

Communication with Parents Policy

The School welcomes parents to work in partnership with staff in the interests of their daughter's education.

Parents are welcome to see the Head Teacher and Staff by appointment. Initial enquiries are usually dealt with by the form tutor. Otherwise contact is made with the Head of Section (KS3, KS4 or KS5). Parents who come to the school are always asked to call first at the Reception.

There is a formal Parents' meeting each year where subject teachers are available to discuss individual pupils' progress. There are additional Parents' meetings at the relevant time to deal with specific issues (e.g. Options, Careers / HE evenings). The meetings are supplemented by written reports to parents. It is the school policy to deal with issues of concern at the earliest opportunity and to invite parents for discussion.

The School Diary is an important channel of communication with parents. It is designed to help pupils keep a record of their work and homework and it is expected that each girl will show her diary to her parents each week and get it signed. This is an important way for parents to check their daughter's homework or to send a message to school.

Parents are always encouraged to attend school occasions such as the Christmas Celebration, Founders Day, Prizegiving and Sports Day. Regular letters from the Headteacher will give details of such events as well as day to day issues. Each term a newsletter is sent to parents giving a round up of the term's events. We welcome parents' support in helping with out-of-school visits. (NB Regular volunteers will need to be CRB checked.)

The school is most fortunate to have the support of FOPSA (Friends of Prendergast School Association) and all parents automatically become members. The FOPSA Committee is elected at the AGM in the Autumn Term and has representatives of parents from a variety of year groups and the Parent Governors. FOPSA arrange a variety of social and fund raising events each year and parents are actively encouraged to support events. FOPSA communicate directly with parents through articles in the school newsletter and parents' evenings.

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