



FINHAM PARK SCHOOL

A Mathematics and Computing College

PARENTAL INVOLVEMENT **POLICY**

Finham Park School
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www.finhampark.co.uk



Executive Headteacher: Mark Bailie
Chair of Governors: Alethea Fuller



FINHAM PARK
MULTI ACADEMY TRUST





Objectives:

1. Effective communication and relationships between home and school so that parents understand and can play an integral role in their student's education
2. Increased parental understanding of the education their student is receiving
3. The school and parents can respond quickly to emerging issues and concerns
4. Parents are welcomed as partners in the education process and their support and assistance are sought and used to best advantage
5. Parenting skills are promoted and supported
6. Community resources are used to strengthen the school, families and learning
7. A Parent Teacher Association, ("Friends of Finham"), is able to play a valuable role in building relationships and supporting the work of the school

Ethos

National educational research shows that students do better at school and achieve more in life when parents and schools work together. Only 15% of a student's life is spent at school. It is very clear that parents have the most influential role in a student's education. Finham Park School believes that parents who take on a supportive role in their student's learning make a significant difference in improving their achievement and behaviour and help ensure that they do the best that they can at school and beyond. The active involvement of parents in the life of the school helps promote a learning community in which students can engage positively with staff, their peers and home. We aim to engage and work in partnership with our parents to give them the chance to understand and develop the vital role they play in their student's learning.

We appreciate that sometimes there may be barriers that limit or prevent some parents from getting involved or supporting their student's education, e.g. long working hours, lack of student care, previous personal experience, language differences. We aim to reduce and resolve these so that parents can have a positive experience and interaction with the school. We recognise and respect the various cultural, faith, ethnic and lifestyle choices within our community and develop practical ways to support parents, e.g. using the school website as a means to find out about student progress, parenting skills and support, school activities.

The Law

Section 576 of the Education Act 1996 defines a parent as:-

- including all natural parents, married or otherwise
- any person who, although not a natural parent, has care of a student or young person (the person with whom the student lives and looks after the student)

A "Looked after Child" (LAC) is a student for whom the local authority has legal responsibility and is the "corporate" parent.

Parents have the right to participate in decisions about their student's education even though for day to day purposes the school's main contact is likely to be a parent with whom the student lives on school days.

Unless there is a relevant court order limiting their involvement with their student, parents who do not live with their student, but who contact the school directly to make a request, have the right to receive information from the school, e.g. Progress Checks, Reports; the right to participate in activities, e.g. voting in elections for parent governors; the right to be asked to give consent to activities, e.g. trips and visits; the right to be told about meetings involving their student, e.g. a Governors' Panel.

Where a parent's action, or proposed action, conflicts with the school's ability to act in the student's best interest, the school will attempt to resolve the problem with that parent. For more information on the rights of parents please refer to www.education.gov.uk/schools/pupilsupport/parents

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School Policies

School Policies are accessible through the School website:-

- Abusive Persons
- Administration of Medicine
- Admissions
- Attendance and Punctuality
- Behaviour for Learning
- Bullying
- Charging and Admissions
- Child Protection
- Complaints
- Data Protection
- Disability Equality Scheme
- Equality and Opportunity
- First Aid
- Freedom of Information
- Health and Safety
- Homework
- ICT and E Safety
- Inclusion and Equality
- Sex Education
- Special Educational Needs and Disability
- Site Security Use of Premises

In addition parents can access the School Prospectus and information regarding uniform expectations through the website.

Administration

The school should:-

- Ask parents/carers for the names, addresses and contact details of all parents, as well as ethnicity, cultural and medical details of a student during the admissions process
- Ensure these are included in the admission register and in student records and are available to the student's teachers
- Ensure these are forwarded to any school to which the student moves
- Ensure that details of court orders are noted in a student's record
- Where the address of a non-resident parent is unknown, tell the resident parent that the non-resident parent is entitled to be involved in their education and ask that the information is passed to them

Consent

The school will seek consent from the resident parent, where necessary, for outings and activities and for the use of images of a student should the school wish to use them in its publications. In cases where one parent gives consent but another withholds it the school will assume that consent has not been given. This will safeguard the position of the school so that it is not exposed to any potential civil liability, e.g. if the student is injured on a school trip.

In accordance with DfE requirements, in Year 8 we send out a standard Privacy Notice which allows the school to pass on information to the Careers Guidance Company Ltd.

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Attendance

See Attendance and Punctuality Policy. The law expects that parents ensure their student attend school. The school expects that attendance levels do not fall below 95% and promotes the clear link between high attendance and high attainment.

The school will contact parents on the first day of a student's unexplained absence by the Attendance Manager. Parents whose student has a poor level of attendance will be contacted by their College Leader and/or the school's Educational Welfare Officer.

The Home School Agreement

The Home School Agreement outlines how parents, students and staff share the responsibility for improved student achievement and progress. Full details are available in the Student Planner. We ask parents to:-

- Make sure that their student comes to school daily, arrives on time and is properly equipped
- Use the Student Planner as a means to communicate with school, especially with their student's Mentor
- Support the school's code of conduct and uniform code
- Inform the school of any issues that might affect their student's learning, behaviour or attendance
- Treat staff and students with courtesy and respect
- Attend all meetings relating to their student's progress
- Make sure homework is completed properly
- Promote the positive use of their student's extracurricular time
- Stay informed about their student's education by reading all notices from the school either received via their student or by email, text or online and responding as appropriate.
- Support our PTA wherever possible

Learning at Home

Educational research shows that the conversations and discussions that parents have with their student at home are the most important for enhancing achievement and have a significant and positive impact. The degree and quality of engagement parents have with their student's learning is the crucial factor outside of school. Therefore, the school will provide parents with information and guidance to help them develop and extend their student's learning at home and in the community, e.g. Study Skills Workshops on how parents can support students to study, revise and prepare for exams

Regular homework is one of the major points of connection between students, parents and school. Regular and suitable homework tasks contribute to student achievement particularly at secondary school. (National Foundation for Educational Research, Spring 2002). Clearly, this is a real benefit when it comes to national examinations. This can be further enhanced by parents supporting their student to become independent learners by creating a routine and environment conducive to focused learning and by encouraging them to spend time on homework and discussing it with them. In accordance with our Homework Policy, we provide regular homework and a homework timetable for each year group is provided on the website. A Student Planner is provided for students to record homework set in lessons.

FROG is the school's Virtual Learning Environment which enables 24/7 learning at home. Students and parents can access lesson and homework resources. Parents can therefore support their student's learning at home.

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Student Progress

Parents have a right to be informed of their student's progress in school. The law requires that the school provides parents with:-

1. A report about the student's educational achievements each year
2. Access to the educational record for the student(s) if they request it in writing.
3. In accordance with our Assessment Policy, we involve parents in the formative assessment process so that they can support their student in their learning in school and at home. We provide regular Progress Checks, on every student, which inform parents of Target Grades, Working At Grades and Attitude to Learning. Each year group receives a full report which will also include Attendance and Behaviour for Learning data, and 'Next Steps' for students to take, in each subject, in order to improve their performance. In addition to the calendared Parental Consultations, staff may contact parents by telephone, email or through the Student Planner to highlight and discuss particular achievements or issues, e.g. parents of students who achieve certain numbers of Star Stickers in recognition of their achievements in school will receive letters home highlighting this.

Examinations

The Assessment and Examinations Manager will ensure that information regarding examinations will be sent home via students. Entry Statements will need to be checked, signed and returned by parents to the AEM. Parents can contact the AEM regarding any examination issue or general query about Progress Checks and Reports.

Parents may also request 'at reasonable times' access to information relating to the school curriculum

Effective Communication

The type of information and advice exchanged between school and home about a student will vary. We will endeavour to communicate honestly, openly, in a format and language parents can access and with the aim of seeking the best for every student. We will respect the privacy of other students and staff. We may contact parents via letter, email, text or telephone.

Staff will be expected to be welcoming and encourage parents to play an active and positive part in their student's education and will be coached on how to communicate effectively and develop productive relationships with parents. Our main aim is to ensure the best for your student. We ask that parents respect the professionalism of all of our staff and treat them with the courtesy and consideration they deserve. (See Abusive Person Policy).

In the first half of the Autumn Term, parents of Year 7 students will receive an initial welcome contact by their student's Mentors who will introduce themselves and begin the process of developing a productive partnership. This will be followed with a Meet the Mentor event before Autumn Half Term.

The Student Planner

Every student is provided with a detailed bespoke **Student Planner**. This has been developed through detailed consultation over a number of years, and provides one means of communication, e.g. for parents to provide absence notes, contact staff. It also provides details of Academic Year Dates, Homework Policy, School Code, Uniform, ICT Code of Conduct and use of the Internet and Email, Anti Bullying, Achievement (Star Stickers), Attitude to Learning Levels, Planning Targets and Revision.

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The School Website

We provide an increasing amount of information online, e.g. key dates and events, letters, progress Checks and reports, Year 7 Transition, Year 9 Options, Examinations, trips, newsletters, holiday information, policies and guidance. In addition, we offer parents the opportunity to give feedback through online questionnaires and surveys.

The Parents section also includes interactive diagrams (Help Available and Parental Engagement and Involvement) which show the main ways parent can find out who to contact in school to access help and also how we seek to engage and involve parents. In addition there is a link to **Coventry Parenting: [Triple P \(Positive Parenting Power\)](#)** programme that offers a range of parenting workshops and programmes.

In the Online Service section parents can use:-

- Insight to review your student's progress (Progress Checks and Reports), timetable, attendance, punctuality, behaviour and achievements in real time.
- Parent Pay to pay for all school payments from home 24/7, e.g. dinner money, trips, in fact anything at all
- Parent View to tell us what you think about your student's school
- Parents can follow the school on Twitter
- School Comms – the school can text parents about information, issues and events relevant to them

Parents Events

There are two **Open Evenings** in the Autumn Term. The first is for parents seeking their student's admission into Year 7 and second is specifically for information on the Sixth Form

Transition Evenings- prospective Year 7 parents are invited to an information evening and to receive detailed Information Packs containing their student's timetable and details of their College, Curriculum and Enrichment

Year 7 and 12 Meet the Mentor – in the first autumn half term, Year 7 and 12 Parents can meet their student's Mentor, in an informal setting, to discuss their youngster's progress so far

Parents Consultation Evenings (Years 7-13) – opportunity to meet with teaching staff to discuss their student's progress, to formulate targets for improvement and actions to take to meet these and any issues and concerns.

Year 9 Options Fayre – parents of Year 9 students can attend presentations on the Options process and meet with subject teachers to discuss their student's progress and seek advice

Study Skills Evenings - College Leaders lead an active workshop for parents and students in KS4 on how to rise to the challenges of Year 9 and 11

Higher Education Evening – an information event for parents of Sixth Form students

Celebration Events – The Star Studded Celebration of Success (Years 7-13), Graduation Ceremony (Years 11, 12 and 13)

Subject based Events – e.g. Maths / English Support Evenings, music concerts, theatre productions, poetry evenings, rock night

Community Events – e.g. School Productions, Festive Concert

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Parent Teacher Association

The school seeks to develop an active PTA ('Friends of Finham') able to play a valuable role in building relationships and supporting the work of the school through fundraising, social and community based activities. It should meet on a regular basis. All parents and staff are automatically members. Primarily parents meet to discuss ways of raising much needed funds for the benefit of all students and to organise various social events.

Parent Governors

There are 6 Parent Governors who serve for a 3 year term. Vacancies are advertised to parents as they arise and applications are by application form on request.

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Written by W Webster
Reviewed by F Kiddy/S Megeney

January 2013
October 2016

Next review date:

September 2018

Approved by Governors:

15.11.16

Signed:

MARK BAILIE
Headteacher

Date: 15.11.16

Signed:

ALETHEA FULLER
Chair of Governors

Date: 15.11.16

