



Hadley Wood Primary School

Parent Consultation Policy

Date the policy came into effect	September 2023
Date of next policy review	September 2026
Name of person responsible for this policy	Fran Worby
Issued to	Staff, governors, parents
Date of issue	September 2020

Parent Consultation Policy

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 another member of school personnel will 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 Assistant Headteacher for Inclusion (Special Educational 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 and a response will be given within 3 working days to non-urgent emails. However, urgent emails will be responded to on the same day. Teachers **will not** respond to directly to parent emails.

2. Formal consultation meetings

These will be held in the autumn and spring terms either in person or virtually. 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 and 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 to 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 following the release of the annual report. If the child is finding a particular area of their learning/behaviour challenging, this will be the opportunity to discuss their personalised plan. If a child has a personalised plan, parents will be informed about this by emailed letter from the Inclusion Manager. The Inclusion Manager will make a separate appointment with any parents she wishes to see and these will take place at a mutually convenient time.

3. A written report

Parents will receive a written report towards the end of the spring term, informing them on how well their child has achieved to date. This report will include the results of any formal testing and also a report on the child's effort, attitude and social interactions.

Reports will be shared with parents ahead of the spring term parent consultation meetings to enable them to discuss their child's targets for the remainder of the academic year.

There will be an open afternoon/evening in the summer term when children will be able to share their work with their parents and to take their parent to meet their new teacher for the coming year.

Throughout the year additional appointments will be made:

- Children whose progress is causing concern: the Assistant Head for Inclusion will contact parents to make an appointment.
- Children who are having targeted teaching: the Assistant Head for Inclusion and/or class teacher will keep parents informed about progress
- 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 Phonics/ Multiplication Tables Check/ Key Stage 2 SATs will be shared with parents as soon as they are available but at the latest by the end of the summer term.