



**HOLLIS**  
ACADEMY



**Horizons Specialist Academy Trust**  
*Providing infinite opportunities*

# **Hollis Academy**

## **Parent Partnership Policy**

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## Statement of intent

At Hollis Academy, we aim to develop close relationships with parents, so we can work collaboratively to support the educational progress and wellbeing of our pupils.

We know that parents' interest and involvement in their child's learning is associated with securing positive outcomes and higher achievement for their child. We believe parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and pupils. Strong partnerships with parents are pivotal to our school life, and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

For the purpose of this policy, "parent" refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

This policy provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure they are fully involved in every aspect of the school community.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

## I. Aims

- 1.0. This policy has been developed with an aim to:
  - Help parents support their child's learning and be involved in the life of the school.
  - Support pupils to achieve the highest standards through close partnerships between home and school.
  - Develop a clear communication strategy to keep parents well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
  - Ensure parents are fully involved in school life and the school community.
  - To inform, clarify and communicate the breadth of work between families and the school.
  - Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns.
  - Ensure arrangements are in place for parents to provide their feedback.
  - Support parents both inside and outside of school by providing useful information.
  - Create an inclusive environment that welcomes all parents.
  
- 1.1. We aim to be a **welcoming school that communicates regularly with parents** through:
  - Promoting positive dialogue about learning.
  - Having an open-door policy for parents to visit the school.
  - Ensuring our Reception arrangements are welcoming.
  - Ensuring all communication is user-friendly, useful and informative.
  - Publishing regular informative whole-school newsletters.
  - Maintaining and developing our school website and social media accounts.
  - Ensuring parents can easily communicate with school by making sure they are fully informed of the channels of communication.
  
- 1.2. We aim to **help parents enhance their own learning and to be actively involved in school life** by encouraging parents to:
  - Attend workshops and courses.
  - Attend school events and celebrations.
  - Become involved in school projects.
  - Become school governors.
  - Celebrate diversity throughout the school.
  
- 1.3. We aim to **actively involve parents in the education, progress and wellbeing of their children** through:

- Ensuring safeguarding procedures are robust.
- Providing practical strategies to support learning at home.
- Supporting new parents to the school with an induction programme.
- Supporting parents to promote their child's attendance and punctuality.
- Providing information regarding the curriculum.
- Informing parents of their child's learning and progress through reports and consultation meetings.
- Providing guidance for parents to support their child through times of transition, e.g. between years and key stages.
- Celebrating success.
- Making sure all school policies are accessible and easy to understand.

1.4. We aim to **establish the views and opinions of parents and act upon these** through:

- Establishing clear lines of communication between home and school, and recognising the importance of parental voice.
- Providing regular opportunities for parental consultation and informing parents of the results.

## **2. Roles and responsibilities**

2.0. The school is responsible for:

- Establishing effective means of communication with parents.
- Communicating the curriculum clearly to parents.
- Informing parents of all school events within appropriate timelines.
- Regularly keeping parents informed of their child's progress and helping parents to support their child's learning.
- Providing opportunities for parents to communicate with the school regularly to provide their feedback.
- Listening to the views and concerns of parents.

2.1. Parents are responsible for:

- Reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings.
- Engaging with verbal communications so that they understand the information being communicated to them.
- Logging on to the school website for detailed information about the school calendar, term dates, exam details, monitoring and assessments, school achievements and other useful downloads.
- Ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information.
- Raising any concerns they may have with the school.
- Engaging in opportunities to provide feedback.

### **3. Systems of communication**

4. The school will communicate with parents in the following ways:

- Verbal communication
- Letters home
- Text messages
- Newsletters
- Leaflets
- The school website
- Parents' evenings
- Drop-in sessions
- Email
- Training sessions
- School information boards

4.0. For general enquiries, parents should ring the school office, which is open Monday-Friday between 8:00am and 4.00pm.

4.1. For non-urgent enquiries, parents should email the school using [hollis@horizonstrust.org.uk](mailto:hollis@horizonstrust.org.uk)

4.2. Parents can also visit the school office regarding enquiries.

### **5. Communicating with new parents and pupils**

5.0. Prospective parents are given a school prospectus upon request or from the school reception.

5.1. Prospective parents are invited to an open evening (invitations through Middlesbrough SEND and our website) in the Autumn preceding the year of entry to the school.

5.2. Prospective parents are invited to an induction along with their child in the Summer term before the new academic year, where they are given an information pack which contains essential school information and welcomed into the school.

5.3. Parents of new pupils are invited to meet their child's teachers via a 'brilliant breakfast' early in the Autumn term to review their child's progress so far and address any concerns.

### **6. Communicating pupil progress and information**

- 6.0. Parents are invited to attend **two** parents' evenings per year, one during the year and a celebration 'super learning festival' at the end of the year. Parents will meet with their child's teachers and discuss progress.
- 6.1. Parents are provided with three written academic reports at the end of each term outlining their child's progress and attendance. Any concerns can be discussed with their child's teacher.
- 6.2. Parents will be invited to meetings to discuss their child's progress where the teacher deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about attendance.
- 6.3. One-to-one meetings will be scheduled annually for parents to discuss and review any educational plans in place to support their child, such as EHC plans.
- 6.4. One-to-one meetings can be scheduled by parents with the headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should email [hollis@horizonstrust.org.uk](mailto:hollis@horizonstrust.org.uk) or visit the school office.
- 6.5. Key staff parents might wish to contact include:

Name	Job role	Contact details
Janet Anderson	SENCO	<a href="mailto:Janet.Anderson@horizonstrust.org.uk">Janet.Anderson@horizonstrust.org.uk</a>
Katie Hinman	Parent support office	<a href="mailto:Katherine.Hinman@horizonstrust.org.uk">Katherine.Hinman@horizonstrust.org.uk</a>
Jean Neale	Attendance and outreach manager	<a href="mailto:Jean.Neale@horizonstrust.org.uk">Jean.Neale@horizonstrust.org.uk</a>
Claire Stokes	Office manager and transport liaison	<a href="mailto:Hollis@horizonstrust.org.uk">Hollis@horizonstrust.org.uk</a>

- 6.6. Class teachers will be available to discuss pupils' progress and any concerns with parents before the start and end of each school day.
- 6.7. Pupil progress will be celebrated in the school's newsletter and the school website, where consent has been provided to do so.
- 6.8. Pupils' educational achievements will be celebrated through letters home, texts, assemblies, events and presentations throughout the academic year. Parents will be invited to attend all of these events.
- 6.9. Curriculum information will be provided to parents each term by subject leaders through our website.

## 7. Communicating school information

- 7.0. Parents can access the following information from the school website:
- The EHCP review process
  - Curriculum resources
  - Term dates

- Special events
  - Newsletters, leaflets and updates
  - Emergency contact details
  - School policies
- 7.1. Parents will be kept informed of any important school information, such as key dates and events, via newsletters, emails, text messages and the website.
- 7.2. The school prospectus is available to all parents throughout the academic year, and contains the following information:
- School hours
  - Forest school and Duke of Edinburgh
  - School uniform
  - Term dates
  - Pupil safety
  - The school calendar
  - Informal communication between teachers and parents
  - School successes and celebrations

## **8. Providing support**

- 8.0. The school aims to support parents in every way possible to help them with the educational development and wellbeing of their child.
- 8.1. The school runs various assemblies, training sessions, coffee mornings, and facilitates online training sessions to help parents with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.
- 8.2. All parents will be invited to attend these sessions and are provided with the opportunity to ask questions.
- 8.3. The school also provides various forms of written communication, such as leaflets and guidance, to further support parents.
- 8.4. Parents are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.
- 8.5. Parents will be provided with support and resources to help them make informed choices about school transitions and will have the opportunity to discuss their child's transition with the class teacher.

## **9. Parental feedback**

- 9.0. The school will consult with parents on various aspects of school life throughout the academic year.
- 9.1. Questionnaires will be accessible by a text link or a paper form at open school events.



- 9.2. Parents are encouraged to provide feedback to the school as and when they need to. Feedback can be delivered to [Hollis@horizonstrust.org.uk](mailto:Hollis@horizonstrust.org.uk), or meetings can be arranged.
- 9.3. The school will arrange for regular consultations, such as group meetings, to seek parent feedback.
- 9.4. All parental feedback is valued and responses are considered.

## **10. Key documents**

- 10.0. The school publishes key documents and policies on the school website. Parents can download these documents or ask us for a copy and we will provide a printed version..
- 10.1. The school aims to create documents that are accessible to parents and easy to understand.
- 10.2. Parents can access any school policy; however, specific documents that parents may wish to access include the following:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - E-Safety Policy
  - Behaviour policy
- 10.3. If parents have any questions concerning a key document, they are encouraged to speak to the headteacher or email [Hollis@horizonstrust.org.uk](mailto:Hollis@horizonstrust.org.uk)

## **11. Monitoring and review**

- 11.0. This policy is reviewed annually by the headteacher and the governing board.
- 11.1. Any changes made to this policy will be communicated to parents.
- 11.2. The scheduled review date for this policy is May 2024.