



Beamont Collegiate Academy

HOME/SCHOOL PROCEDURES POLICY

Date approved by the Governing Body	9.02.17
Signature of Chair to the BFP committee	L Waterson
Signature of Academy Principal	A Moorcroft
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1. Introduction

- 1.1 Beamont Collegiate Academy recognises the importance of a clear and effective working partnership with all parents and carers and is committed to being open and accessible for all those who have an interest in the Academy.
- 1.2 This policy addresses the main ways in which Beamont Collegiate Academy ensures effective two-way communication between home and school and the procedures which will facilitate this.
- 1.3 In this policy the term 'parents' refers to both parents and carers.

2. Parents as partners in their child's education

- 2.1 It is widely acknowledged in Government guidance, legislation and research that parents have a key role to play in their child's education. Early years' provision, schools, academies and Local Authorities are all required to encourage and make arrangements for parents to contribute to the shared view of their child's needs.
- 2.2 The parent of every child of compulsory school age must make sure that they receive efficient full-time education suitable;
 - To their age, ability and aptitude
 - To any special educational needs they may have, either by regular attendance at school or otherwise.

3. Aims of the policy

- 3.1 The aims of this policy are to ensure that effective communication and consultation takes place between Beamont Collegiate Academy, parents, pupils and other stakeholders.
- 3.2 It will also ensure there are robust processes for consultation between Beamont Collegiate Academy, parents and pupils on key service areas.
- 3.3 Beamont Collegiate Academy recognises that engaging and working with parents is a vital element in providing their child with an excellent education. The Academy will give parents regular opportunities to contribute their views on the Academy. We intend to involve as many parents in their child's education as possible as part of the community aspect of Beamont Collegiate Academy's work.

Our aims are listed below:

- 3.4 To make Beamont Collegiate Academy as welcoming and inclusive as possible. Signage will be clear, informative and positive.
- 3.5 All written and telephone enquiries from parents will be dealt as promptly as possible.
- 3.6 A variety of forms of communication with parents, for example, telephone contact, email, post, text, academy app, Social media and home visits are used.
- 3.7 Parents are contacted for positive as well as negative reasons.
- 3.8 Information is given to parents on what pupils are being taught and tips for helping their child circulated.
- 3.9 Parents will be encouraged to help or support their children's learning at the Academy and at home. Information or training will be provided to enable this support to be effective.
- 3.10 Beamont Collegiate Academy will encourage the use of parents as volunteer helpers within the boundaries relating to safeguarding children.
- 3.11 Beamont Collegiate Academy will promote family learning and family fun activities.

4. Communication

- 4.1 Communications can take a variety of forms: verbal (through meetings or by telephone), written (through letters, notes in planners, or email) or through the Academy website, Social Media and the Academy app. Our aim is to utilise all means of communication effectively.
- 4.2 Staff will endeavour to reply to parents' letters as quickly as possible. Any letter of complaint will be referred to the Principal for advice prior to response. Our Complaints Policy explains this in more detail.

Communication between the Beamont Collegiate Academy and parents will operate in the following ways:

- 4.3 All prospective parents will receive a Beamont Collegiate Academy prospectus at the Academy Open Evening and at any other time on request. Copies will be

available at local primary schools, at various community locations or by coming to the Beamont Collegiate Academy reception.

- 4.4 Prospective parents are invited to an Open Evening in the autumn preceding the year of entry to the Academy. Families are also encouraged to visit the Academy for an arranged tour during the normal working day.
- 4.5 Prospective parents are invited, along with their child, to an induction evening in July where the main channels of communication are outlined, essential information given and information about Beamont Collegiate Academy is presented.
- 4.6 Parents are invited to an Academic Transition Evening during the autumn term of Year 7 to meet the pupils' form tutor and review how they have settled into the Academy. Academic and pastoral information will be shared.
- 4.7 Parents are invited to attend consultation meetings with staff each year to review the academic, personal and social progress of their child. Comprehensive advice is also offered during options evenings and other specific events throughout the year.
- 4.8 Appointments for parents' evening will be made using the online epraise system, parents will be advised whether these will be made centrally by BCA or whether they are required to log and make individual appointments.
- 4.9 Parents will receive an interim report following scheduled assessment points.
- 4.10 Parents are able to access information through the Academy App, Social Media, text message service or website.

5. The Beamont Collegiate Academy Website

- 5.1 The Beamont Collegiate Academy website will also be a good source of general information and will include;
 - The Academy prospectus
 - Curriculum resources
 - Holiday dates
 - Copies of letters to parents
 - Information about lessons / additional study
 - Special events

- Newsletters and updates
- Essential Beamont Collegiate Academy Emergency details

6. Social Networking Sites/Blogs etc.

- 6.1 Individual staff are not permitted to communicate with parents or pupils via social networking sites (such as Facebook) or accept them as their “friends”. This is part of our safeguarding procedures to protect pupils and staff. However, designated and authorised staff use Social Media e.g. Facebook and Twitter to share key information and celebrate success via official academy pages. Departments are encouraged to use Twitter to share updates with parents, students and the community.
- 6.2 The Academy app can be downloaded for android and ios devices allowing parents instant access to the Academy website and social media links.

7. Beamont Collegiate Academy Pupil Planners

- 7.1 Each pupil has a planner for noting down homework and the date for completion. It is also an important tool for communication between parents and teachers.

8. E-mail

- 8.1 Parents may wish to contact Beamont Collegiate Academy via e-mail as an alternative to telephone or letter. The Academy e-mail address is **mail@bca.warrington.ac.uk**

9. Celebrating success

- 9.1 Parents will be invited to special events and presentations throughout the course of the Year.
- 9.2 Success at the Academy will also be celebrated via the Academy newsletter, the Academy app and social media.

10. Parental Involvement.

- 10.1 Parents will be asked to complete questionnaires and surveys on various aspects of the services provided by Beamont Collegiate Academy throughout the year. The results of these questionnaires and surveys will be collated and analysed by the relevant member of the Leadership Team. All feedback from parents will then

be shared with the Principal and discussed by Governors, the Academy Leadership Team and other staff, as relevant.

- 10.2 The Academy welcome the views and input of parents through for example, Parent leadership groups who will be given the opportunity to meet regularly, with the relevant member of the Leadership Team.

11. Supporting Parents of Young People with SEN

- 11.1 The SEN Code of Practice emphasises the importance of positive, supportive attitudes to parents and user-friendly information and procedures. There should be no presumption about what parents can or cannot do to support their children's learning.
- 11.2 All staff should bear in mind the pressures a parent may be under because of their child's special or additional needs or disabilities. The Academy may need to make alternative arrangements to accommodate the parent's needs and will be mindful of this when arranging appointments.
- 11.3 Beamont Collegiate Academy staff are expected to help parents understand how to contribute effectively to their child's education and should make every effort to ensure that parents understand their rights and responsibilities. All relevant information will be provided in a way that parents can understand.

12. Home-school communications

- 12.1 A calendar of Academy events is produced at the start of each term and can be accessed via the school website.
- 12.2 A Beamont Collegiate Academy Newsletter is made available to parents each term. It contains general details of Academy events and activities. We will send other letters of a general nature when necessary and store copies on the Beamont Collegiate Academy's website.
- 12.3 The Academy encourages parents to share any issues about their child at the earliest opportunity. The relevant member of staff will arrange to see parents as soon as possible.
- 12.4 The Academy will arrange various additional meetings for parents throughout the year e.g. meetings are held prior to any residential trip to inform parents of planning, content and arrangements.

- 12.5 If a pupil is absent from school, and we have had no indication of the reason, the Beamont Collegiate Academy support staff will contact a parent (by telephone, if possible) to find out the reason for the absence.

13. Communication with Other Schools and Outside Agencies

- 13.1 We recognise that young people have diverse needs, and we are supported by various agencies and groups of professionals who keep us informed on better ways to meet these needs, so that they participate more fully. Support comes from medical services (such as speech and language therapy, occupational therapy and physiotherapy), from Educational Psychologists, from health professionals and specialists.
- 13.2 It also comes from various welfare-focused services, such as Social Services and Child Protection Units. We recognise that young people have a fundamental right to be protected from harm, that their protection is a shared responsibility, and that our Academy should provide a safe and secure environment. (See the Beamont Collegiate Academy Safeguarding and Child Protection Policy)
- 13.3 We hold information on all students in school and from time to time we are required to pass some of this information to other agencies. All information is shared in line with General data Protection Regulations 2018 (GDPR). For information on GDPR see our website.
- 13.4 Parents can request to view the information we hold and share in line with GDPR

14. Accessibility of Information

- 14.1 Beamont Collegiate Academy has a legal duty to anticipate the needs of our parents and to make adjustments in relation to those needs.
- 14.2 When requests are made for alternative formats and languages we will meet those needs as quickly as possible.
- 14.3 We will monitor our effectiveness in communicating to improve the quality of our service, anticipate and plan for needs of parents better and make best use of our resources.

15. Monitoring and Review

- 15.1 This policy will be monitored and reviewed on an annual basis by the designated member of the Senior Leadership Team and the Governing Body.