

# Avenue Pre-Preparatory School and Nursery

## Arrangements for reporting information to Parents

Date of Policy: September 2021

Date of review: September 2024

Authorised by: Mary Fysh, Principal and Martin Ayres, Chair of Advisory Board

### CONTENTS

- Rationale
- Early Years Foundation Stage
- Pre-Nursery Consultations and Reports
- Nursery and Reception Consultations and Reports
- Key Stage 1 – Years 1 and 2
- Reports
- Parent/Teacher Consultations
- Timetable
- Sign up process for Parent Consultations
- Representations and complaints

### 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 sees 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.

## 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 Summer 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.