

Sparklers Foundation and Centre of Excellence  
Family Involvement Policy



## **Family Involvement Policy**

### **Introduction**

Sparklers has an 'open-door' policy. We recognise the pivotal role families play in the education of their children. We encourage all families to be fully involved in their child's formal education and in the life of the school. We recognise that we must work in partnership with all families, keeping them fully apprised of their child/ren's achievements and the workings of the school. We have introduced effective strategies for active involvement.

√ Families are offered a visit to the school in order to help support their child's transition to Sparklers.

√ Families are given a tour of the school by a member of staff, who will answer any queries they may have.

√ Families are encouraged to bring their child with them, when looking round the school

√ We ensure that all families are given a copy of the school prospectus when visiting the school.

### **Communication**

At Sparklers we have introduced a wide range of communication strategies, including:

- Newsletters
- Link file
- Individual letters to the family when the need arises
- Direct telephone calls (as necessary)
- Home visits (as necessary)
- Annual Review
- Target setting
- Reward systems
- Questionnaires
- School Improvement Groups (SIG)
- Presentation evenings
- Email
- A referral to the school's Home School Link worker

We believe that it is essential to form strong links with our learners' families and seek to develop a free flowing two-way communication process.

In order to promote positive and effective relationships with families we actively encourage families to come to the school and partake in open evenings and workshops.

Families and staff alike work together to develop strategies which will assist learners and their families in achieving objectives and ensuring each learner achieves their goals during their time at Sparklers.

### **School Day**

The school phases of the school are Nursery, Infant school, Primary, Secondary, College and Higher Education. Transition programmes are in place to ensure successful transition from one Key Stage to another and to future provision.

The school day starts for all learners with a 15 minutes exercise programme followed by a 15-minute communication and relationship session. These incorporate a selection of circle time activities.

Exercise, Movement Breaks and a personalised sensory diet are used to focus learners throughout the school day.

For residential learners there are daily morning and evening handovers to ensure care/education staff are kept fully informed of learners needs.

### **Family Support**

Here at Sparklers, we believe that it is of utmost importance that as well as promoting communication between the school and families, that we also provide support to our families outside of the school setting.

In order to achieve this, we have in place a Home School Link Worker. The role of our Home School Link Worker plays a key element in the preventative strategy, where we seek to support families and children before there is a need for a more intensive intervention from the statutory agencies. Our Home School Link Worker will be able to provide advice support and guidance to families and children and help to identify their needs.

The Home School Link Worker will also seek to provide consistent approaches across all environments by maintaining and promoting effective communication between families and school as well as liaising with key individuals and exchanging necessary information.

The Home School Link Worker will also source local support networks.

### **Monitoring Effectiveness of Policy**

The policy will be reviewed indirectly at every annual review; a full review will take place on a 3-yearly basis by the Head of Residential Learning.

How the Family Involvement Policy enhances learning

By involving all the family and carers in our learner's education we believe this will encourage learning and the meeting of objectives. It will ensure every learner has consistency across the waking day curriculum.

Date Policy Reviewed: