



School's Parent Partnership & Engagement Policy

Revised: June 2026

Review date: June 2029

For the purpose of this policy, "parent" refers to parents, guardians, carers and any other family adults involved in a child's direct care, education and development.

When reviewing this policy, the governing board and head teacher have considered the impact of the scope of the policy on the whole school community. Specifically, they have taken account of the categories used by Sheffield City Council as a public authority to assess impact, as set out below.

Protected characteristics defined by the Equality Act 2010:

- age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation

Plus, additional equality groups and interests also recognised by the Council:

- armed forces, *care experience, health & wellbeing, poverty & financial inclusion, social cohesion, unpaid caring responsibilities and voluntary, community & faith sector

(*note – care experience was added in December 2023 and recognises those who are, or who have been, looked-after children. It includes Children Looked After (CLA) who are under the care of the local authority; children and young people who are post-CLA adopted; and those who are leaving, or have previously left, care or adoption arrangements).

Statement of intent

At Dobcroft Junior School, we aim to develop close relationships with parents and carers, so that we can work collaboratively to support the educational progress and overall wellbeing of our pupils.

We know that parents' engagement and involvement in their child's learning and experience in school is associated with securing positive outcomes and higher achievement for their child. We believe that parents are a key influence in their child's life and that education is a collaborative enterprise involving parents, school and pupils. Strong partnerships with parents are pivotal to our school life and we are committed to establishing and maintaining an effective and purposeful working relationship between home and school.

This policy (which has been written in conjunction with the governing board) provides a clear framework for how our school communicates with parents, including the ways in which parents can ensure that they are fully involved in our school community.

Aims

This policy has been developed with an aim to:

- Help parents support their child's learning
- Support pupils to achieve the highest standards through close partnerships between home and school
- Develop a clear communication strategy to keep parents well-informed of their child's progress, the school community and any other matters relating to their child's overall wellbeing.
- Promote opportunities for parents to be involved in school life and the school community
- To inform, clarify and communicate the breadth of work between families and the school
- Operate an open-door policy where parents can engage in regular communication with staff members and voice any concerns

- Ensure arrangements are in place for parents to provide their feedback
- Support parents both inside and outside of school by providing useful information
- Create an inclusive environment that welcomes all parents

We aim to be a welcoming school that communicates regularly with parents through:

- Promoting positive dialogue about learning and achievements
- Having an open-door policy for parents to visit the school
- Publishing regular informative, whole-school newsletters and year group summaries
- Maintaining and developing our school website and DoJo pages
- Ensuring our Reception arrangements are welcoming
- Ensuring all communication is user-friendly, useful and informative
- Ensuring parents can easily communicate with school by making sure that they are fully informed of the channels of communication.

We aim to help parents enhance their own learning and to be actively involved in school life by encouraging parents to:

- Volunteer to support in school
- Volunteer to support or host extracurricular events e.g. sporting activities
- Attend workshops and courses
- Attend school performances, events and celebrations
- Become involved in school projects
- Become school governors
- Become part of the FODS group (Friends of Dobcroft Schools) and create community events to fund raise and support the school
- Celebrate diversity throughout the school

We aim to actively involve parents in the education, progress and wellbeing of their children through:

- Ensuring safeguarding procedures are robust
- Providing practical strategies to support learning at home
- Supporting new Y3 parents to the school with a transition programme
- Supporting parents to promote their child's attendance and punctuality
- Providing information regarding the curriculum
- Informing parents of their child's learning and progress through reports and consultation meetings
- Providing guidance for parents to support their child through times of transition, e.g. between years and key stages
- Celebrating success
- Making sure all school policies are accessible and easy to understand

We aim to establish the views and opinions of parents and act upon these through:

- Establishing clear lines of communication between home and school, and recognising the importance of parental voice
- Providing regular opportunities for parental consultation and informing parents of the results

Roles and responsibilities

The school is responsible for:

- Establishing effective means of communication with parents
- Establishing a clear home school agreement (see appendix)
- Communicating the curriculum clearly to parents
- Informing parents of all school events within appropriate timelines
- Regularly keeping parents informed of their child's progress and helping parents to support their child's learning
- Providing opportunities for parents to communicate with the school regularly to provide their feedback
- Listening to and considering the views and concerns of parents and responding where appropriate

Parents are responsible for:

- Reading the key communications circulated by the school and responding to/acting on these, e.g. by attending meetings
- Reading and agreeing to the principles laid out in the home school agreement (see appendix)
- Engaging with verbal communications so that they understand the information being communicated to them
- Logging on to the school website for detailed information about the school calendar, term dates, exam details, monitoring and assessments, school achievements and other useful downloads
- Ensuring the school is informed of any important information, such as their child's medical needs or safeguarding information
- Raising any concerns they may have with the school
- Engaging in opportunities to provide feedback
- Ensuring contact details are up to date

The school will communicate with parents in the following ways:

Medium for Communication	Purpose	Examples of how we use this medium
Texts (from the school office)	Reminders for key events in school (Parents receive 2-3 working days' notice.) Or immediate emergency information	Text about Non-uniform day / dress down day (happens each final Friday of a half term). Reminder text sent Monday prior to the Friday. Changes to school routine due to, for example, snow.
Emails (from the school office)	Brief information for year groups and classes. Parents receive at least 1 weeks' notice (where applicable)	E.g. bring in a food item for a science experiment.
Letters (emailed out from the school office) also available on our school website	Trips, information evenings, more detailed overviews and information (Note we sometimes send hard copies for example when there is a form to be filled in) Parents receive at least 1 months' notice (where applicable)	Information evening E.g. Help Your Child at Home Evening. Letter will be emailed out with link on school website. Parents receive at least 1 months' notice. Curriculum visit / trip requiring money over £5
News Letters (emailed out from the school office) also available on our school website	To provide key information and updates in a 'nutshell'	<ul style="list-style-type: none"> • Monthly Head Teacher Newsletter (celebrating achievements and to update parents on lots of small matters) • Termly Year Group Newsletter (to provide key detail e.g. PPA day, PE kit day, staff info, Curriculum info, Home Learning info)
Our School Website www.dobcroft-jun.sheffield.sch.uk	Parents can find huge amounts of key information and detail on our website.	<ul style="list-style-type: none"> • Copies of all letters • Newsletters - Head Teacher (on the home page) • Newsletters - Year group (under 'letters') • School calendar • Dinner Menu • ParentPay link • School Policies and statutory information • Curriculum overviews
ClassDojo App Each parent / carer receives an invitation with set up instructions, in order to use the app on their phone. Please get in touch with the school office if you need a reminder.	To communicate with parents and carers regarding their child's successes and achievements, as well as communicating class updates.	<ul style="list-style-type: none"> • 'Dojo Points' awarded for super work will show up as an alert in the parent app, live. • A photograph of the class doing some creative work may appear on the Class Page. • Quick reminder messages • Weekly home learning

Parents engaging with the school's social media channels are expected to adhere to the school's Social Media Code of Conduct for Parents (the latest version can be found on the school's website).

Pupils' educational achievements will also be celebrated through letters home, assemblies, events and presentations, class assembly, class showcase mornings throughout the academic year. Parents will be invited to attend wherever possible.

Parents communicate with parents in the following ways:

School Office

For general enquiries, parents should ring the school office, which is open Monday-Friday between 8:00am and 4:00pm (0114 236 8075)

For non-urgent enquiries, parents should email the school using: enquiries@dobcroft-jun.sheffield.sch.uk

Parents can also visit the school office regarding enquiries.

Contacting Teachers or specific Members of Staff

Parents should email teachers using: teachers@dobcroft-jun.sheffield.sch.uk

Communicating with new parents and pupils

Prospective parents are given a school prospectus upon request or from the school reception.

Prospective parents are invited to an induction evening in the Summer term before the new academic year, where they are given an information pack which contains essential school information and welcomed into the school.

Communicating Pupil Progress and Information

Parents are invited to attend three parents' evenings per year – one at the end of each term. During the Autumn and Spring terms, Parents will be invited to meet formally with their child's teachers and discuss progress.

Parents are provided with a final academic report during the Summer term. Any concerns can be discussed with their child's teacher as an informal invitation, during the Summer term.

Parents may be invited to meetings to discuss their child's progress or concerns where the teacher (or parents) deems it necessary, for example, where their child's academic performance falls significantly or there are concerns about behaviour or attendance.

For parents of SEND children, three review meetings will be scheduled (one per term) for parents to discuss and review any educational plans in place to support their child (please refer to SEND policy).

One-to-one meetings can be scheduled by parents with the headteacher, class teacher, SENCO or any other relevant member of staff to discuss areas of concern. Parents wishing to request these meetings should email enquiries@dobcroft-jun.sheffield.sch.uk or visit the school office.

Providing support

The school aims to support parents in every way possible to help them with the educational development and wellbeing of their child.

Over an academic year, the school runs and invites parents to various assemblies, parent sessions, drop ins with multi agency workers, coffee afternoons and opportunities to help parents with issues they and their child may face, such as online safety and mental health, to share experiences and discuss concerns, and ensure they can support their child's learning, wellbeing and individual needs.

The school also provides various forms of written communication, such as leaflets and guidance, to further support parents. Much of this guidance is placed on our school website. They are provided with details of external organisations who can offer support to them, as well as details of any other arrangements in the local area.

Parental feedback

The school will consult with parents on various aspects of school life throughout the academic year. Where new initiatives arise, our approach is usually to trial this and consult parents in the style of before and after measures, in order to establish the impact and make informed decisions based on parent voice.


Questionnaires will be sent out to parents at various points in the year.

Whenever possible, the school will arrange for parent consultations, such as group meetings, to seek parent feedback.

All parental feedback is absolutely valued and responses are carefully considered by the SLT and regularly fed back to the Governors.

Appendix

Dobcroft Junior School Home School Agreement

	School will	Parents and Carers will
Relationship and communication between home and school	<ul style="list-style-type: none"> • Work together in constructive partnership with parents and carers for the benefit and wellbeing of their child. • Respond to any concerns raised. • Keep parents and carers updated in terms of their child’s regular (day-to-day / weekly) successes through our ClassDojo app. • Contact parents/ carers as soon as possible if we are concerned about a key aspect of your child’s development or wellbeing. • Keep parents and carers informed about general school matters through regular communication, providing email copies of all general letters. • Provide text messages for useful reminders. • Seek opportunities to obtain parent and carer voice regularly. • Provide additional, regular ‘newsletter’ style communication. 	<ul style="list-style-type: none"> • Read and reply to any school correspondence. • Ensure that no negative, personal or adverse comments about children, staff or the school are posted on any social networks or websites, including Whatsapp, Facebook and ClassDojo. • Ensure that concerns or grievances are raised respectfully via the correct channels in school and not alluded to on Whatsapp, social media or ClassDojo. • When concerns are raised, do so in a calm and reasonable manner. • Be considerate towards members of the school and local community, including following school requests / policy about driving / parking in the vicinity of school.
Wellbeing	<ul style="list-style-type: none"> • Provide a safe, nurturing learning environment for your child to attend. • Care for your child’s safety and happiness. • Provide a clear wellbeing strategy (see website) detailing what parents and carers can expect from us. • Provide support from members of our inclusion team whenever there is a significant concern. • Assess key strengths and areas for development in terms of your child’s social and emotional well-being (using the ‘Thrive’ approach). • Provide support and direct work to address areas of need (and communicate this). 	<ul style="list-style-type: none"> • Speak to school staff about any concerns or circumstances that might affect my child’s work, attitude or behaviour. • Help my child to be healthy in all aspects of their development. • Utilise school strategies and support. • Ensure pupils do not bring mobile phones in to school
Behaviour and values	<p>Everything that we do in school is underpinned by our school values: <i>Together we do our best, together we are safe, together we are kind, together we are problem solvers, together we embrace difference.</i> This culminates in our school motto: <i>Together we make a difference.</i></p> <ul style="list-style-type: none"> • Develop children socially, morally, spiritually and culturally within the school values and British Values. • Have high expectations for work and behaviour, fostering respectful relationships and helping to develop a sense of rights and responsibilities. • Encourage, praise and motivate children to always do their best in all aspects of school life, in line with the school values. • Celebrate successes regularly. • Enable your child to reflect on poor choices of behaviour through key, reflective work and discussion (all in line with our school behaviour policy). We will support your child to understand the impact of choices and what could be done differently next time. 	<ul style="list-style-type: none"> • Respect school’s policies and values, including the ways in which we support children to reflect on their choices • Support my child’s education and development at Dobcroft Junior School under its values and policies by encouraging high standards, a positive attitude and good behaviour.

Attendance and punctuality	<ul style="list-style-type: none"> • Provide a safe, nurturing learning environment for your child to attend. • Support transition between home and school by providing key staff to greet and support children on the main entrances / gates into school. • Care for your child's safety and happiness, ensuring we respond to any concerns or struggles related to attendance. • Monitor your child's punctuality and attendance in line with their achievement, behaviour and wellbeing. • Inform all parents and carers (termly) of each child's up-to-date attendance percentage. • In line with the DfE recommendations, inform parents and carers when there are concerns about a child's attendance and/or punctuality. • Work collaboratively as a team to improve attendance and punctuality, in a supportive way. 	<ul style="list-style-type: none"> • Make sure my child arrives at school on time (by 8:55am), correctly dressed in school uniform and ready for the day ahead. • Fully support the school Attendance Policy. Holidays or days out should not be taken during the school term. Seek authority from the Head Teacher for any exceptional absences. • Understand that the school will be in touch with any attendance dips and/or concerns, with a view to working as a team to limit absence wherever possible. • Contact the school each day that my child is absent and work with the school office to limit the impact of illnesses. • Understand that the school office will refer to <i>NHS: Is My Child Too Ill For School</i> guidance when coding my child's absence (authorised or not). • Keep the office team updated of daily pick up arrangements so that school can ensure the safe dismissal of children at the end of the school day. • Ensure that the school is informed immediately of any change to contact details.
Uniform	<ul style="list-style-type: none"> • Offer a cost-effective, easily accessible school uniform which promotes a sense of pride community and belonging. 	<ul style="list-style-type: none"> • Ensure my child attends school in school uniform and appropriate, plain / dark shoes. • Ensure my child's school uniform (including PE kit) is smart and clean. • Ensure my child has the correct PE kit. • Remove all jewellery and watches for PE. • Due to the above, please avoid sending valuables such as smart watches and Fitbits. • Ensure all items of clothing and kit are clearly named / labelled.
Curriculum	<ul style="list-style-type: none"> • Plan a meaningful, enjoyable curriculum that engages children, meets their different needs and motivates them to learn. • Provide a range of extra-curricular activities designed to enrich your child's school experience. • Set your child regular Home Learning tasks, including reading, times tables, spellings, maths and English work. • Keep you informed of your child's progress and respond to any communication in a timely manner. • Formally report and update parents and carers via parents' evenings and an annual written report. • Provide regular, informal updates via the <i>Class Story</i> section of ClassDojo. 	<ul style="list-style-type: none"> • Support my child to complete their Home Learning Activities, ensuring they are completed on time. • Ensure that my child reads regularly, each week. • Attend meetings and discussions about my child's progress, achievement and social development.