

Approved Protocols for Parents and Guardians

These protocols were drawn up by a sub-committee comprising of three parent governors

Families play an important part in making sure that each child achieves to the best of their potential. To help parents and guardians, we have put together some protocols which set out the many different ways in which parents can communicate with teachers, find out more about their child's learning and get more involved in their child's education at Bigland Green Primary School.

1. Informal Chats

Short informal chats with Classteachers and TAs at school drop-off and pick-up times are a good way to get quick feedback on your child's progress. For a more detailed feedback or to discuss a complicated issue please book a meeting with your child's Classteacher.

2. Arranged slots

These are slots that parents can book as a meeting with a teacher to speak about their child's learning or use to raise any other issues or concerns they may have

- Parents can book either a AM or PM slot subject to availability
- AM slots will be available between 8.00 am and 8.30 am
- PM slots will be available on Mondays and Fridays after 3.30pm
- The slots need to be booked at least 2 days in advance. Teachers will have at least 1 morning and 1 afternoon slots.

3. Parent Teacher Interactive Diary

Your child's Reading Record now includes an 'interactive diary' where both parents and teachers can write a short message or comment to each other about any issue or to give feedback.

- The interactive diary is a good way of sending a quick note to the teacher. Alert the teacher and they will respond to your note.
- Parents should make a habit of using the diary for recording reading at home.

4. Class 'Notice Areas'

Each class has a notice-area on the windows where you can find out information about what your child is learning as well as other important information

- Each notice-area is clearly marked by a paper border and parents should make a habit of reading the notices displayed each day.

5. Workbook Reviews

Parents can review their child's current work book(s) if they wish.

- Parents can ask to review the book in class after school at a time agreed with the Classteacher. A space will be allocated where the parents can review the book with their child for up to an hour.
- Workbooks will also be available termly at the *Parents Conferences* and parents who wish to view these should arrive 15 minutes before their appointment.

6. Praise Pads

- 'Praise notes' in six categories linked to the Learning Mission will be used by staff to acknowledge children's achievements.

7. Other Important sources of information for parents

- Cando meetings – at the beginning of each term
- Website: Latest News, Upcoming events, Current Newsletter, Previous Issues and others
- Governors Surgery – during parent conferences
- Governors Newsletter – once a year, usually in the autumn term
- Parent Conferences – three times a year (last week of September & February; and first week of July)