



Parental engagement: communicating with the school; staying informed and keeping in touch

How can I communicate directly with the school?

Parents are able to communicate with the school in a variety of different ways:

- **In person via the school office:** you can speak to a member of the office staff if you have a query or wish them to pass a message on to another member of staff. You can also make an appointment to meet with a specific member of staff.
- **School gate:** most days either the Interim Headteacher or Interim Deputy Headteacher, will be in the forecourt at drop-off time and in the playground at pick-up time. You are welcome to speak to them to ask any questions, pass on a message or clarify information.
- **Telephone (0208 894 1447):** if a member of staff is not available to answer your call immediately, you can leave a message on the answerphone, which is checked regularly.
- **Email (info@bishopperrin.richmond.sch.uk):** emails are checked regularly throughout the working day and are forwarded onto the appropriate member of staff as necessary. Emails can be used to arrange an appointment to meet with a specific member of staff if required. Please remember that teachers are not able to read or respond immediately to emails during the school day when they are teaching.
- **Reading logs / homework diaries / notes:** these are a good way for parents to send an informal note directly to their child's teacher. They are commonly used to comment on a child's homework / reading / change to pick-up arrangements / uniform or if a child is unable to do PE that day. Please ensure you ask your child to show their reading log / diary to their teacher if it contains a note, as these are not checked every day.

How does the school communicate with parents?

- **Email:** this includes sending out the weekly newsletter on Friday, and for reminders and updates about other aspects of school life.
- **School website (www.bishopperrin.richmond.sch.uk):** a one-stop-shop to find out everything about the school and your child's learning, including a calendar which is populated with upcoming events and activities. Old newsletters are also archived on the website if parents need to double check anything.
- **Social media:** at the end of September, we will be officially launching our new Instagram account which we will use to keep parents updated on day-to-day life and learning at Bishop Perrin School: @BishopPerrinSchool

In the meantime, our school Twitter account remains active (https://twitter.com/Bishop_Perrin). Posts on our social media accounts are for information only and the school does not respond to comments or postings put on the account.

How do I find out how my child is progressing at school?

- **Parent interviews:** the school offers two formal opportunities for parents to meet with their child's class teacher for a 10 minute meeting, once in the autumn term and once in the spring term. During these meetings, teachers will discuss with parents how their child is progressing against their age-related expectations in both English, maths and other subjects. They will share targets in these subjects (English and maths) and discuss areas of the curriculum where a child might need more support.

- **Appointments:** in addition to the two formal parent interview meetings, parents are able to make appointments to see members of Bishop Perrin School staff at any time if they want to discuss any aspect of their child's education and performance at school
- **Informal chat with class teacher:** parents are often able to have an informal chat with their child's class teacher at the end of the school day when the children are dismissed, and this can often be a good opportunity to clarify and check on things if needed without the need for a formal meeting
- **End-of-year Reports:** in the summer term parents receive a written report detailing how their child has performed over the course of the academic year

How do I discuss any concerns with the school?

- **Phone call discussion:** depending on the nature of the concern, parents can phone the school and speak to the appropriate member of staff with the aim of resolving the concern as quickly as possible. In the first instance, this would usually (but not always) be the child's class teacher.
- **Request a meeting:** if parents would like a face-to-face meeting, they can make an appointment to meet the appropriate member of staff. This could be to meet with their child's class teacher, to meet with the school's Inclusion Leader (who deals with special educational needs) or to meet with someone from the senior leadership team; the Interim Headteacher, Interim Deputy Headteacher or Interim Assistant Headteacher.

How can I get involved in school life?

Parents are encouraged to be as involved in school life as they wish. We warmly welcome parent volunteers to support learning in school and to accompany us on school visits. You can get involved in the following ways:

- **Volunteering:** this could be directly with your child's class by helping out on visits or helping in class with activities such as reading, cooking, and arts and crafts. We also have parent helpers who come in to read and do multiplication times tables practice with children from across a range of classes. Please contact the school office if you would like to volunteer in school in any of these ways, we would be very happy to hear from you.
- **The School Association (SA):** the SA are a vital part of our school community and organise activities and events to raise money to help the school. Helping with the SA allows parents to bring their skills and experience to assist with planning and the organisation of events whilst also getting to meet other parents across the school.
- **The Governing Board:** the school is overseen at a strategic level by a board of governors, who are volunteers and are made up of members of the school community. We have space for two parent governors on the governing board who hold a term of office for four years.
- **The Parent Forum:** our parent forum was established in 2019. It aims to meet once a term with the headteacher to discuss ideas and initiatives to help develop and foster good relationships between the school and the parent body. Each class can have up to two representatives on the parent forum who act as conduits to discuss aspects of school life and organisation that come to light. Please see the [Parent Forum page on the school website](#), which includes the Terms of Reference and the Minutes from previous meetings.

If you would like any further information about any of these roles, please speak to either the Interim Headteacher or the Interim Deputy Headteacher.

Visiting the School

Throughout the year there are lots of opportunities for you to visit the school. Please see below the scheduled opportunities for parents to engage with the school over the course of the year.

Event	What/When/Frequency
Meet the headteacher	At the beginning of term, this is an opportunity to come into school to hear from the headteacher about the plans and aspirations for the coming school year.
Meet the teacher	Within the first week of the new school year, a meeting is held for parents to meet their child's new class teacher in their new classroom. This is an opportunity to hear about expectations for the new academic year and receive information about routines such as PE days, homework (where appropriate), etc. Whilst we encourage in-person attendance where possible, it is also possible to join this meeting virtually and all the information is sent out via email for those parents who can't attend.
Whole school mass	Throughout the school year there are several opportunities to join the children in the school hall for their collective worship when celebrating important dates and events in the Christian calendar. These opportunities will be communicated in the school newsletter.
'Stay and play sessions' (Year R)	An opportunity in the summer term before your child starts school, for you and your child to visit the Reception class environment and meet the staff. This is designed to aid a smooth transition into school life.
Parent interviews with your child's class teacher	Ten minute appointments in the autumn and spring terms to discuss your child's progress.
Carousel parent workshop evening	In the autumn term, a workshop evening showcasing a variety of different teacher-led workshops, for parents to learn more about what we teach and how we teach it. All linked to learning and the curriculum, parents can gain useful insight into the best ways to support their child with their learning at home. This event is free to attend and we offer a free crèche facility.
Class assembly	Each class will deliver one assembly during the school year, usually linked to what they've been learning in class. These take place at 8.55am on a Wednesday morning and usually last for 20 – 30 minutes. Parents and family members of the children in that class are welcome to attend. Class assembly dates for the coming year 2023 - 24: 5th October - Year 6 16th November - Year 1 18th January - Year 4 1st February - Year 5 21st March - Year 3 2nd May - Year R 27th June - Year 2
Reception and Year 1 & 2 nativity performances	Reception class hold performances in their class whilst Year 1 and Year 2 perform a joint nativity play in the hall. Year 2 take the lead speaking and acting roles. These are scheduled for the end of the autumn term in December. Dates will be communicated via the newsletter and on the school calendar.
End of term church service (including Christmas, Easter and end of the academic year)	The whole school attends St Augustine's Church to take part in an end-of-term service. This happens during the last week of each term. Our Christmas service allows children in Years 3 and 4 to perform and share the Christmas Story, along with the school choir. In the summer, we have our Year 6 Leavers' Service, marking all the memories and successes that Year 6 have achieved.
Open classroom	Early in the summer term, parents are invited straight after school to visit their child's classroom to see their books and work on display. Their class teacher is available for an informal chat.
Infant and junior sports mornings	In the summer term, weather permitting, both the infants (on the school playground) and the juniors (using the field at Turing House School) compete in a range of races and events.
Open school morning	In the summer term, parents are welcomed into the school from 9-11am to see their child working in their class and watch their singing performance in the hall. There is also the opportunity to visit other classrooms during this time.
Junior swimming gala	At the end of the summer term, all four junior classes take part in an inclusive swimming gala.
Year 5 and 6 performance	Every other year, in July, children in Years 5 and 6 take part in an end of year play.

