## SAWLEY INFANT & NURSERY SCHOOL



# **Consultation Policy**

Approved by:	Academy Governing Body
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N	DATE	AUTHOR	CHANGES
1.0	Oct 2016	Diane Dakin	Reviewed.  Reformatted to updated layout  Updated content - requires checking.
1.1	Jan 17	DD/MH	Updated with HT input
v2	June 21	DD	Minor updates to tidy up layout. No major changes to content

#### **CONSULTATION POLICY**

#### Vision

- •Sawley Infant and Nursery School promotes and encourages open communication with all stakeholders
- •Strategic consultation processes are in place to ensure the views of children, parents/carers and governors are sought and acted upon in the best interests of school improvement

## Information sharing

- •Information and contact details are freely available through the school brochure, published school profile and OFSTED reports
- Regular newsletters are sent to parents/carers and other stakeholders eg. governors and local childminding networks
- •The school website provides access to key school policies and information regarding the work of the school

#### Welcome

- •Information about the work and ethos of the school is shared in detail during induction meetings for the parents/carers of children due to start at the school
- Parents/carers of children who transfer to the school mid-year are given a tour which includes all induction information
- •The home-school agreement is explained and signed at this point to promote effective collaboration

#### Open Door Policy

- •The school practices an 'open door' policy for 10 minutes at the beginning of every day. Parents/carers are welcome in the classroom to look at their children's work, displays in the classroom or to talk to staff
- •This is an invaluable way of ensuring good home-school links and means that any worries or concerns are allayed and dealt with quickly and effectively

#### Home -School

- Home/school booklets encourage regular communication
- •The website is regularly updated with key school information and also includes 'contact the school' links'. Parentmail system provides text and email communication direct to parens & carers.
- Class DoJo is updated by class teachers to provide a 'picture' of class experiences.

#### Meetings

- •If any parent/carer needs more time, or wishes to talk more privately, then an alternative time is arranged with the relevant members of staff. School proformas are available for recording these discussions to ensure that any concerns are followed up and parents/carers receive feedback after an appropriate amount of time
- •Parent consultation meetings are held in October and March/April and offered following the end of year reports in July

### Representation

- •The community is represented on the governing body by a balance of staff, parents and members of the community. Minutes are shared at termly meetings and are available for scrutiny
- •The Friends of Sawley School Group meets regularly. It represent s the views of the school community and plans and supports events in school

## Views and

- •Staff, pupils and governors are all involved in creating the School Improvement Plan and evidencing the work of the school, often through focused INSET
- •Open events are held regularly. Comment slips provide feedback which is used for school self-evaluation
- Questionnaires are issued in response to School Improvement Priorities
- •Stakeholders are consulted for their views and opinions prior to approval and publication of policies and action plans

## Opinions

- •The children's ideas are key to each term's work at Sawley Infant & Nursery School
- •They are also consulted regarding new ideas and projects in school
- •The School Council includes representatives from each class.

#### Children's ideas