



Individuals with Parental Responsibility – Information Sheet

As a statutory duty, we keep all those with parental responsibility (PR) informed about their child's progress. We know that not all those with PR come into school regularly and some might not live locally. We are also aware that there are specific situations to be considered for some families; some parents with PR who are no longer in a relationship still communicate regularly about their child and take part in school occasions together; in other cases, communication is more difficult and school will adopt a sensitive approach.

As a school, we prioritise your child and we are required by law to share information about your child's progress with all parties who have PR, regardless of whether parents are together or not. The only exception to this is if a court revokes PR. As a school we will do our best to understand your personal situation so that we can communicate with you in a way that will most benefit your child.

Please note that it is the responsibility of parents to ensure that the school is given up-to-date contact details and to inform us when these change.

The following guide sets out the information a person with PR can expect to receive.

Weekly Newsletter

We publish a weekly newsletter which is emailed out each Friday. You can sign up to this mailing list by emailing admin@pucklechurchprimary.org.uk. The newsletter provides updates about recent events in school, dates of upcoming events, reports on sports competitions and useful information for parents. The newsletters are also available on our website.

Parents' Evenings

We hold two sets of parents' evenings a year: one in the Autumn and one in the Spring term. These provide a 15 minute appointment slot with your child's class teacher during which your child's progress will be discussed. In the Summer, teachers host an informal open session which you are welcome to attend. You will be invited to these sessions prior to the meetings and the method for booking a slot will be provided. If you are not able to attend, teachers are happy to arrange a phone consultation with you.

Annual Report

In July each year you will be provided with a copy of your child's annual report. This will be written by your child's class teacher and will detail your child's achievements and progress over the last academic year. If your child is in a year group where statutory assessments are taking place, the results of these will also be included with the report.

Reports by Other Professionals

During their time at our school, your child may be seen or assessed by another professional e.g. an education psychologist or school nurse. If this happens we will add you to the distribution list for their reports.

Tickets to Events

There are some events e.g. Christmas performances, where the school provides tickets for families. Please contact the school office if you require tickets for these events.

Facebook

The school runs a closed Facebook page, which as an individual with PR you are welcome to apply to join. It can be found by searching for *Pucklechurch CE VC Primary School* in the Facebook app. The page is used to share photos of the children's activities in school, reminders about upcoming events and other useful resources. Any important news will also always be shared in the newsletter, or by email or text as necessary.

Day-to-Day Communication

The law makes it clear that 'day-to-day' decisions can be made by the person who is looking after the child at the time; they don't have to be agreed with each person with PR. Therefore, day-to-day communication from the school around clubs, educational visits and other events which require consent, will be sent home with the child and consent will be sought from the person responsible for the child on the day(s) of the specific event. We will do this using our knowledge of each child's context and family situation – if you have information that you believe is relevant to your child's wellbeing and education, please share this with the school. Anything shared will be treated with discretion and only shared within school those staff members who absolutely need this information to ensure a child's education and welfare.