

The Avenue Pre-Preparatory School and Nursery

Reporting to Parents

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

CONTENTS

| | |
|--|---|
| Rationale | 2 |
| Early Years Foundation Stage | 2 |
| <i>Pre Nursery Consultations and Reports</i> | 2 |
| <i>Nursery and Reception Consultations and Reports</i> | 2 |
| Key Stage 1 – Years 1 and 2 | 2 |
| <i>Reports</i> | 2 |
| <i>Parent/Teacher Consultations</i> | 3 |
| <i>Timetable</i> | 3 |
| Sign up process for Parent Consultations | 3 |

Rationale

The importance of regular communication with parents regarding their child's progress at the Avenue Nursery and Pre-Preparatory School (the School) cannot be underestimated. Formal and informal discussions play a vital role in informing both parents and staff of their 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 during the Autumn and Spring terms during the EYFS years (see below). However, parents are able to make arrangements to discuss their child's progress whenever they feel the need to. These appointments are made at a mutually convenient time. The school uses the online learning and assessment tool 'Tapestry' throughout the EYFS. This system can be used by both staff and parents in order to follow a child's progress termly. Photographs, captions and learning goals are all captured online and at the end of the year can be downloaded by parents providing a valuable insight into their child's progress and development in the EYFS.

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 Autumn Term. Tapestry is introduced at the start of term and the Parent's individual login given to Parents..

Written reports are prepared for this Class at the end of the Summer Term.

Nursery and Reception Consultations and Reports

Parent Consultation evenings are held in October and November each year for Nursery and Reception respectively and are conducted on Zoom. A second Consultation Evening is held in the Spring term.

Detailed reports are sent home at the end of the Summer Term. The online assessment tool, Tapestry, which is used in the EYFS, can be downloaded at the end of the year by parents in order to view their child's progress.

Key Stage 1 – Years 1 and 2

Parent/Teacher Consultations.

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 in a timely fashion. If needed, a "one off" appointment will be made if there are issues which have not been dealt with satisfactorily by email.

Parent/Teacher consultations take place in the Autumn and Spring terms and are via Zoom. This enables all parties to participate with greater ease. The Consultations are 15 mins in length and if there is any need to consult in greater depth, a further meeting can be arranged.

Reports

A detailed, written report which summarises work covered and progress made during the year, will be sent electronically at the end of the Summer term. The reports are kept on the child's school file for future reference.

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 date 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 which are held throughout the year. Parents are notified when the sign up lists are available to access – this is through the Parental Secure area of the School website.