of their learning, or an aspect of their behaviour, this will be the opportunity to discuss their Individual Education Plan (IEP). If a child has an IEP parents will be informed about this by letter by the Inclusion Manager .The SENCo will usually attend any meetings where an IEP is being discussed or will make a separate appointment with parents to take place while they are in school.

3. A written report

Towards the end of the academic year parents 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 wish to discuss the report they are welcome to make an appointment with the class teacher.

There will be an open afternoon/evening when children will be able to share their work with their parents and to take their parent to meet their new teacher.

Throughout the year additional appointments will be made:

- Children whose progress is causing concern: the Inclusion Manager will contact parents to make an appointment.
- Children who are having targeted teaching: the Inclusion Manager and/or class teacher will keep parents informed about progress
- Children in years 3 and 5 who have taken CAT tests: SLT will meet parents to discuss the results of the tests and what this means for Secondary Transfer.
- Children whose behaviour is causing a concern: SLT/Teachers will contact parents to make an appointment

Additional paperwork will be available:

- A record of each child's progress towards their age appropriate attainment will be available at the two parent consultations.
- The results of individual CAT tests will be shared with parents as soon as they are available.

Policy adopted by the Curriculum Committee on behalf of the Governing Body Jan 2016