



OPEN DOOR POLICY

THIS DOCUMENT IS a statement of the aims, principles and strategies for the Open Door Policy at Vivid Mind Schools.

- **IT WAS DEVELOPED** during April 2020.
 - **IT WAS APPROVED** by the Full Governing Body in April 2020.
 - **THIS POLICY WILL BE REVIEWED** in September 2020 and annually thereafter.
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Our school's open-door policy plays a key role in the partnership between the staff, children, parents and governors who are all involved in achieving our aims.

We provide access to the school and staff by:

Ensuring staff are available and visible so that parents can approach us easily.

Parents of the Infant School children can drop off their children each morning from 8.45 and staff are available at this time to answer any questions and deal with any queries.

Parents of Junior School children can contact the school or visit the School Office to arrange to see the class teacher. Teachers will be available from 8.45 for short consultations.

On Fridays parents are welcome into the schools to read with their children and look at the class room displays and children's books. Infant and Junior School parents are invited to arrive at 8.45 and Nursery parents at 8.45 or the start of the afternoon session.

Parents are encouraged to help in the classrooms during the school day. (See Parental Help Policy.)

Parents are welcome to come into their child's classroom after school as long as a member of staff is present.

Appointments can be easily made with the class teacher to ensure quality time for discussion.

Parents are encouraged to attend and be involved in school productions and to support us on school visits.

We share our knowledge of the children and their progress by:

Being available to talk to parents/guardians at the beginning and end of the day.

Making contact via the telephone, staff are happy to phone back and talk with parents at a mutually convenient time.

Parent Consultation evenings are arranged twice a year during the Autumn and Spring term. Parents make appointments to have a private interview with their child's teacher.

Next Steps are provided for parents so that they are aware of ways they can support their child's learning at home.

The end of year report provides a snap shot of each child's attainment and shared information about the progress they have made.

The end of year school report encourages comments from parents on their children's education.

An Open Day is held termly in the Nursery for parents of current Nursery children.

Consultations are held at the end of each child's time in the Nursery, before they start Reception.

On Friday morning, when the parents are invited into school at 8.45, work books are available for parents to read written comments & next steps comments to their child so that the child and parents are aware of what has been done well and what is needed to be done to improve.

We provide opportunities for stakeholders to meet and to share information:

We hold a termly year group meeting to provide parents with curriculum information and topic packs to support learning at home.

We hold termly meetings about the teaching of reading and maths to support parents and provide guidance on how they can help their children.

During the year we hold a number of events aimed at providing more insight into the everyday life of the school.

We have a termly Open Forum meeting where parents are encouraged to raise questions and discuss any issues arising.

Induction meetings are held for parents of children joining our Nursery, Reception and Year 3 classes. These are led by the Headteacher with representatives of the Governing Body and PTA.

Each class has a class parent who meets regularly with the Headteacher and assists the Teachers with communication, and organising social events for parents.

An open evening is held annually, in the summer term, for parents to have access to the school, under the guidance of their children.

The Parent Teachers Association has positive communication links with the parents of the school encouraging active involvement in school events.

We plan a series of events throughout the year which all stakeholders are invited to attend, these include:

Assemblies and Rich Learning Outcome Events give parents and guardians a flavour of work being covered in class and provide an opportunity to see the children perform.

We have services held at the village Parish Church to celebrate at different times of the year and to come together as a community.

Certain year groups put on productions at Christmas or year end.

We have an annual sports morning for the Nursery and a sports day for The Infant and Junior Schools. Parents and family are encouraged to come and support their children and have a picnic lunch together.

The school organises an annual Christmas Fair.

At the Infant School and Nursery Mum's Day and Dad's Day are organised annually to coincide with Mother's and Father's Days and are a wonderful opportunity to see the school at work.

Our aim is to engage with everyone so that the school community feels fully involved and informed about their child, about how they can help them at home and in the wider life of the school.