



# Parents & Carers in Partnership



**at EWPS**

**September 2016**

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## Welcome

**Welcome, at Ellen Wilkinson Primary School we believe that children are happiest and more likely to succeed when school and home work together.**

The aim of this booklet to be a reference point for:

- ✓ How we do this at EWPS
- ✓ Ideas on how to support your child with their learning
- ✓ How the school can support this
- ✓ How to share your ideas about what we can improve
- ✓ How to become more involved with the school
- ✓ What to do and who to speak to if you are ever concerned

We hope you find it useful. If you have any ideas about other information that would be useful to include please let us know!

All the information is also available on our website

[www.ellenwilkinson.newham.sch.uk](http://www.ellenwilkinson.newham.sch.uk)

*School values?*

# Working in Partnership

## Home School Agreement

The main ways that we work together are outlined in our Home School Agreement which you are asked to sign when your child starts EWPS. This is then reissued every year and a copy is below. This states the commitments of everyone in working together to get the best outcomes for our children.

## Parents Evening

Every term we hold a parents evening where you can discuss your child's progress and have the opportunity to look through their books. You will also find out more about how your child is progressing against national expectations for their age.

**Please make sure you attend these events as they are one of the main ways we can work together on agreeing next steps for your child and how the school and home can work together to help them achieve this.**

We also endeavour to have other information about the school and wider community available in the hall on these occasions, so we would encourage you to take a little time to pop in and have a look.

## Parents Events

At the start of each year we issue a list of diary dates which outline main events throughout the year including class assemblies, performances and parent sessions. This list is also available on our website (see diary dates tab).

In addition we are currently establishing a core offer of parent information sessions. See page 9 for further details.

## General Information

Every Wednesday we issue a newsletter which covers general information, pupil achievements, main events coming up, helpful tips and much more. This is the main way to find out what is happening in the school week to week so please take time to read this. Copies of newsletters are also available on our website and on the Ellen Wilkinson app (simply type in Ellen Wilkinson Children's Centre into your app store provider).

# How We Listen to Your Views

## Talking to Each Other

Your child's class teacher is usually your first point of contact. They are available for a short period of time at the start and end of every day but we would suggest if you would like to talk with them at length please make an appointment to see them at a mutually convenient time.

In addition at the start and end of the day we ensure try to ensure that there are a number of staff at the school gates. This not only gives us the opportunity to welcome everyone in the morning but also means there should always be someone you can speak to if you want to check something, have a general query, are concerned about something or have a bright idea that will make EWPS better!

The staff who you can find at the gate are listed below with a little information about their areas of responsibility so you can identify who is the best person to speak to.

Photo	Name	Role	How They Can Help
	<i>Sue Ferguson</i>	<i>Headteacher</i>	<i>Any comments, questions, &amp; queries</i>
	<i>Janice Owen-Amadsun</i>	<i>Acting Deputy Head</i>	<i>General queries, Special Needs, Gifted &amp; Talented, EAL, years 1&amp; 2</i>
	<i>Suzann Ferdinand</i>	<i>Assistant Headteacher</i>	<i>General queries, years 3 &amp;4, assessment</i>
	<i>Peter Hilton</i>	<i>Assistant Headteacher</i>	<i>General queries, years 5 &amp; 5, BSiL</i>
	<i>Sheleena Laskar</i>	<i>EYFS Leader</i>	<i>Early Years &amp; Little Ellies</i>
	<i>Julie Baker</i>	<i>Senior Learning Mentor</i>	<i>Pupil well-being, parental support, after school clubs &amp; general queries</i>
	<i>Dwight Hart</i>	<i>Learning Mentor</i>	<i>Pupil well-being, parental support &amp; general queries</i>

## **NEW!** Comments Post Box

We realise that it may not always be convenient to speak to someone directly, so from November 2016 a EWPS comments box will be available. This will be located by the main pupil gate. Please use this for general comments and ideas on how we can improve our school. It would be really helpful if you put your name so we can contact you to find out more information and tell you what we propose to do next.

Please do not use this for any issues specific to your child as this box will only be emptied once a week.

## Parental Surveys

One of the ways we seek parents and carers views is through surveys. In addition to ones about specific aspects that we are looking to develop; every year the Governing Body ask parents their views of the school. The last one of these was conducted in October 2015 and the outcomes of this can be seen below. These are then used to look at areas where we can improve our school and the way we communicate, in fact some of the new aspects you find in this booklet are a result of feedback form this and other methods!

	Statement	Strongly agree /agree	Disagree/strongly disagree
1	My child feels safe at this school.	100%	0
2	My child is making good progress at this school.	96%	4%
3	This school meets my child's particular needs.	96%	4%
4	This school ensures my child is well looked after.	98%	2%
5	My child is taught well at this school.	99%	1%
6	This school helps my child to develop skills in communication, reading, writing and mathematics.	98%	2%
7	Behaviour in the school is good which ensures a happy and safe learning environment.	98%	2%
9	This school deals with any cases of bullying effectively. (Bullying includes persistent name-calling, cyber, racist and homophobic bullying).	96%	4%
10	This school helps me to support my child's learning.	95%	5%
11	This school responds well to my concerns.	94%	6%
12	This school keeps me well informed.	100%	0
	I would recommend this school to another parent.	98%	2%

# How to Help Your Child

## Be positive

Being positive about school and interested in what your child has been doing during the day makes a huge difference to how children perceive their education. Every child wants to please their parents, so if you show you feel that learning and trying your hardest is important then that's what they will try to do.

Ways you can do this include attaching importance to regular attendance and being punctual, ensure they complete their homework, attend parents evening, ensure they have their PE kit, celebrate their successes and work in partnership with their teacher. If you or your child is ever concerned about anything please make sure you arrange to speak to a member of staff so it can be addressed as soon as possible.

## Reading

Becoming a confident and fluent reader is the key to success in many other subjects. Please read with your child as much as possible (ideally 10 minutes a day) and continue this even when they get into year 3 and beyond. However it's as important that they hear you read stories to them and see you enjoying reading as an adult (for example the newspaper). Another way you can help is to encourage them to read signs and information when you are out as a family so they begin to understand how much they need this skill. You can also visit the library as a family, there are often story sessions and other activities available, whilst during the 6 week break get them involved in the summer reading challenge where they can earn rewards for the number of books they read. The most important thing is to make reading fun and a daily part of your lives.

## Bug Club, Spelladrome & Mathletics

All children in years 1 to 6 are provided with access to online reading, spelling and maths programs which they can access at home if you have an internet connection. This helps them rehearse and refine basic skills, participate in challenges and grow in confidence. Encourage them to access these a couple of times a week and maybe even sit down and watch them have a go!

If you do not have internet access at home please speak to your child's class teacher as we can provide access to these programmes during lunchtimes.

## Homework

***Parental engagement in 'supporting learning in the home' is the single most important changeable factor in student achievement. Dr Janet Goodall***

At EWPS all classes from Reception to year 6 are set weekly homework details of which is put in their homework book. If you have access to the internet at home details are also put on class MLE/ web page.

You can help your child with this weekly homework by:

- Having somewhere quiet for them to work (turn off the television too!)
- Making sure they have got what they need (e.g. a pencil)
- Taking some time to read through with them what they have to do and check how much help they may need (sometimes this may be just for reassurance that they are doing the right thing!)
- Building in rewards for completing it

In addition to weekly homework, children are also set a home learning project which they have 9 weeks to complete. The whole point of this is for them to find out with their families more about an aspect of the unit they are studying. We realise that family life is always busy, particularly if you have several children but we would ask that during the course of the 9 weeks that you find some time to work with your child on their project, not only will it help their learning but hopefully it will be a good chance to learn something new together. Maybe you could get other family members involved too!

If your child is really struggling with their homework despite your help, please make sure you speak to their class teacher.

### **Other Advice**

Newsletters frequently have a learning tip of the week to give you other ideas on how to support your child in a range of subjects. Alternatively from September 2015 you may want to come along to our Family Homework Club to work with your child on their homework with staff available to give a helping hand where needed ( see page 10 for more details)

You can also find on our website links to several other sources of information on how to support your child at home.

# How the School Can Help

## Information Sessions

Throughout the year the school offers a range of information sessions including ones about: attendance, statutory testing (SATs), residential journeys, applying for secondary schools, new to Nursery and Reception, curriculum developments to name but a few. Dates for these are included on the diary list issued at the start of the year.

## Core Offer

As part of our commitment to working in partnership from September 2015 in addition to the provision above, EWPS created a core offer of parent sessions that will occur every quarter based on feedback from parents and carers on what would be useful. Details of what this covers are listed below.

Each quarter EWPS will offer:

Area	Name of Session	Details
Early Years	<ul style="list-style-type: none"> <li>✓ Stay &amp; Play session in nursery &amp; reception</li> <li>✓ EYFS Curriculum Session</li> </ul>	<ul style="list-style-type: none"> <li>✓ A chance to stay and play with your child in their classroom during the school day.</li> <li>✓ Find out more about an aspect of the Early Years curriculum, age expectations and how we help your child achieve this. There will also be ideas on things you can do to help at home. A different aspect will be covered each quarter.</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>✓ Find out more about ..</li> </ul>	<ul style="list-style-type: none"> <li>✓ The chance to find out more about how we teach specific curriculum areas.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>✓ Attendance drop in</li> </ul>	<ul style="list-style-type: none"> <li>✓ Questions about attendance and punctuality? This is the place to go. In addition every quarter there will be a short information session on an aspect of attendance.</li> </ul>
Inclusion	<ul style="list-style-type: none"> <li>✓ SEN coffee morning</li> <li>✓ Equalities consultation</li> </ul>	<ul style="list-style-type: none"> <li>✓ A chance to meet with other parents of children with Special Educational Needs and the Inclusion Manager to learn more about how your child's needs are being met. Guest speakers also attend to provide more information about specific aspects.</li> <li>✓ Have your say and help everyone has their needs met.</li> </ul>
Pastoral	<ul style="list-style-type: none"> <li>✓ Find out more about ...</li> </ul>	<ul style="list-style-type: none"> <li>✓ Each quarter meet with members of the Senior Leadership team to learn more about aspects of pastoral care at EWPS including behaviour policy, anti-bullying strategies, school council, house system etc.</li> </ul>

<p><i>Keeping your child safe</i></p>	<p>✓ <i>Keeping your child safe</i></p> <p>✓ <i>E-safety</i></p>	<p>✓ <i>Each quarter we cover a different aspect of how we keep your child safe. Topics include child protection, curriculum provision, fire safety etc.</i></p> <p>✓ <i>Learn more about how to help keep your child safe online.</i></p>
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## **Learning Mentors**

We have two Learning Mentors at EWPS who work with a range of children to overcome barriers to learning. However the other aspect of their work is to support the pastoral care the school provides. Every family goes through challenging periods and if you are concerned that this could be affecting your child either in or outside of school please feel free to arrange a time to meet with them to discuss your concerns and how the school can support your child during this time. They can also signpost you to other services that may help support you further.

## **Children's Centre**

Ellen Wilkinson Children's Centre offers a wide variety of services focussed on the need of the local community. The centre offers information, advice and support to parents and carers, as well as integrated childcare and early learning, health services, family support and employment advice for families in our area. We are open all year round except the Christmas holiday period.

Drop in for a chat and find out more, or alternatively look on our website [www.ellenwilkinson.newham.sch.uk](http://www.ellenwilkinson.newham.sch.uk) or you can download the Ellen Wilkinson Children's Centre App if you have a smart phone (simply type in Ellen Wilkinson Children's Centre into your app store provider)

# How to Get More Involved

## **Volunteering for Trips & Specific Events**

We are always appreciative of any parents and carers who are able to support trips or specific events, without this many of these may not be able to take place. If you are interested in accompanying a school trip or help at a specific event please contact the school and ask to speak to Julie Baker.

## **Volunteering - regular commitment**

Some parents are able to commit to a more regular volunteering role which includes, hearing children read and supporting in class. We really appreciate this support and where possible will provide additional training if parents would like to develop in this role. As a regular volunteer, and as part of our safeguarding procedures, we will ask you to sign our voluntary helper agreement which outlines your role and how to operate within the school.

## **Training Placements**

Some of our parents are currently training in different aspects of childcare and/or education. As part of this training most courses require a school/nursery placement. If you would be interested in conducting your placement at EWPS please contact the main office who will arrange for someone to contact you to discuss this further. Please note we cannot guarantee that we are always able to offer a placement for example we may already have a number of placements agreed. We will also not deploy you in your child's class.

## **Parent Governors**

On our Governing Body we have several parent/carers representatives whose terms of office are usually for 3 years. From time to time vacancies may become available and these are publicised in our newsletter. If more than one application is received an election is held.

We welcome all applications but please note there is a significant time commitment involved with being a governor, and so we would ask you check you can commit to this before submitting your application.

# Complaints

We hope you will never need to complain but if you do, please follow the procedure below.

## **Stage 1 – (Informal) Talk to the teacher concerned.**

- ✓ This is usually the quickest way to sort out difficulties.
- ✓ You can bring a friend to support you, for example to help you put your case across. It would be good manners to inform the school if you are going to do this.
- ✓ If you need a translator please let us know in advance so that this can be arranged.
- ✓ We hope you can reach an agreement that satisfies you and the School. If you cannot, then you can go to Stage 2.

## **Stage 2 – (Formal) Contact the Headteacher**

- ✓ This can only happen if you have been through Stage 1. We do recognise however that some complaints may go straight to the Headteacher because of the nature or seriousness of your concerns.
- ✓ Please contact the school office who will pass your concerns on to the Headteacher or another member of the Senior Leadership Team, for example the Deputy or Assistant Headteacher.
- ✓ Please make sure you include details of your concern, why you are still dissatisfied and what action you would like to resolve the complaint.
- ✓ We aim to contact you as quickly as possible and definitely within 5 working days.
- ✓ In most cases complaints can be resolved quite quickly after this contact, however please note others may require significant further investigation or involve other agencies. In these exceptional cases we aim to ensure that this is completed within 20 school days wherever possible.
- ✓ We hope that the outcome of this process will address your concern. However, if it does not, then you can go to Stage 3.

## **Stage 3 – (Formal) Complaint Heard By Appeals Panel**

- ✓ The complaint is heard by the Governing Body. This is the final stage of the process.
- ✓ To do this, the complaint must be put in writing on the Appeals Panel form (which is available from the main office). Please send all correspondence care

of the school office addressed to the Chair of Governors, and clearly marked CONFIDENTIAL.

- ✓ The complaint is considered by a panel of Governors who form a complaints appeal panel. No governor may sit on the panel if they have had a prior involvement in the complaint or in the circumstances surrounding it. Please note at EWPS the panel may also include a governor from another school.
- ✓ The panel will convene a meeting to discuss the complaint and all the investigation evidence to make a final decision on how to progress. A clerk should be appointed to take notes of the meeting and records must be kept
- ✓ An outcome letter will be sent to you within 20 school days of the meeting.