



**Policy Number: CRA-AP-024**  
**Issue / Version No. 1.0**

## **Parent Partnership Policy**

**Current Status:**  
**FINAL**

**Ratified**

**Compliance:**

**All members of Chandlers Ridge Academy staff will follow Academy policies.  
The consequences of non-compliance may include disciplinary or legal action.**

## Document Control

<b>Application</b>	This policy pertains to all activities undertaken by all staff at Chandlers Ridge Academy
<b>Associated policy reference and title</b>	CR-AP-022 Complaints Procedure CR-AP-036 Parents & Carers Code of Conduct
<b>Date of ratification</b>	
<b>Date to be reviewed</b>	March 2019
<b>Replacing</b>	New policy
<b>Policy Lead</b>	Jo Turner
<b>Members of working party</b>	Senior Leadership Team, Friends of Chandlers Ridge
<b>This policy has been ratified by: Board or Sub-Committee (specify)</b>	Board of Directors

## Consultation Audit Trail

<b>Name</b>	<b>Role</b>	<b>Version</b>	<b>Date</b>
Friends of Chandlers Ridge	PTA & PVG	V0.1	16/1/17
SLT/Friends of Chandlers Ridge	Assurance	V0.2	8/3/17
Directors	Assurance/Approval	V0.2	8/3/17
Directors	Approval	V0.3	24/4/17

## Change Log

Summarise the major changes between versions below

<b>Pg/Section</b>	<b>Change</b>	<b>Version</b>	<b>Date</b>
4.5	Development of process for discussing parent suggestions	V0.2	8/3/17
	Reference to Code of Conduct	V0.3	24/4/17
Throughout	Clarifications further to feedback from BoD	V0.3	24/4/17 02/5/17

**Table of contents**

- 1. Introduction..... 4
- 2. Scope of Policy and Objectives..... 4
  - 2.1 Scope ..... 4
  - 2.2 Our objectives through Parent Partnership are: ..... 4
- 3. Responsibilities..... 5
- 4. Key Themes ..... 5
  - 4.1 Involvement in the life of the school..... 5
  - 4.2 Home - School Communication..... 5
  - 4.3 Involve parents in the education and progress of their child ..... 6
  - 4.4 Encourage parental support..... 6
  - 4.5 Establish Views ..... 6
- 5. Implementation..... 7
- 6. Audit ..... 7

# Chandlers Ridge Academy Parent Partnership Policy

**For the purposes of this policy the term “Parent” denotes those with parental responsibility<sup>1</sup> of children attending Chandlers Ridge Academy.**

## 1. Introduction

1. At Chandlers Ridge we recognise the importance of and value parental involvement in the life and development of our school.
2. All parents are equally valued as part of our school community.
3. Children’s learning is improved when we work in partnership with their parents and their wider family.
4. We therefore believe in close co-operation with all families, and in regular consultation between the home and the school.
5. As a school we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.
6. We understand that in doing this there may be times when we need to both give and receive open and honest feedback about your child’s experience at school, and we request that parents and staff do this in a way that is in adherence to our codes of conduct. Our Parental Code of Conduct is available on the school website.
7. We believe that:
  - a. Parents are the most important influence in a child’s life. Any educational initiative can only be fully effective if there is partnership between parents, children and school;
  - b. Parents want their child to succeed;
  - c. Children need educational support and nurturing if they are to succeed. Parents need to be able to provide this effectively;
  - d. The facilities of Chandlers Ridge Academy are a resource for the community it serves.

## 2. Scope of Policy and Objectives

### 2.1 Scope

1. This policy outlines how Chandlers Ridge Academy will establish and maintain an effective working relationship between home and school. This policy does not replace the Complaints Procedure<sup>2</sup>.

### 2.2 Our objectives through Parent Partnership are:

1. to enhance the learning experiences of all pupils;
2. to encourage parents to be involved in the children’s learning;
3. to provide a partnership between home and school, seeking to ensure that families feel welcome and valued;
4. to ensure that maximum use is made of parents skills to enrich learning opportunities;

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<sup>1</sup> For further reference, the definition of parental responsibility can be found here <https://www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility>

<sup>2</sup> <http://chandlersridge.org.uk/policies/>

5. to encourage parents to develop and extend their own learning by providing opportunities to volunteer in school.

### 3. Responsibilities

1. **BoD:** The BoD has overall responsibility to ensure that policies and procedures are in place to support this Parent Partnership Policy.
2. **Head Teacher:** The Head Teacher has responsibility to ensure that operational services are suitably established to provide the processes associated with this Parent Partnership policy, and that staff comply with this policy.
3. **Senior Leadership Team:** Each Senior Leader is responsible for ensuring that this policy is adhered to within their area of accountability.
4. **Teachers and staff:** Each staff member is responsible for ensuring that this policy is adhered to within their area of accountability.
5. **Friends Parent Voice Group (PVG)** is responsible for ensuring that this policy is adhered to within their area of accountability as volunteer helpers.
6. **Parents & Carers** are responsible for ensuring that they uphold the Home School Agreement<sup>3</sup> and Parental Code of Conduct.<sup>4</sup>

### 4. Key Themes

#### 4.1 Involvement in the life of the school

Chandlers Ridge Academy will:

1. Be open to parents at all reasonable times;
2. Invite families to regular events, activities and celebrations that are organised by the school. These occasions provide an opportunity to celebrate success, and a viewing public for a lot of the pupils' work;
3. Share weekly eNewsletters rounding up the weeks' events in school, key dates and news;
4. Send regular tweets from each year group for parents to follow.

#### 4.2 Home - School Communication

Chandlers Ridge Academy will develop good communication with parents to fully inform them about what is happening within the school:

1. Make letters, the school prospectus and key policies 'user friendly' and informative;
2. Ensure the school website is updated on a regular basis as the primary source of information for parents to access information such as important dates, letters, events and news;
3. Send one Report home every term of the academic year (Initial Target reports, an Interim Progress Report and End of Year Report);
4. Hold Parents Evenings during the Autumn and Spring terms of the academic year;
5. Hold Welcome Meetings to allow new parents and pupils to meet their new class teachers for the following year;

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<sup>3</sup> <http://chandlersridge.org.uk/policies/>

<sup>4</sup> <http://chandlersridge.org.uk/policies/>

6. Allow parents to sign up to the school eNewsletter to ensure they can receive a weekly roundup of key events and achievements in school;
7. Display key information around the school on notice boards.

### **4.3 Involve parents in the education and progress of their child**

Chandlers Ridge Academy will actively involve parents in the education and progress of their child at all stages:

1. Hold a Welcome Meeting for parents at the start of every academic year to ensure that all parents are familiar with their child's learning environment and expectations at the start of the year;
2. Provide a Home School Agreement<sup>5</sup> outlining parent, school and pupil responsibilities in their education;
3. Send a year group Newsletter to each family at the start of each term, detailing the aspects of learning each child will undertake, and how families might support that learning, for example by visiting museums, galleries, websites etc. This Newsletter will be available on the school website;
4. Send one Report home every term of the academic year (Initial Target reports, an Interim Progress Report and End of Year);
5. Hold Parents Evenings in the Autumn and Spring terms of the academic year; teachers and children value these opportunities to celebrate successes, review learning targets and listen to parental views;
6. Contact home via phone or email if there are issues at any time of the year;
7. Provide a reading record for parents to comment and feedback;
8. Provide appointments to see a teacher or the headteacher; these can be made through the school office or contacting a teacher directly, and can be set up for as soon as required in most instances;
9. Provide parents with a quiet, private area in which to speak about any concerns regarding their child.

### **4.4 Encourage parental support**

Chandlers Ridge Academy will make good use of parents' expertise and willingness to enhance their own learning and that of their child and other children, and to actively involve them in school life through:

1. Providing opportunities for volunteer support within the school through helpers, the Friends Parent Voice Group and Parent Directors;
2. DBS check any parents who become involved within the school (via the routes above);
3. Inviting volunteers to attend and support school trips;
4. Inviting parents to regularly attend school performances, events and celebrations.

### **4.5 Establish Views**

Chandlers Ridge Academy will work with parents to establish their views and opinions of the school and act upon these effectively:

1. Invite parents to provide ideas, suggestions and feedback via the Ideas and Suggestions<sup>6</sup> form on school website;
2. Log, discuss and prioritise suggestions every half term at Friends PVG Committee meetings; further evidence to qualify need may be required via parent survey on the school website;
3. Invite parents to attend the Friends PVG meetings;

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<sup>5</sup> <http://chandlersridge.org.uk/policies/>

<sup>6</sup> <http://chandlersridge.org.uk/share-your-ideas-suggestions/>

4. Share the outcome of discussion of parent suggestions following Friends PVG meetings on the school website;
5. Invite parents to comment on school developments by allowing feedback to be shared via the Join In<sup>7</sup> tab on the school website;
6. Parents are welcome to share their views about Chandlers Ridge Academy on Ofsted Parent View at any time <https://parentview.ofsted.gov.uk/>.

## **5. Implementation**

1. Chandlers Ridge Academy and its parents working in partnership with each other following the Parent Partnership Policy will directly help support our children to achieve the best they can be.
2. Chandlers Ridge Academy Directors, Head Teacher, Senior Leadership Team, Teachers and Friends PVG are responsible for ensuring that this policy is effectively implemented.
3. This policy will be available on the Chandlers Ridge Academy Website.

## **6. Audit**

1. This policy will be reviewed on a 2 year cycle or earlier if necessary.

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<sup>7</sup> <http://chandlersridge.org.uk/join-us/>