



## **Reporting and Communication with Parents Policy (Whole School including EYFS)**

### **Rationale**

At Avon House we keep efficient and effective documentation of records, policies and procedures. This enables us to run the school efficiently, complies with national and local legislation and guidelines and ensures the safety, welfare, learning and wellbeing of the pupils. All policies and procedures are shared with the staff in the school and individual pupils' records are shared with their parents.

The School is committed to its obligations under the Data Protection Act 2018 and will ensure compliance when processing and retaining personal data.

### **Implementation of the policy in our school**

The Management Team must:

- Recognize that the purpose of compiling any documentation is to:
  - Meet pupils' needs
  - Put policy into practice within the school
  - Keep account of significant data
- Maintain necessary documentation relating to:
  - Pupils
  - Staff
  - Management
  - Premises
- Ensure that documentation is accurate, relevant and succinct
- Develop efficient systems for the management and upkeep of documentation so that the process is not cumbersome or time-consuming
- Keep records stored safely and securely
- Ensure that documentation is accessible for those with authority of access
- Ensure that confidentiality of records is maintained
- Share records about individual pupils with their parents
- Record the following significant changes and notify the Early Years Childcare Inspector of:
  - Changes to the premises
  - Allegations of abuse
  - Significant events
  - Changes to the overall management and organization
  - Serious illness or accidents
  - Death of a pupil or member of staff
  - Police or Social Services involvement in the school
- Implement procedures to transfer pupils' records to their next school
- Keep all records until after the next Inspection
- Make all documentation available for any Inspection



### **Records to keep on site or on the school website**

The following specific records must be kept on site:

- The name, home address and date of birth of every pupil, with the name, home address and telephone number of a parent
- The name, home address and telephone number of all staff, and all persons working with the pupils
- Procedures to be followed in the event of a fire or accident
- Procedures to be followed if a pupil is lost or is not collected by a parent
- Procedures for complaints about the school
- Procedures and arrangements for child protection issues
- Registers, accident records and medical records – these should all be kept for two years

### **Documentation that the school should maintain**

#### Management

- Admissions
- Compliments and complaints
- Data protection

#### Premises

- Planning permission and plans
- Maintenance and repair including management and control measures
- Gas and electrical safety checks
- Fire and evacuation procedures

#### Staff

- Appointments
- Appraisal
- Employment and conditions of service
- Job descriptions
- Roles, responsibilities and rotas
- Staff absence and leave (held by the Head Teacher)

#### Pupils

- Health & Safety Policy
- Behaviour Policy
- Child Protection policy-related procedures
- Special Needs Policy
- Planning, observations and assessments
- Specific requirements – dietary; faith; medical care; family circumstances



## **Links, References and Regulations**

Links to other policies:

The following is a checklist of the documentation required for each policy:

- Organisation
  - Operational plan
  - Procedures for lost or uncollected pupils
  - Staff or volunteer information
  - Registration system for pupils and staff
- Safety
  - Risk assessment
  - Record of visitors
  - Fire safety procedures
  - Fire safety records and certificates
  - Operational procedures for outings
  - Vehicle records, including insurance
  - List of named drivers
- Health
  - Administration of Medicines Policy
  - Prior parental consent to administer medicines
  - Record of medicines administered
  - Prior parental consent for emergency treatment
  - Accident record
  - No Smoking Policy
- Food and Drink
  - Individual pupils' dietary needs records
- Equal Opportunities
- Special Needs
  - Written statement about special needs
- Behaviour
  - Behaviour Management Policy
  - Incident record
- Working in Partnership with Parents and Carers
  - Admissions Policy
  - Complaints procedure
  - Record of complaints
  - Activities provided for the pupils
- Child Protection Policy and Procedures



### **Reporting to parents**

Regular academic assessments are recorded and reported to parents at the following points throughout the year:

- Reports are issued at the end of the autumn and summer terms reporting on core subjects with test results, attainment and effort for all other subjects
- At the end of the academic year a full report with comments is issued
- In Early Years reports are issued at the end of the autumn and summer terms

Reviewed September 2018 AC

Reviewed July 2019 AC

Reviewed August 2020 AC