

Sperrinview Special School

Parental Involvement Policy

Rationale

Given that all of the planning and work undertaken in school is ultimately for the benefit of the pupils it is therefore natural and necessary to establish and maintain close contact between staff and parents. The parents as the primary educators, through a team approach, can share knowledge and expertise with the professionals. Within a close working relationship, and with mutual goodwill, the quality of what is delivered to pupils can be enhanced.

Aims

We aim to:

- enhance pupils' learning and development
- foster good working relationships between parents and staff
- share knowledge and expertise
- provide support and guidance
- inform planning by promoting honest and ongoing communication between home/school and school/home

Organisation

Details of contact, which takes place prior to pupils coming to school and during the initial period of attendance, are set out in the Procedures Following Placement by SELB Policy. From

that formative period many channels exist for both formal and informal contact.

Two of the nine positions on the Board of Governors are allocated to parents. They are elected by the parents who have children attending the school when the Board is being reconstituted.

There are the statutory requirements such as, the Annual Review, Transition Plan Meetings, Governors' Report to parents and End of Year Report which includes an invitation to parents to discuss its contents.

There are also important occasions such as Open Evenings, Parent Workshops, DELTA meetings and Parent Teacher meetings.

The Christmas and Coffee Mornings are different but extremely useful opportunities to develop the all-important links with parents.

Sperrinmag, circulated twice annually, provides parents with records of recent events involving their sons and daughters.

The monthly newsletter provides parents with up-to-date information on up-coming events.

On a day-to-day basis the home/school diary, telephone contact and bus/taxi escort all provide vital lines of communication.

Parents are frequently reminded that when they wish to discuss a concern their request will be granted at the earliest possible time.

Roles and Responsibilities

Principal

Following initial contact it is the responsibility of Miss Jordan to make arrangements for parents to visit the school, meet relevant staff and view the facility together with the evidence of the work that goes on within it.

The Principal has overall responsibility for the implementation of the policy.

Mrs Coert

Mrs Coert has responsibility for;

- ensuring that Personal Information and Medical Forms [AM2 & AM4] are updated at the start of each school year
- maintaining regular contact with all teachers on home/school matters
- acting on issues which are in need of attention or, in certain instances, relieving the class teacher to do so
- arranging meetings between parents and teachers and providing cover in class
- management of the toy library/parent support facility

Mrs Coert and Ms Walker

- co-ordinating hospitality arrangements for school functions

Class Teachers

Class teachers are responsible for maintaining day-to-day contact with home and to ensure that immediate and longer term needs are met.

Co-ordinators

Events such as the Christmas Show, Sports Day, Parent Workshops etc are organised by the relevant co-ordinators who are supported by other members of staff.

Sperrinmag is produced by Mrs Tolan, Mrs Broomfield and Mr Reid and a small group of pupils who assist with editing.

All Staff

All staff have a duty to be courteous, honest and welcoming when in contact with parents.

Staff Development

The need for staff development will be kept under review and, through consultation with staff, appropriate training will be undertaken.

Review

A sub-committee of the Board of Governors will monitor and evaluate the effectiveness of this policy as part of a timetabled, on-going process.

Signed: _____ Date: _____