

Partnership between Home and School Policy



Agreed by Governors	Summer 2023
Date for Review	Summer 2026



PARTNERSHIP BETWEEN HOME AND SCHOOL POLICY

At Westfield Infant School we recognise the importance of and the value of parental involvement in the life of the school. We know that parent/carers are the most important influence in a child's life and as such believe that education is a collaborative enterprise involving, amongst others, Parents/Carers, staff and children. As a school we are therefore committed to establishing and maintaining an effective and purposeful working relationship between the home and school.

Aims

- To recognise that Parents/Carers are the 'child's first teacher'
- To develop good communication with Parents/Carers and to fully inform them about what is happening in school.
- To actively involve Parents/Carers in the education, progress and all aspects of school life.
- To make good use of Parents/Carers expertise and willingness to enhance their own learning to support their child.

The aim of the Home – School Agreement is to provide a framework for the development of such a partnership.

See Appendix 2 for a copy of the agreement.

Content of the Home – School Agreement

Standards and ethos

We promote an inclusive, happy, safe and creative learning environment and are committed to giving every child the opportunity, support and encouragement to achieve their full potential.

We will encourage an ethos where:

- Children learn to value themselves and others at school, at home and in the wider community.
- Children achieve well in a variety of areas, showing their diverse strengths
- Children develop the strength of character to be resilient and responsible
- The school is fully inclusive to all children, whatever their individual needs
- There is a strong, mutually supportive relationship between the school and parents/carers, which enhances children's development

Everyone Learning together through work and play

Home Visits

All work with pupils and Parents/Carers should usually be undertaken in the school. There are however occasions, in response to an urgent, unplanned or specific situation where it is necessary to make one-off or regular home visits. Related risk assessments are required to safeguard both staff and pupils. The assessment will include an evaluation of any known factors regarding the pupils, Parents/Carers and any others living in the household. Consideration should be given to any circumstances which might render the staff member becoming more vulnerable to an allegation being made. In the unlikely event that little or no information is available, visits should not be made. (Risk Assessment Appendix 1).

Regular and Punctual Attendance (See Attendance Policy)

- Parents/Carers are responsible in law for ensuring that children of compulsory school age receive full time, suitable education. Details of this can be found in our Attendance Policy.

Behaviour and Discipline of Pupils (see Behaviour and Discipline Policy)

- Promoting positive behaviour and discipline needs to be a partnership between home and school.
- Parents/Carers have a vital role in fostering positive behaviour.
- Parental/Carer influence is important in developing pupil's attitudes and behaviour.
- Each pupil is expected to observe the School Behaviour and Discipline Policy.
- Parents/Carers are made aware of this in the Parent/Carer Handbook which is available on the school website and issued on request.
- Each child is given a copy of the Golden Rules to keep and refer to at home.
- The Golden Rules are displayed in the classrooms and other areas of the school and playground.
- In general discipline is maintained by the encouragement and expectations of good behaviour. Inappropriate behaviour will be dealt with through strategies and sanctions. Pupils who follow the Golden Rules are rewarded with 20 minutes Golden Time. If there are serious or persistent behaviour problems these will be discussed with the child's Parents/Carers as soon as possible.
- In accordance with County Council Policy, corporal punishment has no place in our school.

Homework

The Homework Policy is available for further details.

Communication between Parents/Carers and the School (see Communications Policy)

- At Westfield we have an 'open door' policy where Parents/Carers are encouraged to come and talk about any issues that might affect the child's work, behaviour or well-being at a mutually convenient time.
- Parents/Carers are invited into school to discuss progress twice a year. Pupil progress evenings are held in the Autumn and Spring terms. Parent/Carers are able to choose and book their own times.
- An Annual Report of each child's progress is sent out to Parents/Carers in the summer term and an opportunity to discuss this report is offered.
- A Parent/Carer Handbook is available on line or from the school. Current information can be found about Westfield Infant School in this publication.
- There is a website which contains extensive information about Westfield Infant School and the curriculum.
- General Information and a weekly diary of events are placed on the outside notice board.
- Each term there is a newsletter to keep Parents/Carers informed of forthcoming events.
- Parent/Carers are sent a text to remind them about important dates and events.

- Letters are sent out regularly informing Parents/Carers about events and developments at school, copies are kept on a noticeboard outside the School Office. They can also be viewed on the school website.
- Following the LA Agenda Full Governing Board Meeting a newsletter is sent out and Parents/Carers are encouraged to communicate with the Parent Governors.
- All Governor titles are now displayed on the school website www.westfield-inf.leics.sch.uk and Governors can be contacted via the Clerk to Governors – aegan@westfield-inf.leics.sch.uk
- The Westfield Infant School Association (known as WISA) send information to Parents/Carers asking for help, informing them of forthcoming events and details of meetings open to Parents/Carers.

School Readiness Programme

- An induction meeting for Parents/Carers and children is held at the end of the term before children begin school. Information is given to Parents/Carers (a DVD about school-life, a display of our uniform and a pack of other information including the school prospectus and other information). The children are able to see their classroom and teacher.
- Parent/Carers-child consultations are held before children start school. Parents/Carers are asked questions about the stage their child is at in development. They are shown round the school and classroom.
- Visits are made to the playgroups and nurseries to see the children who will be coming to Westfield Infant School.
- Local playgroups/nurseries have the opportunity to visit school with their preschool provider during the year prior to starting school.
- Parents/Carers are provided with a booklet about reading with their child and are invited to attend relevant workshops to help support their child where appropriate.

Briefing Parents/Carers about the Purpose of the Home–School Agreement

- The class teacher will explain the contents of the agreement at the consultation meeting for new Parents/Carers and children held at the beginning of the school year.

Issues and Signing the Agreement

- Parents/Carers will be asked to sign the agreement at the parent-child consultation by the class teacher held at the beginning of the term before the child starts school.
- The Headteacher will sign the agreement on behalf of the school.
- A copy will be made of the signed agreement and kept in the office in the individual child's records.
- The original will be given to the Parents/Carers to keep.
- Parents/Carers of new children joining the school during the year will be asked to read the agreement and sign it.

Links with Other Policies

- This policy has links with all other school policies particularly; Homework policy, Complaints policy, Behaviour and Discipline policy and Special Needs policy, Attendance Policy and Early Years Foundation Stage Policy.

The Partnership between Home and School Policy will be reviewed during the Summer 2026.

Adopted by the Governing Board and Signed by
Chair of Governors

Date: 5.7.23



APPENDIX 1

Risk Assessment for Home Visits	Date:	Generic/Name of Household	Staff Members
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Step 1	Step 2	Step 3	Step 4
Potential Hazard	Who might be harmed	Is the risk adequately controlled, or is more needed	Review and revision
Threat of harm or abuse	Staff members	<ul style="list-style-type: none"> • Home visits should not be undertaken by any member of staff without the permission of the Headteacher and Parents/Carers should be informed of the home visit prior to arrival. • An initial visit assessment needs to be carried out using sufficient background information. Where advice is communicated from any source which suggests caution or that states that no individual should visit then this advice must be followed. • Two staff members attend home visits and have appropriate ID. • Mobile phone is carried, however kept secure • Staff need to assess any risk that arises during the visit and if someone is trying to provoke or makes any threats staff must terminate the session and leave, unless to do so could put the pupil at risk of harm. • The Headteacher/school office must be informed when the staff members leave the premises to attend the home visit and when they have returned. Confirmation of the address should be made on departure. In the event that the staff members return to a different location e.g home, school must be informed that they have left the home visit accommodation. • Staff should feedback information to relevant member/s of staff regarding home visit • Incidences of any abuse on a member of staff during a home visit should be recorded and discussed with the Headteacher. • All workers should have access to 	

		debrief in the event of a difficult home visit.	
Threat of allegations	Staff members	<ul style="list-style-type: none"> • Ensure another adult is present at all times • Cultural sensitivity/awareness should be observed. • Any Child Protection/Safeguarding concerns arising from home visits should be discussed with Designated Child Protection Officer on arrival back. 	
Threat of becoming a victim of crime	Staff members	<ul style="list-style-type: none"> • Ensure aware of the surroundings both in the house and surrounding area and take appropriate precautions. If a staff member uses their car, they should try to ensure that it is parked securely and that the route to the house is safe. • Do not carry any unnecessary valuables however valuables that are necessary ensure they are kept secure and insight. 	
Illegal substances visible	Staff members	<ul style="list-style-type: none"> • Explain situation to home owner • Leave the premises • Inform Headteacher 	
Harm from a pet	Staff members	<ul style="list-style-type: none"> • Ask family to secure the pet before arrival/entry 	
A member of staff becomes ill or injured	Staff, group leaders	<ul style="list-style-type: none"> • Supervision reorganised to take into account member of staff now absent • Other adults to assess the injury/illness. School medical procedures followed. If needed an adult to contact the school office and emergency services. 	

Signed and approved by

Date.....



Westfield Infant School

Home School Agreement

Pupil Name: _____

School Role



We will:

- Provide a safe and secure environment
- Provide children with a quality education which is stimulating, visual, creative and fun
- Aim to achieve high standards of work and behaviour
- Respect all children equally and individually.

We will work in partnership with you by:

- Informing you about what your child is learning through a variety of media
- Welcoming you into school and providing opportunities for you to learn with your child
- Keeping you informed about your child's progress
- Contacting you if we have any concerns.

Signed _____

Parent/Carer Role

I/We will:

- Bring my child to school by 8.45am every day and collect them promptly at 3.15pm
- Spend time talking about the day
- Take up opportunities to come into school and learn with my child whenever possible
- Provide my child with a healthy diet and regular bedtime routine
- Make sure my child is properly equipped for school e.g. PE kit and book bag
- Encourage my child to become independent and take responsibility for their belongings
- Support my child with homework
- Help and encourage my child to follow the Golden Rules
- Comply with the school Social Media Policy.



Signed _____

Child's Role

I will:

- Come to school on time every day
- Follow the Golden Rules in school and at home
- Look after my own belongings
- Talk to my family about my day at school
- Share my reading book with an adult and do my homework.



Signed _____