

Parental Links Action Plan 2014 – 15



Area of responsibility: Information Guidance and Support NB – where parents are mentioned this always includes parents & carers				<u>Links with agencies:</u>	
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 				Adult Education	
Actions	Leadership	Support	Resources	Success Criteria	Completion Date
Organise, deliver and evaluate a Reading and Phonics Parent workshop for Target Rec/Y1/Y2 parents	Sarah	Jaweria (EAL workshops) Helen Woolf	Letters/Texts home to promote attendance Learning booklets/info Feedback sheets Attendance Lists	Workshop is delivered, there is good attendance and positive feedback	Autumn 1
Collect feedback on workshops delivered by other school staff: Year 1 Writing Reception EAL	Sharon (English) Laura T	Teachers TAs Sarah, Ozlem	As above Laura attends EAL training	Workshop are delivered, there is good attendance and positive feedback	Autumn 2 Spring 2
Organise Stay and Play sessions in Foundation Stage	Khadijah	FS Teachers and TAs Teachers	As above	As above Good attendance and positive feedback	Ongoing
Recruit and provide training for Parent Reading Volunteers. Allocate volunteers to classes.	Sarah		Letters/Texts home Folders/Feedback	Training is provided with good attendance and positive feedback. Information Folders	Autumn 1

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Thank parents, review and offer further support.			books are made for parents	are given to class teachers who have volunteers support	Spring
Reading Information is developed for KS2 pupils	Sharon	Sarah KS2 Teachers	Information collected	Reading Information regarding strategies and comprehension is provided. Feedback is collected	Spring
Phase Lead Meetings with parents are held	Phase TLRS		Letters	Feedback is collected	Autumn 1
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	Helen Wright	Teachers Sue	Letters/Emails	Feedback collected shows that parents feel welcomed into school (Sue to analyse)	Autumn 2 Spring 2
Leaflet Racks for parents are set up in the entrance and updated	Helen Wright	Rabina	Leaflets	Racks are set up and leaflets are updated	Autumn then ongoing
Contact Adult Education, meet the tutor and arrange a Literacy Course for Reception/Literacy Parents. Launch at the Reading workshop to encourage attendance.	Sarah Catherine Henderson (Adult Ed Tutor)	Jaweria Ozlem	Letters Feedback	A tutor from Adult Education delivers the course. Parents attend regularly. The tutor passes on feedback.	Autumn Term

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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 				Parental Engagement Network (PEN)	
Actions	Leadership	Support	Resources	Success Criteria	Completion Date
SIP Parent Mindmap is produced	Kerry	Sarah	Draft mindmap from twilight session	Mindmap is clear and eye catching	Autumn
Letters to parents are standardized	Sue Debs	Helen Wright Teachers/TAs	Letters/Emails	A questionnaire is sent out about communication and effectiveness	Ongoing
Update the SIP Parent display board	Sarah Amanda C	Kerry	SIP mindmap Photos, captions	Board is informative and updated regularly	Autumn 2 Spring 2
Parent Forum	Sarah Debs	Sue/Helen Wright	SIP Attendance lists Feedback sheets	Parent Forum is held, the SIP is shared and discussed. There is high attendance and positive feedback	Spring
New all – weather boards and purchased and used to promote events etc.	Amanda M	Jacquie/Rabina All staff	Parent budget	Boards are used regularly. Positive parental feedback	Spring 1
School Newsletter	Jacquie	Staff	Articles from staff	Positive parental feedback	Ongoing

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New Communications Post	Debs	Office staff		Improved communications with parents	Spring
Collect parental feedback about the reception area, enquiries	Helen Wright	Office staff	Letter/Email	Feedback received and acted upon	Spring
Comments Box	Rabina	Helen Wright Sue	Feedback bubbles	Feedback is reviewed and acted upon	Ongoing
Parent Feedback Books – Check that all teachers have one, order more if necessary. Parent Team Leads for each Phase remind teachers to use them at events which parents are invited to attend	Kerry – find out and order Khadijah – FS Hayley – KS1 Yasmin – KS2	Sarah	Emails New books	Teachers read and act on feedback as appropriate	Ongoing

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Area of responsibility: Parent Friendly Policies				<u>Links with agencies:</u>	
Objectives: <ul style="list-style-type: none"> 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	Success Criteria	Completion Date
Attendance Agreement given out	Sue	Office staff	Attendance Agreement	Agreements are given out and signed	Autumn 2 Ongoing for new parents
Research into Home/School Agreements	Sue	Yasmin Helen Wright	Examples from other schools	Research and examples passed on to SLT for discussion	Spring 2

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Area of responsibility: Joint Parent and Child Learning Opportunities				<u>Links with agencies:</u>	
Objectives: <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	Success Criteria	Completion Date
Organise a Maths Learning Event	Hayley (plus all Maths Leads)	Teachers TAs	Maths activities Letters/Emails Attendance Lists Photos, Feedback	High attendance and positive feedback	19th March 2015
Family Reading Detectives Project for Year 4	Fiona Murphy	Paul Luke Sarah/Sharon	Reading course Hand outs	High participation levels and positive feedback	Autumn 2
Play club Bags are ordered. Parent info session to talk about purpose, strategies etc Bags sent home and trialled with some EAL pupils in a target year group	Ozlem	Sarah Class teachers/TAs	Play club bags	Feedback collected	Spring
Book Week involves parents	Sharon (plus English Leads)	Teachers TAs	Letters/Emails	Feedback collected	March

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Parents are invited to attend highlight assemblies – one year group for KS1 and KS2, one class in F Stage per week	Jacquie	Hayley – KS1 Sharon – KS2	Emails/Letters with class order on	Parents attend. Positive feedback collected	Spring
Run the Mosaic Project for Year 5 and 6 girls and Mums/relatives	Jen Beech	Yasmin	Emails/Letters Training session Photos Attendance and Feedback sheets Certificates	Sessions are held with good attendance and feedback	Spring
Culturally Speaking Day to involve EAL parents sharing their language skills, cultures etc	Sarah	Khadeeja Ozlem Jaweria Teachers TAs Parents	INSET time/Emails to explain expectations & suggested activities Display/Newsletter	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. ISA evaluations are completed	Spring 2

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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	Success Criteria	Completion Date
Meet the Staff Event	Debs	Teachers TAs	Letters	Event is held and evaluated	Autumn 1
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.	EAL – Ozlem, Saiyma & Jaweria Non – EAL – Helen Wright	Sarah	Admissions forms Recent newsletter Diary dates School & Class information	New families feel welcomed, info forms are completed and passed on, parents know essential info, contacts in school etc.	Ongoing

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Spring Review: