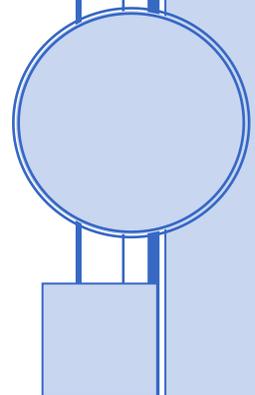




# GULLANE PRIMARY SCHOOL

## *PARENTAL ENGAGEMENT POLICY*

2/19/2019



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## *PARENTAL ENGAGEMENT POLICY*

(This policy should be read in conjunction with our Communication and Home Learning policies.)

### **RATIONALE**

*‘..... when parents and carers engage in their children’s learning, and when children and young people live in a supportive home learning environment, it improves children and young people’s attainment and achievement. Family learning encourages family members to learn together, fostering positive attitudes to lifelong learning. We want to improve and increase the ways in which parents, carers and families can engage with teachers and partners to support their children and young people and increase the voice of parents and carers in leading improvements within schools.’*

National Improvement Framework, 2018

In Gullane Primary School, we value parents and carers as part of our school community. We seek to create a genuine partnership with parents as we believe this will improve children’s learning and enhance the ethos of the school. We seek to ensure effective communication and consultation with parents and provide opportunities for parents to be involved in their children’s learning and the life of the school. We encourage parents to make reasonable efforts to take responsibility for their role in the partnership so that it is truly two-way and worthwhile.

### **AIMS**

Through an effective partnership with parents and carers, we aim to:

- ensure that all parents and families feel welcomed and valued
- allow parents to feel informed and consulted about their child and the school
- encourage parents to be involved in their children’s learning
- encourage parents to take an interest and active role in the life of the school
- promote a sense of shared responsibility for the children and the school
- enhance and extend the learning experiences of all pupils.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

In Gullane Primary, we inform and consult with parents regularly. This is done in many ways:

- Policy documents being available for parents to view on the school website or, on request, as a paper copy.
- Monthly newsletter issued by the head teacher. This aims to be ‘parent friendly’ and contains contributions from staff and pupils. This is emailed to parents and is available on the website or as a paper copy on request.
- The Parent Carer Council (PCC) and the Parent and Teacher Association (PTA) communicating via the school newsletter and website.

- Class teachers and parents communicating through letters or phone calls about individual matters. Parents are encouraged to approach the school at any time with comments or concerns. We also request that parents keep the school fully informed of relevant information relating to their child.
- The school website (<https://www.edubuzz.org/gullane/> ) contains a wide range of information about the life and work of the school including individual class work.
- School notice boards situated near the main door, the infant entrance and the nursery.
- Learning Conversations and curricular information meetings throughout a child's school career.
- Informal communication between staff and parents/ carers at the beginning and end of sessions.
- The use of e-mail and text.
- Weekly head teacher drop-in session between 08:45 and 09:45 on a Wednesday morning.

**Please note** – In an effort to reduce our carbon footprint, where possible, information will come home in the most environmentally friendly format with the use of paper being minimised. Paper communication will be sent home via the only or oldest child in a family.

## **SCHOOL DEVELOPMENT**

As part of the school's process of self-evaluation, parents are asked to put forward their opinions on school development issues and make suggestions about areas which could be included in the following session's plan. A questionnaire is sent out once per session seeking the views of the Parents' Forum.

### **PARENT CARER COUNCIL (PCC)**

All parents are part of the Parents' Forum and as such are welcome to attend any meeting of the PCC and/or its sub-group, the PTA. The Parent Council is fully involved in any consultations and evaluations. The school website provides further information about both groups. The PTA are involved in a variety of fundraising activities and regularly make substantial donations to school funds.

## **PARENTAL INVOLVEMENT IN CHILDREN'S LEARNING AND THE LIFE OF THE SCHOOL**

- In Gullane Primary, home learning is one of the main ways of regularly involving parents in their children's learning. We believe our approach is in line with Curriculum for Excellence (CfE) and extends the learning introduced at school. Children are encouraged to make choices about the way in which they extend their learning outwith school.
- Parents are invited to share in their child's learning in a range of ways e.g. assemblies, classroom events, concerts, sporting activities etc.
- Learning Conversations are held three times a year to provide parents with the opportunity to participate in a full dialogue concerning their child's progress. Towards the end of the session, a summary of attainment report is provided.
- An induction visit is provided for all new parents.
- Parents may be invited to attend both formal and informal meetings about their child's progress. These meetings may involve other agencies.

## **INVOLVEMENT IN THE LIFE OF THE SCHOOL**

Gullane Primary School welcomes parents who wish to help out with any aspect of school life. This could take the form of supporting learning activities, giving talks or demonstrations, helping with excursions and events or taking the lead in one of our World of Work clubs. All volunteers will be asked to sign Gullane Primary School's Volunteer Agreement (see Appendix 1).

## **PROTECTION OF VULNERABLE GROUPS (PVG)**

In accordance with national guidelines, parents who volunteer on a regular basis will be required to complete a PVG check. PVG stands for the **P**rotection of **V**ulnerable **G**roups and is a system of checking those who work with vulnerable groups. If you are doing 'Regulated' work we need to check that you have not been 'barred' from working with children as it is illegal for East Lothian Council to offer you work with a regulated group if you are barred from working with that group. The only way to check that you are not barred is to apply to hold an interest in your PVG membership. Your PVG Scheme membership is with Disclosure Scotland.

## **RESPONSIBILITIES**

The **Management Team (MT)** will:

- support and advise teachers in implementing this policy.
- ensure that this policy is understood and implemented by staff, pupils, parents and others.

**Staff** will:

- look for and provide opportunities to involve parents in the working life of the school
- endeavour to create planned interesting and worthwhile educational experiences that represent the interests of individuals.

**Parents** will be encouraged to:

- take an active interest in their child's life including asking questions about the work and activities in which their child is currently engaged both at home and at school
- ensure that their child attends school regularly and on time
- attend, where possible, any of the activities arranged by the school to celebrate their child's achievements and/or discuss progress
- support the school's policy and guidelines on behaviour.

## **MONITORING AND EVALUATION**

The responsibility for the implementation of this policy lies with all staff; however, promoted staff will, through routine quality assurance procedures seek to ensure that it is put into practice. All staff will be involved in evaluating the effectiveness of this policy.

## Appendix 1



### **Gullane Primary School's Volunteer Agreement**

Gullane Primary School encourages and welcomes volunteers to participate in its life and work. This agreement sets out the relationship between a volunteer and the school.

This agreement is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us. You may cease volunteering at any time, although we would ask that you let us know as soon as is possible before you do.

### **Protection of Vulnerable Groups (PVG)**

We require all volunteers, who come in to school on a regular basis, to be checked by Disclosure Scotland. This has a cost implication for school and we would ask that you make a commitment to volunteer for at least one school session.

### **Your role as a volunteer**

The tasks that you will be asked to undertake as a volunteer are those directed by a member of school staff. These could include:

- working with individuals/groups
- making resources
- accompanying classes/groups/individual children on educational excursions. This might include classes other than those that your child/ren is/are in.

### **What you can expect from us**

The school will provide you with:

- An introduction and your volunteering role within it.
- A member of staff who will supervise your volunteering and with whom you can discuss your work.
- Personal liability insurance to cover you while you are fulfilling authorised volunteer work.
- Injury insurance for injuries incurred while fulfilling your authorised volunteer work.

### **What we expect from you**

We will discuss with you the amount of time that you are willing to commit to volunteering, when you will be available each week, and how your availability will fit in with our needs. If, for any reason, you will not be attending as we have agreed, we would be grateful if you could let us know as soon as possible so that a substitute can be found or different arrangements can be made. If we have no work for you we will let you know as soon as possible.

*Confidentiality*

In the course of your volunteering you will come across confidential information about the school, its staff and its learners. You must respect this confidentiality and not use the information for your own benefit or disclose the information, except where required or permitted to do so by law.

*Policies*

You will abide by the school's Child Protection Guidelines, Equal Opportunities policy and health and safety guidance. These can be found on our website but can be provided to you by the member of staff with whom you are working.

*Ideas and problems*

You should discuss any ideas that you may have to improve your volunteering experience, or indeed any problems that you have encountered, with the member of staff with whom you are working.

The member of staff with whom you are working will discuss with you any issues that he/she may have with your work.

**Termination**

You may cease volunteering at any time. The Council may cease to use you as a volunteer at any time. We hope to give you notice of this, and ask that, where possible, you do the same.



I, \_\_\_\_\_ (*full name in capitals*), agree to be a volunteer in Gullane Primary School and agree to the above terms.

**Volunteer Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Gullane Primary Representative:** \_\_\_\_\_ (*print name*)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_