Inspire Education Trust

Together we achieve, individually we grow

Parent/Carer Links Policy – Primary

Inc. Parent/Carer Code of Conduct
Statement of Parent/Carer Involvement
Home School Agreement
ICT Acceptable Use - Pupils

Policy Date: October 2021

Review Date: October 2023

Document History

Version	Status		Date	Author	Summary Changes
V1			Oct 21	Rob Darling	Initial draft

Contents

1   Purpose and Scope

At Inspire, we believe it's important to:
- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all times

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This Parent/ Carer Links policy aims to support school and home working together by setting guidelines on appropriate behaviour and being clear about what parents/ carers should reasonably expect from a primary academy in our Trust.
We use the term 'parents' to refer to:
- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

2   Our expectations of parents and carers – Code of Conduct
We expect parents, carers and other visitors to:
- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct
- Approach the right member of school staff to help resolve any issues of concern

3   Behaviour that will not be tolerated
- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

4   Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:
- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from our legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent from the school site.

5   Parental Involvement

Inspire Education Trust academies have an "open door" policy. We recognise the pivotal role that parents/ carers play in the education of their children. We encourage parents/ carers to be fully involved in their child's formal education and in the life of the school. We recognise that we must work in partnership with parents/carers, keeping them fully informed of their child's achievements and the workings of the school, and we continue to develop strategies for active involvement.

Welcoming new pupils and families

We recommend that new families moving into the area should:
- Be shown around school by the head teacher.
- Visit the school before deciding if an Inspire Education Trust academy is the best environment for their child.
- Bring the child with them when visiting the school.
- Meet with the Pastoral Manager and school administrator and complete all relevant forms.

Communication

At Inspire Education Trust Academies, we have introduced a wide range of communications strategies, including:
- Dedicated pastoral team readily available for all parents/carers
- Regular letters
- Individual letters when needs arise.
- Direct telephone calls (where necessary)
- Annual reports.
- Parents' meeting – twice per year
- Annual Governors report to parents.
- Informal discussions with parents at the beginning and end of the day.
- Invitations to assemblies, workshops and other school functions

- Preparation for Key Stage 1 and Key Stage 2 assessments tasks.
- General curriculum information presentations.
- Family Learning/ Thrive sessions
- Transition meetings
- Residentials

6   Meetings

We hold 2 Parents' Meetings each year. Annual reports are given out towards the end of the summer term. A chance to talk through the report with your child's class teacher will be made available by request. Those parents/carers facing problems in attending the meetings will be given alternative appointments and all endeavours will be made to ensure that they attend. A record of those parents/carers who do not attend will be kept by the class teacher. A member of the Senior Team will maintain records of attendance and targets for numbers attending.

Parents will also be invited to reviews for those children with Special Educational Needs.

7   Parent volunteers in school

We welcome family members as volunteers in school and greatly value the wide range of support they can offer. Our policy for parent volunteers is outlined in a separate guidance leaflet. Any parents wishing to work in school should arrange a meeting with their child's class teacher, the head teacher or the parental involvement leader to discuss how they could be of support. The parental leader keeps a record of all adults working as volunteers in school, including the times they are in school.

8   Fund raising events/accounts

In many of our primary academies, our parents have active and growing PTA groups where they regularly get involved in fundraising activities. For example: Christmas Fayres, fundraising evening events/ quizzes etc.

9   Courses for parents

Regular courses are provided for parents, including family learning, ICT and parenting support. Flyers and posters are sent out to all parents when a new course is set up, information is also posted on the school website.

Appendix 1

XX Academy
Home – School Agreement 2021-22

The school:

> **We will try to:**
> - Provide a caring and disciplined learning environment, which is ==sympathetic to the school's Christian ethos==.
> - Keep you informed on the standards of your child's work and the progress being made by offering three parents' evenings per year and other consultations on request.
> - Provide you with a detailed annual written report on your child's progress.
> - Contact you if any problems arise with a child's attendance, punctuality, attitude and behaviour.
> - Deal with all matters brought to our attention promptly.
> - Provide a clear indication of what homework is expected. Homework given will be in line with the school's homework policy.
> - Keep you fully informed of school activities through regular newsletters.
>
> Signature: _____   XX Headteacher

Parents / Carers:

> - Support the schools' overall aims and objectives and its agreed policies for both academic work and behaviour.
> - Ensure that our child attends school every day and arrives on time.
> - Notify the school if my child is absent.
> - Let the school know if there are any special circumstances that might affect our child's work, behaviour, or attendance.
> - Attend parents' evening and discussions about my child's progress.
> - Support the school's homework policy by encouraging and supporting learning outside school hours.
> - Ensure my child wears appropriate school uniform and brings PE kit to school when necessary.
> - Children must not have hairstyles fitting the following descriptions:
>   - Lines shaved into the hair
>   - Patterns shaved into the hair
>   - Hairstyles which are extreme. This includes hairstyles where the sides are much shorter than the top or dyed with using unnatural colours.
>
> Signature: _____ Parent / Carer

Child:

> **I will try to:**
> - Make sure I bring all the equipment I need for the day including my PE kit on PE days.
> - Do my best in all my classwork or work to be done at home.
> - Follow the school rules on behaviour and be polite and helpful to others.
> - Tell my teacher if I have any worries about my schoolwork.
> - Wear my school uniform.
>
> Signature: _____ Child

Name of Child: _____   **Class / Year Group:** _____

Appendix 2

KS1 - Pupil Acceptable Use Agreement Form

Trust Statement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet, tablet devices and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity, and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- That young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk. The school will try to ensure that pupils will have good access to ICT to enhance their learning and will, in return, expect the pupils to agree to be responsible users.

Acceptable Use Policy Agreement

This is how we stay safe when we use computers:
- I will ask a teacher or an adult if I want to use the computers/ technology.
- I will only use activities that a teacher or an adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or an adult if I am not sure what to do or if I think I have done something wrong.
- I will turn the screen off and tell a teacher or an adult if I see something that upsets me.
- I know that if I break the rules, I might not be allowed to use a computer/ technology.

Pupil Name _____

Signed _____

Class _____

Date _____

Appendix 3

KS2 - Pupil Acceptable Use Agreement Form

Trust Statement

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Acceptable Use Policy Agreement

This is how we stay safe when we use computers/ technology:

- I will ask a teacher or an adult if I want to use the computers/ technology.
- I will use child friendly search engines when using the computers to search for websites, unless my teacher has already approved that site.
- When logging into a computer, I will use my own login and password, which I will keep secret. I will change this every term.
- I will only use activities that a teacher or an adult has told or allowed me to use. I will not use internet chat. When communicating online, I will not give out my home address, phone number, or arrange to meet anyone. I will only chat to people I know, or my teacher has approved, and my messages will be polite and sensible.
- If I see anything that I am unhappy with or receive messages I do not like, I will turn off the screen and tell a teacher immediately.
- I know that the school will check my computer files and may monitor the internet sites I visit.
- I understand that if I deliberately break these rules, I could be stopped from using the internet or computers.

Pupil Name _____

Signed _____

Class _____

Date _____

Reviewed by: Rob Darling   October 2021

Next Review Date: October 2023

Approved by Head of Education, Primary   26 October 2021

Signed:

Rob Darling
Head of Education, Primary