

The Avenue Pre-Preparatory School and Nursery

Arrangements for Reporting Information to Parents

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Authorised by: Mary Fysh, Principal, Sarah Tapp, Head and
Martin Ayres, Chair of Advisory Body

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Rationale

The Avenue Nursery and Pre-Preparatory School (the School) is fully committed to providing parents with good quality information about the progress of their children at the School and other related matters. This is in accordance with the Independent Schools Standards and requirement for the provision of good quality information. School leaders and staff see the importance of regular communication with parents and dialogue in order to ensure that the needs of their children are being met and they have a voice in contributing to good quality pupil education and welfare. Formal and informal discussions play a vital role in informing both parents and staff of the child's progress and development. Open lines of communication are an essential precursor to the successful and happy education for every child at the School.

Early Years Foundation Stage

Parent Consultation Evenings are held regularly during the EYFS years (see below). Parents are also able to make arrangements to discuss their child's progress whenever they feel this is required. These appointments are made at a time which is mutually convenient to both parties.

Pre-Nursery Consultations and Reports

Parents of children in the Pre-Nursery Class are invited to make an appointment to meet with the Class Teacher during the second half of the Summer Term. Parents have access to their child's online 'Learning Journey' and these are discussed during these meetings. The 'Learning Journey' on Tapestry can be printed at the end of the Summer term if he/she is leaving the School to start their Nursery year at a different setting. If the child is joining the School's Nursery class in the following September, the 'Learning Journey' is retained online and is added to during the course of the subsequent Nursery Year.

Written reports are prepared for this Class and sent out at the end of the summer term.

Nursery and Reception Consultations and Reports

Parent Consultation meetings are held twice a year, usually in October/November with the second one in the Spring term.

Detailed reports are sent home at the end of the Summer Term, together with instructions on how to download the child's completed 'Learning Journey' on *Tapestry*. This contains samples of the child's work in chronological order and demonstrates the progress and achievements of each child throughout the year. School staff will always be happy to discuss the contents of the 'Learning Journey' with parents.

Written reports are prepared for this Class and sent out at the end of the summer term.

KEY STAGE 1 - Years 1 and 2

The Key Stage 1 staff can be contacted by parents by email if they have any concerns about their child during the course of the year and the staff will undertake to respond as quickly as possible. If needed, an appointment can be made to meet with the class teacher if there are issues that cannot be satisfactorily resolved by email.

Informing Parents about the Curriculum

At the start of each school year we invite all parents to school for a curriculum meeting and to meet their child's new teacher. This is an opportunity for the parents to 'put a face to the name' and begin to get to know the staff that will be working closest with their children that year. It is also an opportunity for teachers to talk to parents about the curriculum content and topics that will be covered (as well as the usual routines and key dates etc.)

At this point we talk about the PSHE curriculum. We explain what will be covered and roughly when in the year the different topics will be taught. We explain that there is more information about the curriculum online and remind parents that they can come and talk to teachers during the year if they would like to find out more.

Parents always welcome this opportunity to hear more about the year ahead and how they can support their children at home."

REPORTS - Years 1, 2 and Reception

A detailed report with comments on the child's progress in each area of the curriculum will be sent home at the end of the summer term. Reports will be signed by the Class Teacher and the Principal. Parents are given the original report and a copy of the report is kept on the child's online file within ScholarPack.

Parent / Teacher Consultations

These are held in the Autumn and Spring Terms.

Timetable

At the start of the Autumn and Summer terms the Head/Principal and Pre-Prep staff will agree:

- The date by which completed reports will be given to the Head/Principal
- The date reports will be sent out to Parents
- The dates of parent consultations

The school operates a policy of encouraging parents to talk to staff about their child's progress on a regular basis and not feeling that they have to wait for an organised parent/teacher interview.

Sign-up Process for Parent Consultations

The School uses "Google Documents" to enable parents to sign up easily and quickly for the various Parent Consultation meetings that are held throughout the year. Parents are notified when the sign-up lists are available to access – this is through the Parental Secure Login area of the School website.

Representations and complaints

The school is always open to discussion with parents and provides opportunities for this in respect of the progress of their children at the school. Where issues of concern are raised for matters that cannot be readily resolved, parents are entitled to access the school's complaints policy. This policy is on the School website and copies can be provided through the School Office.

Child protection and promotion of pupil wellbeing

The school is fully committed to ensuring children remain safe at all times and care is taken to actively promote their wellbeing in line with statutory guidance. It is a school aim to work in partnership with parents and carers in the interests of pupils and to maintain an open dialogue. The school's Designated Safeguarding Lead is available for discussions should these be required.