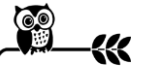


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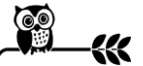
| Area of responsibility: Information Guidance and Support NB – where parents are mentioned this always includes parents & carers | | | | | | <u>Links with agencies:</u> Adult Education Parental Engagement Network (PEN) |
|--|--|---|---|-------|---|--|
| Objectives: <ul style="list-style-type: none"> • To improve parental engagement and access to services • To provide information about how pupils learn • To improve the learning opportunities of pupils by utilising and developing parental skills • To communicate regularly with parents about the progress and achievements of pupils | | | | | | |
| Actions | Leadership | Support | Resources | Costs | Success Criteria | Completion Date |
| Show details of staff roles & responsibilities on display board & the school website | Alex | Kerry & Amanda C | Photos and captions | | Information is displayed | Autumn 1 |
| Provide an EAL information session for EAL parents | Sarah | Ozlem, Yasmin Saiyma | Info handout with website links | | Good attendance & positive feedback | Spring |
| Produce videos in different languages to support learning & put on the school website | Alex Hayley – Maths video | Saiyma Yasmin | camera | | Video in Urdu is produced and available on school website. Arabic too if possible | Spring |
| Organise, deliver and evaluate workshops for parents | Sarah – EAL Hayley – Maths Sharon - Literacy | Saiyma & Ozlem (EAL workshops) Teachers & TAs | Letters/Texts home to promote attendance Learning booklets/info | | Workshops are delivered, there is good attendance and positive feedback | Ongoing |

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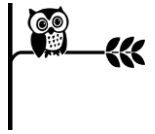
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|--|------------------|-------------------------|--|---------------------------------------|---|----------------------|
| Continue to recruit and provide training for Parent Reading Volunteers. Allocate volunteers to classes. | Sarah | Teachers | Feedback sheets Attendance Lists Provide parents with folders containing class feedback books plus strategies & phonics info | £20 for folders, notebooks & stickers | Training is provided with positive feedback. Information Folders are given to class teachers who have volunteers supporting them. | Autumn |
| Reading Information is given out to KS2 families | Sharon | KS2 Teachers | Bookmarks laminated. Tips sheet given out/incorporated into KS2 link book | Approx. £1300 for Link Books | Reading Information regarding strategies and comprehension is provided. Feedback is collected | Autumn |
| Parent Evenings are held and supported by office staff e.g. Letters sent out, list of appointments drawn up, parent visitors report to main reception desk, crèche provided. Attendance & feedback collected | Sue | Helen Wright Jacquie | Letters Attendance lists & speech bubbles | | Feedback collected shows that parents feel welcomed into school & attendance percentage calculated(Sue to analyse & calculate) | Autumn 2 Spring 2 |
| Leaflet Racks for parents are updated regularly | Rabina & Jacquie | Office staff | Letters/Emails | | Letters etc. are updated | Ongoing |

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|--|---------------------|---------------------------------------|--|--|--|----------------|
| <p>Contact Adult Education, attend meetings & meet the tutors. Work with the EMA Team and class teachers to identify parents. Give out flyers & further info 1:1, encourage parents to attend regularly. Set up room as required and have regular contact with parents & support tutor as required</p> | <p>Helen Wright</p> | <p>Sarah Ozlem Saiyma</p> | <p>Letters Feedback</p> | | <p>Tutors from Adult Education deliver the courses. Helen W. encourages parents to attend with support from staff. Parents attend regularly. Helen W to monitor. The tutor passes on feedback.</p> | <p>Termly</p> |
| <p>Update the SIP Parent display board</p> | <p>Alex</p> | <p>Amanda C Helen (Adult Ed Link)</p> | <p>SIP mindmap, Photos & captions. Information about events, useful contacts</p> | | <p>Board is informative and updated regularly</p> | <p>Termly</p> |
| <p>Parents are invited to attend highlight assemblies – one class for KS1 and KS2, one class in F Stage per week</p> | <p>Alex</p> | <p>Jacquie</p> | <p>Emails/Letters with class order on</p> | | <p>Parents attend. Positive feedback collected</p> | <p>Ongoing</p> |

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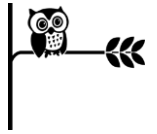
| Area of responsibility: Consultation and Communication | | | | | <u>Links with agencies:</u> | |
|--|---------------|--------------------------|--|-------|---|----------------------------------|
| Objectives: <ul style="list-style-type: none"> • School is welcoming and friendly • To improve parental access to services • To communicate regularly with parents about events in school | | | | | PEN The PTA (FORS) | |
| Actions | Leadership | Support | Resources | Costs | Success Criteria | Completion Date |
| SIP Parent Mindmap is produced | Alex | Sarah | Draft mind map from twilight session | | Mind map is clear and eye catching | Summer |
| Parent Forum | Sarah Debs | Sue SIP Leads Alex | SIP Attendance lists Feedback sheets | | Parent Forum is held; the SIP is shared and discussed. There is high attendance and positive feedback | Autumn |
| Consultation events with parents | Alex | Helen | Letters | | Improve attendance. Positive feedback | Ongoing |
| Recruit Parent Class Representatives. Consult parents on how this might work. Meet parent reps & update regularly | Alex | Kerry PTA | Letters/Emails | | Each class has a parent representative. Initial meeting to clarify & discuss role. Meetings held termly | Set up in Autumn Then ongoing |

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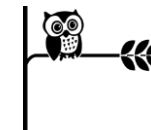
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| Continue to use the all – weather boards to promote events etc. | Jacquie & Rabina | Alex All staff | Boards | | Boards are used regularly. | Ongoing |
| School Newsletter, Facebook and Twitter posts | Alex | Hayley – You Said We Did Staff | Articles from staff | | Positive parental feedback | Ongoing |
| Comments Box | Debs | Sue | Feedback bubbles | | Feedback is reviewed and acted upon | Ongoing |
| Parent Feedback Books – Check that all teachers have one, order more if necessary. Remind teachers to use them at events which parents are invited to attend e.g. class assemblies, parents’ evenings, workshops and other events | Yasmin | Amanda C | Emails New books Amanda to photocopy/type up | | Yasmin to email teachers termly with a general reminder and before a special event. Amanda to copy feedback in Spring 2. Books are available to be written in regularly at events. Send an email 2 weeks before the end of term to hand books to Amanda & for teachers to copy feedback for appraisal etc | Ongoing Summer |

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| Area of responsibility: Parent Friendly Policies | | | | | <u>Links with agencies:</u> | |
|--|------------|----------------------|-----------------------------|-------|--|---|
| Objectives: To produce and implement parent friendly policies to establish effective home school links and to improve pupil attendance, progress and positive participation in school | | | | | Chorlton Cluster PEN | |
| Actions | Leadership | Support | Resources | Costs | Success Criteria | Completion Date |
| Produce a Home/School Agreement to be given out to parents (using Rights and Responsibilities language) | Sue | Hayley Kathryn W. | Examples from other schools | | Agreement written and passed on to SLT and governors for approval. Then given out to parents | Produced in Summer 2 Given out in Autumn |

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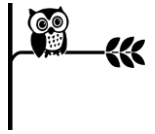
| Area of responsibility: Joint Parent and Child Learning Opportunities | | | | | <u>Links with agencies:</u> | |
|---|---|-------------------|---|--|---|-----------------|
| <p>Objectives:</p> <ul style="list-style-type: none"> To extend collaborative work with parents in supporting their children’s education. To improve parental engagement and access to services To improve extended learning opportunities, utilising and developing parental skills and raising aspirations of parents and pupils. To communicate regularly with parents about the achievements of pupils and the school | | | | | PEN MOSAIC | |
| Actions | Leadership | Support | Resources | Costs | Success Criteria | Completion Date |
| Mela Celebration Event | Sarah | Whole Team | Arts & crafts drinks, food | Approx £450 of which £150 drinks (sell on the night) & crafts £300 | Good attendance & positive feedback | September |
| Organise English and Maths Stay & Learn Events in class. Promote by using feedback comments in the Parent Feedback books | Sharon (plus Literacy Leads) Hayley (plus Maths Leads) | Teachers TAs | English & Maths activities Letters/Emails Attendance Lists Photos, Feedback | | High attendance and positive feedback | Spring |
| Family Reading Detectives Project for Year 4 | Luke & Kat | Sarah M Sharon | Hand outs | | High participation levels and positive feedback | Autumn 2 |

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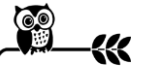
| | | | | | | |
|--|---------------|---|--|--|--|----------|
| Play club Bags are ordered for nursery & Year 1. Parent info session to talk about purpose, strategies etc. Bags sent home to families | Ozlem | Sarah Class teachers/TAs | Play club bags | Phase 1 £199 plus VAT Phase 3 £259 plus VAT | Feedback collected | Spring |
| Book Week involves parents | Sharon | English Leads Sarah Teachers TAs | Letters/Emails | | Feedback collected | Spring |
| Run the Mosaic Project for Year 5 girls and Mums/relatives | Natalie Gomez | Yasmin Jen Beech | Emails/Letters Training session Photos Attendance and Feedback sheets Certificates | Approx. £200 total for bus transport for 2 projects | Sessions are held with good attendance and feedback | Spring |
| Culturally Speaking Day to involve EAL parents sharing their language skills, cultures etc. | Sarah | Khadija Ozlem Jaweria Teachers TAs Parents | Emails to explain expectations & suggested activities Display Newsletter | £210 (£10 per class) for food tasting/cooking/arts etc | Every class has a language lesson supported by a parent/bilingual TA/visitor. Feedback shows the learning that has taken place e.g. mind maps from teachers, post its from parents & pupils. | Summer 2 |

Parental Links Action Plan 2015 – 16



| Area of responsibility: Induction and Transition | | | | | <u>Links with agencies:</u> | |
|--|-----------------------------------|-----------------------------------|---|---|--|-----------------------------------|
| Objectives: To improve parental engagement and access to services | | | | | PEN | |
| Actions | Leadership | Support | Resources | Costs | Success Criteria | Completion Date |
| Home Visits for children due to start in the nursery | Khadijah, Laura & Natalie Glendon | Jaweria | Letters/phone calls Information | | All families are met and information is shared | Autumn |
| Transition Booklets are produced for families | Sarah, Sharon & Hayley | Teachers Amanda C | Booklets are produced | | Booklets are handed out. Postive feedback | Summer (by 15 th July) |
| Transition Event for parents to meet their child's new teacher | Debs | Rabina/Jacquie Teachers TAs | Letters/Emails Attendance register, speech bubbles | | Good attendance & positive feedback collected | 15 th July |
| Further develop the school prospectus | Alex | Debs | Information Booklet | £820 upwards depending on type & quantity | Prospectus produced | Spring |

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|--|---|--------------------------------|--|--|--|----------------|
| <p>Induction welcome meetings for all new families to the school. Provide parents with essential info, a tour of the school & meet the class teacher & their new class</p> | <p>EAL – Ozlem, Saiyma & Jaweria Non – EAL – Helen Wright</p> | <p>Sarah</p> | <p>Admissions forms Recent newsletter Diary dates School & Class information</p> | | <p>Information forms are completed and passed on, parents know essential info, contacts in school etc.</p> | <p>Ongoing</p> |
| <p>Organise Stay and Play sessions in Foundation Stage</p> | <p>Khadijah</p> | <p>EYFS teachers & TAs</p> | <p>Letters/Texts home. Feedback & attendance collected</p> | | <p>Good attendance & positive feedback</p> | <p>Ongoing</p> |

Spring Review