

# Parent Partnership Policy



**RIVERSIDE BRIDGE SCHOOL**  
**INSPIRE, EMPOWER, ACHIEVE**

**Approved by:** Ms Leila Amri

**Reviewed and evaluated:** September 2025

**Ratified by Governors:** September 2025

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## **Statement of intent**

At Riverside Bridge School, we aim to develop close relationships with parents/carers, so we can work collaboratively to support the educational progress and well-being of our pupils.

We know that parents/carers' interest and involvement in their child's learning is associated with securing positive outcomes and higher achievement for their child. We believe parents/carers are a key influence in their child's life and that education is a collaborative enterprise involving parents/carers, school and pupils. Strong partnerships with parents/carers are pivotal to our school life, and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

For the purpose of this policy, "parent" refers to parents/carers, guardians, carers and any other family adults involved in a child's direct care, education and development.

This policy provides a clear framework for how our school communicates with parents/carers, including the ways in which parents/carers can ensure they are fully involved in every aspect of the school community.

## 1. Aims

1.1. This policy has been developed with an aim to:

- help parents/carers support their child's learning and be involved in the life of the school;
- support pupils to achieve the highest standards through close partnerships between home and school;
- develop a clear communication strategy to keep parents/carers well-informed of their child's progress, the school community and any other matters relating to their child's overall well-being;
- ensure parents/carers are fully involved in school life and the school community;
- inform, clarify and communicate the breadth of work between families and the school;
- operate an open-door policy where parents/carers can engage in regular communication with staff members and voice any concerns;
- ensure arrangements are in place for parents/carers to provide their feedback;
- support parents/carers both inside and outside of school by providing useful information;
- create an inclusive environment that welcomes all parents/carers.

1.2. We aim to be a **welcoming school that communicates regularly with parents/carers** through:

- promoting positive dialogue about learning;
- having an open-door policy for parents/carers to visit the school;
- ensuring our reception arrangements are welcoming;
- ensuring all communication is user-friendly, useful and informative;
- publishing regular informative whole-school newsletters;
- maintaining and developing our school website and social media accounts;
- ensuring parents/carers can easily communicate with school by making sure they are fully informed of the channels of communication.

1.3. We aim to **help parents/carers enhance their own learning and to be actively involved in school life** by encouraging parents/carers to:

- volunteer to support in school;
- attend workshops and courses;
- attend school performances, events and celebrations;
- become involved in school projects;
- become school governors;
- celebrate diversity throughout the school.

1.4. We aim to **actively involve parents/carers in the education, progress and well-being of their children** through:

- ensuring safeguarding procedures are robust;
- providing practical strategies to support learning at home;
- supporting new parents/carers to the school with an induction programme;
- supporting parents/carers to promote their child's attendance and punctuality;
- providing information regarding the curriculum;
- informing parents/carers of their child's learning and progress through reports and consultation meetings;
- providing guidance for parents/carers to support their child through times of transition, e.g. between years and key stages;
- celebrating success;
- making sure all school policies are accessible and easy to understand.

1.5. We aim to **establish the views and opinions of parents/carers and act upon these** through:

- establishing clear lines of communication between home and school, and recognising the importance of parental voice;
- providing regular opportunities for parental consultation and informing parents/carers of the results.

## **2. Roles and responsibilities**

2.1. The school is responsible for:

- establishing effective means of communication with parents/carers;
- communicating the curriculum clearly to parents/carers;
- informing parents/carers of all school events within appropriate timelines;
- regularly keeping parents/carers informed of their child's progress and helping parents/carers to support their child's learning;
- providing opportunities for parents/carers to communicate with the school regularly to provide their feedback;
- listening to the views and concerns of parents/carers.

2.2. Parents/carers are responsible for:

- reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings;
- engaging with verbal communications so that they understand the information being communicated to them;
- logging on to the school website for detailed information about the school calendar, term dates, exam details, monitoring and assessments, school achievements and other useful downloads;

- ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information;
- raising any concerns they may have with the school;
- engaging in opportunities to provide feedback.

### **3. Systems of communication**

- 3.1. The school will communicate with parents/carers in the following ways:
  - school app – ClassDojo and MyChildAtSchool
  - verbal communication
  - letters home
  - text messages
  - newsletters
  - leaflets
  - the school website
  - parents/carers' evenings
  - open Days
  - class assemblies
  - emails
  - training workshops
  - social media
  - school information boards
- 3.2. Parents/carers will be given the opportunity to sign up to receive newsletters throughout the academic year via email.
- 3.3. Any parent wishing to receive newsletter's part way through the academic year can do so by emailing: [bridge@riversidebridge.com](mailto:bridge@riversidebridge.com) or by visiting the school office
- 3.4. Any parent wishing to withdraw their consent to receiving newsletters can do so by emailing: [bridge@riversidebridge.com](mailto:bridge@riversidebridge.com)
- 3.5. For general enquiries, parents/carers should ring the school office, which is open Monday-Friday between 8:30am and 4:00pm.
- 3.6. For non-urgent enquiries, parents/carers should email the school using: [bridge@riversidebridge.com](mailto:bridge@riversidebridge.com)
- 3.7. Parents/carers can also visit the school office regarding enquiries.

## **4. Communicating with new parents/carers/carers and pupils**

- 4.1. Prospective parents/carers are given a school prospectus upon request or from the school reception.
- 4.2. Prospective parents/carers are invited to an open evening via ClassDojo in the Autumn preceding the year of entry to the school.
- 4.3. Prospective parents/carers are invited to an induction along with their child in the summer term before the new academic year, where they are given an information pack which contains essential school information and welcomed into the school.
- 4.4. Parents/carers of new pupils are invited to meet their child's teachers via a 'meet and greet' evening in the early Autumn term to review their child's progress so far and address any concerns.

## **5. Communicating pupils' progress and information**

- 5.1. Parents/carers are invited to attend two parents/carers' evenings per year. Parents/carers will meet with their child's teachers and discuss progress.
- 5.2. Parents/carers are provided with one written academic report at the end of the academic year outlining their child's progress and attendance. Any concerns can be discussed with their child's teacher.
- 5.3. Parents/carers will be invited to meetings to discuss their child's progress where the teacher deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about attendance.
- 5.4. One-to-one meetings will be scheduled for parents/carers to discuss and review any educational plans in place to support their child, such as EHC plans.
- 5.5. One-to-one meetings can be scheduled by parents/carers with the headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents/carers wishing to request these meetings school [bridge@riversidebridge.com](mailto:bridge@riversidebridge.com) or visit the school office.
- 5.6. Parents/carers wishing to speak with a pastoral member of staff can do so by contacting the following:

Name	Job role	Contact details
Katie Kojnozi	Attendance Officer	E: <a href="mailto:kako@riversidebridge.com">kako@riversidebridge.com</a> T: 02039465809

- 5.7. Class teachers will be available to discuss pupils' progress and any concerns with parents/carers before the start and end of each school day.

- 5.8. Pupil progress will be celebrated on the school's social media channels and the school website, where consent has been provided to do so.
- 5.9. Parents/carers are encouraged to follow and engage with the school's social media channels:
  - Twitter: @BridgeRiverside
  - Instagram: <https://www.instagram.com/riversidebridgeschool>
- 5.10. Parents/carers engaging with the school's social media channels are expected to adhere to the school's Parents/carers and Carers Code of Conduct.
- 5.11. Pupils' educational achievements will be celebrated through letters home, certificates, assemblies, events and presentations throughout the academic year. Parents/carers will be invited to attend all of these events.
- 5.12. Curriculum information will be provided to parents/carers each year by school leaders.

## **6. Communicating school information**

- 6.1. Parents/carers can access the following information from the school website:
  - the school prospectus
  - curriculum resources
  - term dates
  - copies of letters to parents/carers, where appropriate
  - information about lessons/additional study
  - special events
  - newsletters, leaflets and updates
  - emergency contact details
  - school policies
- 6.2. Parents/carers will be kept informed of any important school information, such as key dates and events, via newsletters, emails, text messages and social media.
- 6.3. Parents/carers will be invited to partake in some volunteer work at school, for example, educational visits (if they have a valid DBS check) and events.
- 6.4. Class teachers will use pupils' ClassDojo to communicate information, such as homework assignments. Parents/carers are encouraged to use these ClassDojo to also communicate with their child's class teacher.
- 6.5. The school prospectus is available to all parents/carers throughout the academic year, and contains the following information:
  - clubs and activities
  - school hours
  - school uniform
  - term dates

- pupils' safety
- the school calendar
- Ofsted report
- Informal communication between teachers and parents/carers
- school successes and celebrations

## 7. Providing support

- 7.1. The school aims to support parents/carers in every way possible to help them with the educational development and well-being of their child.
- 7.2. The school runs various assemblies, training sessions, coffee mornings and opportunities to help parents/carers with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, well-being and individual needs.
- 7.3. All parents/carers will be invited to attend these sessions and are provided with the opportunity to ask questions.
- 7.4. The school also provides various forms of written communication, such as leaflets and guidance, to further support parents/carers.
- 7.5. Parents/carers are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.
- 7.6. Parents/carers will be provided with support and resources to help them make informed choices about school transitions and will have the opportunity to discuss their child's transition with the class teacher.

## 8. Parental feedback

- 8.1. The school will consult with parents/carers on various aspects of school life throughout the academic year.
- 8.2. Questionnaires will be accessible from the school website.
- 8.3. Parents/carers are encouraged to provide feedback to the school as and when they need to. Feedback can be delivered to [bridge@riversidebridge.com](mailto:bridge@riversidebridge.com), or meetings can be arranged.
- 8.4. The school will arrange for regular consultations, such as group meetings, to seek parent feedback.
- 8.5. All parental feedback is valued and responses are considered.

## 9. Key documents

- 9.1. The school publishes key documents and policies on the school website. Parents/carers can download these documents.
- 9.2. The school aims to create documents that are accessible to parents/carers and easy to understand.
- 9.3. If parents/carers wish to see hard copies of policies, they can be requested from the school office.
- 9.4. Parents/carers can access any school policy; however, specific documents that parents/carers may wish to access include the following:
  - Child Protection and Safeguarding Policy
  - Health and Safety Policy
  - E-Safety Policy
  - Parent Code of Conduct
  - Social Media Code of Conduct for Parents/carers
- 9.5. If parents/carers have any questions concerning a key document, they are encouraged to speak to the headteacher or email [bridge@riversidebridge.com](mailto:bridge@riversidebridge.com)

## **10. Monitoring and review**

- 10.1. This policy is reviewed annually by the headteacher and the governing board.
- 10.2. Any changes made to this policy will be communicated to parents/carers.
- 10.3. The scheduled review date for this policy is September 2026.