



Policy Title:	Communicating with Parents
Function:	For information and guidance
Status:	Draft
Audience:	Students, Parents, Councillors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation:	The Principal and the Academy Council have overall responsibility for ensuring that this policy is implemented.
Version:	
Issued for:	Approval
Implementation Date:	July 2009
Review period:	Bi-annually
Last Reviewed:	January 2014
Date for Review:	January 2016



1 Purpose

The purposes of this policy are to:

- promote parent/carer participation to support their child's education;
- provide a framework for effective partnerships with parents/carers at the Academy.

2 Principles

All parents have knowledge, skills and resources that support their children's learning in school and parents have a strong complementary role to play in their children's learning and behaviours.

Parent/Carer participation is very important to student achievement and school success. Effective partnerships between schools and families foster student learning and contribute to the general climate and development of schools. Comprehensive parent/carer participation is valued and encouraged at all levels of the system.

The Academy aims to acknowledge, encourage and extend parent/carer participation by:

- creating an environment in which the participation of all parents/carers is welcomed, where teachers and parents treat each other with mutual respect and where differing views and opinions are considered and discussed with a view to finding solutions;
- involving parents/carers by consulting with parent/carer representatives on school development issues, including parent/carer representation on committees and advisory groups;
- encouraging parent/carer participation as volunteers to support classroom activities;
- promoting relevant, accurate and timely communication between the Academy and families about student progress, all aspects of school programmes and policies with respect for the diversity and differing needs of families;
- developing school programmes and strategies that encourage and assist parents/carers to actively participate in their children's education both at school and at home;
- connecting children and families with community and support services;
- supporting programmes and activities designed to develop parenting skills; and
- providing information about the benefits of parent participation and enhancing the skills of teachers and parents in developing effective home-school partnerships.



3 Responsibilities

Responsibilities of the Principal.

The responsibilities of the Principal are to:

- establish an environment that welcomes and encourages all parents to raise questions, participate in school activities and volunteer their services where appropriate, in a variety of ways;
- ensure that parents are treated as collaborators in children's learning;
- ensure that parents' views are sought in developing policies and addressing Academy-wide issues;
- ensure an Academy-wide approach to communication with parents about policies, activities and reporting on students that is frequent, clear and two-way; and
- report on parents' participation in councillors' meetings.

Responsibilities of Teachers and Support Staff.

The responsibilities of teachers and support staff in parent/carer participation are to:

- acknowledge that all parents have positive strengths that contribute to their children's learning;
- respect diversity of family backgrounds and cultures and their contribution to children's learning;
- encourage parent involvement in their children's learning and provide advice to support the environment; and
- provide clear and timely information to parents about the achievements and progress of their children and provide regular opportunities for two-way dialogue about progress.

Responsibility of Parents/Carers

- Parents/Carers need to comply with all relevant policies, procedures and guidelines.
- Parents/carers who have a concern about any issue should contact their child's tutor in the first in the first instance.
- Parents/Carers who become party to confidential information must agree not to divulge the information to any other person.



4. Monitoring, Evaluation and Review

The Academy Council will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.