

# Home School Partnership

## FRIENDS OF TITCHMARSH SCHOOL FOTS



This is a most active association. It is open to parents, relatives, friends and parents of children who previously attended the school. In fact to anyone who has an interest in the school.

The association is **most** supportive to the school and holds regular social and fundraising events.

### Officials 2007-2008

Chair: Mrs T Levick  
Vice Chair: Mrs F Love  
Treasurer: Mrs C Hope  
Secretary: Mrs M Skerritt

Meetings, which are held at least once every half term, are open to all parents and friends of the school.



## HOW PARENTS CAN HELP

We are most eager to welcome volunteer helpers, who are willing to support the school. If you are unable to commit yourself to helping in school on a regular basis, but feel that you could do so occasionally, please do not hesitate to let us know. Thank you.

It is now a requirement that all who work with children are subject to an investigation by the Criminal Records Bureau

## HOME SCHOOL INFO BOOKS

Each child has a home school information book. These are an excellent route of communication between parents and class teachers regarding your child's progress. We encourage all parents to make comments in their child's information book.

## HOME SCHOOL LIAISON

We wish to foster partnership between school and parents. We are convinced that this enables children to gain maximum benefit from their schooling.



## OPEN EVENINGS

During each academic year **three** open evenings are held –

Autumn Term	Formal session with an appointment if requested
Spring Term	Informal session
Summer Term	Formal session with an appointment if requested

Open evenings provide an opportunity for parents to view the work carried out during the term and to informally and formally to discuss progress.

A comprehensive written report is sent to parents prior to the Summer term meeting. The report is usually sent in June.

Parents are always welcome to visit the school to discuss any matter relevant to their child. To ensure the appropriate member of staff is available it is necessary to telephone to arrange an appointment. However, should the matter be urgent, please do not hesitate to telephone or call. The Headteacher is always willing to meet with parents and will endeavour to ensure availability when needed.

## SAFETY AND SECURITY

It is vitally important that you keep the school informed of your current contact telephone numbers, any change of address and also changes that may occur for any other person that you have nominated as an emergency contact or to collect your child from school. All parents and visitors should report to the school office on arrival and sign the visitor's book.

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## PHOTOGRAPHS

We do invite the local press in from time to time to publicise special events or activities that the children are involved in. We also display photographs in our outside notice board and on our website. Permission to use your child's image will be requested on your child's entry. There is no obligation to agree. Individual, class school photographs are taken each year.



## WHAT IF YOU ARE UNHAPPY ABOUT SOMETHING?

The staff at Titchmarsh are committed to ensuring that the high standards are maintained at the school both in the education of pupils and in every other aspect of running the school. The school has policies for all aspects of school life. These are available from the school office. If you are unhappy or uncertain about something always let us know.

**Step 1** Speak to school staff.

**Step 2** If you feel that the matter has not been resolved, request that it is referred to the Headteacher. An appointment will be made to discuss the matter further. The Headteacher will fully investigate the matter.

**Step 3** If after discussion you still feel dissatisfied, it may be appropriate to express your concerns in writing. You will receive a written response within 10 days of receipt of your letter and informed of your right to have the matter referred to the governors.

**Step 4** If it is necessary to refer the matter to the governors, formal complaints procedures will be followed.

## PERSONAL PROPERTY

Neither the school nor the local authority can take responsibility for valuables which are lost, stolen or damaged. **The bringing of toys and/or games is actively discouraged.**

The exception to this rule is on their birthday a child may bring a birthday gift to show to others in their class. Class teachers will notify parents if items are needed to be brought to school to support an area of study. Children may bring an item to talk about during class 'Show and Tell' sessions, timings to be notified.

## MONEY

Please do not allow your child to bring money to school unless it is for a special reason such as MUFTI Day or payment of a trip. Any money brought into school should be placed in an envelope with your child's name and class clearly labelled on the front.

## AUTHORISED AND UNAUTHORISED ABSENCES

In the case of absence:

- a) Please telephone, on the first day, giving the reason for your child's absence.
- b) Please follow up the call with an explanatory letter when your child returns to school.

## HOLIDAYS

As a school and part of Northamptonshire education Authority, we do not promote parents taking children out of school in term time. Any time taken out of school must be authorised by the Headteacher. Request forms can be obtained from the school office or the school website

