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WHAT KIND OF INFORMATION SHOULD BE AVAILABLE TO PARENTS FROM THEIR CHILD'S SCHOOL?

Information Sheet 14

Pupil Reports

Schools have to send a written report at least once a year to parents of children of compulsory school age (5-16). The report should explain progress, the pupil's strengths and weaknesses. The school report should not be used to raise serious issues with parents for the first time about the child's progress.

Feedback at Parents' Evenings/ Consultations

Parents' evenings/consultations provide an opportunity to look at your child's work and to discuss progress with the teacher(s). However you may be limited to a 5 or 10 minute session with the teacher and if you have a lot to discuss you might find it helpful to:

- Write to the teacher before the meeting to let them know the issues you want to raise, or
- Ask for an alternative appointment to allow more time for discussion.

Individual Education Plan (IEP)

Pupils with special educational needs (SEN) who require additional support from the school should have an ¹IEP. This is sometimes called an action plan because it should describe:

- What the child's special needs are
- How the school aims to meet those needs and the type of help that is to be provided
- How the school will measure success and how often the IEP will be reviewed

It is considered good practice for parents to be consulted about the IEP and for it to contain information about what parents will be doing at home to reinforce what is happening at school. Many schools will also invite parents to attend the IEP reviews.

Home School Agreements

All schools must have a Home-School Agreement which explains the aims and values of the school and spells out the responsibilities of pupils, parents and the school on such things as:

- Maintaining discipline and positive behaviour
- Regular attendance
- Homework
- Maintaining a positive and happy learning environment
- The school's commitment to its pupils
- What is expected of parents and pupils

Newsletters

Most schools send regular newsletters to parents giving information about school life – for example events and activities, school in-service closures (INSET), staff changes, etc.

Prospectus

The school will usually give new or prospective parents a prospectus. The prospectus should contain useful information about the school – for example which subjects are studied, the length of the school day, details of the school uniform, out of school activities, health matters etc.

Policies

School must have written policy statements on matters relating to the effective running of the school. These policies should be made available to parents on request. Examples of these policies include those for special educational needs (SEN), anti-bullying and behaviour, home-school contact, homework etc.

Governors' Report

The governing body of the school provides a report to parents on aspects of the management of the school and its resources. For example the governors should report on the school's SEN policy and how the budget for SEN is spent. If this is not produced annually, you can ask for this information from the school office.

Complaints Procedure

If any parent wishes to make a complaint against the school they should ask the school for information about the complaints procedure

Additional information

www.parentcentre.gov.uk at home page click on publications

Resources for parents by parents 'Help your children to learn' series of booklets published by Department for Education and Skills (DfES)