



**WORKING TOGETHER;
OUR PARENT PARTNERSHIP**

LONG CLOSE SCHOOL
Upton Court Road
Slough
Berkshire
SL3 7LU

Working Together: Our Parent Partnership

Parent Liaison

The school works collaboratively with parents, and in this way pupils receive consistent messages about excellent conduct at home and at school. Clear guidelines about behaviour are included in the regularly updated School Behaviour Policy available on the School website and in the Parent Handbook.

We encourage open and honest communication between home and school. However, please remember that it is not always easy for a teacher to be free during school hours, especially at the start and end of a day. You are encouraged to communicate with staff via their school email address in the first instance but we are always happy to see you in the School as well. It is advisable to make an appointment to see a member of staff as their schedules are very busy and it is not always possible to fit in a meeting. As a general rule, please recognise that the teachers are there for the children first and therefore it will be better to arrange an appointment outside of class-time. If you have a concern the first point of contact is always the Class Teacher or Tutor (Year 7 upwards), your child's Subject Teacher or the Head of Department if the concern is subject specific.

We anticipate that parents will support their child's learning, and co-operate with the school. In all cases we seek to build a supportive dialogue between the home and the school, and we will inform parents if we have concerns about their child's welfare or behaviour. If the school has to use reasonable sanctions to discipline a child, parental support for the school will be required. If there are any concerns regarding this, initially contact should be made with the Head of Prep School or Head of Senior School (Pupils and Parents), who will investigate and liaise with parents in this instance. If the concern remains, parents should speak to the Head Teacher.

The school keeps a variety of records of incidents of misbehaviour on the school database, SIMS and the Heads of School keep a record of any serious disciplinary incidents. Senior School detentions are generally held on a Friday afternoon. Attendance is compulsory.

Being a Parent at Long Close School

Our PTA will work as a community and social committee enabling us to meet as a community and to welcome new families. Each class has a parent representative who meet with and support the Class Teachers, Head of School and Head Teacher when needed. The contacts for the Parent reps will be issued after the start of term and they will be in touch once the term is up and running to outline how they can help you as parents at Long Close School.

The New Parents Coffee morning takes place at the start of term in September and is repeated at the start of each new term. This is aimed at parents new to LCS and all Class Representatives are encouraged to attend. The PTA offer support in preparation and organisation of the Christmas Fair, International, Day and Summer Fair at school. Parents work with the whole school community to produce displays and food for everyone to enjoy.

We understand that for many parents while, it is not possible to take on one of the above roles, there is an interest in playing a role in your child's school and there are a number of occasions throughout the year when such help and support is enormously valuable.

In order to ensure that everyone is included we would ask you to fill in the form at the back of this handbook and return it to us if you would like to volunteer during the school year.

On a day to day basis we ask that you support your child by doing the following:

- ensuring that they have all that will be needed for their day at school, including a water bottle and hat
- check and sign the planner regularly
- arrive at school on time each morning and collect your children punctually
- encourage the correct school uniform and following of rules such as no nail varnish
- support the prep system, ensuring a quiet and constructive place to work at home, working with your child where necessary, especially with reading in the younger age groups
- communicating any worries, concerns or out of school successes to us as soon as possible.

Attendance

Attendance at School has a direct correlation to the overall achievement and progress of a student during their time at Long Close. As such, a student's attendance record will be monitored closely and included as part of the interim and end of year report. If a student's attendance record falls below 94% then the Head of School who will arrange an appointment with the student's parents.

Outstanding %	Very Good	Good	Acceptable	Weak	Very Weak
Attendance is at least 98%.	Attendance is at least 96%.	Attendance is at least 94%.	Attendance is at least 92%.	Attendance is less than 92%.	Attendance is less than 90%.

What do these Attendance percentages mean?

You are punctual to school and to lessons	You almost always arrive at school and to lessons on time	You usually arrive at school and to lessons on time.	You generally arrive at school and to lessons on time.	You often arrive late at school and/or to lessons.	You consistently arrive late at school and to lessons.
It is more likely that your progress will be outstanding	Over the academic year this means you will have missed more than 3.5 days of school	Over the academic year this means you will have missed more than 5 days of school	Over the academic year this means you will have missed more than 7 days of school	Over the academic year this means you will have missed more than 14 days of school	Over the academic year this means you will have missed more than 17 days of school

Being a Student at Long Close School

Long Close School is a caring and supportive community and behaviour is generally excellent, requiring minimal intervention. In order to maintain this fortunate position as the school grows and develops, we need to ensure principles and guidelines are put in place for effective learning and teaching within a safe and happy environment.

Long Close School Expectations:

- We will endeavour to encourage, reward and praise positive behaviour.
- We expect you to work to the best of your ability.
- We expect you to dress smartly, respectfully and adhere to school uniform regulations.
- Offensive or inappropriate language is not acceptable in school.
- Behaviour which negatively affects the learning, safety or sense of security of other pupils or which brings the School into disrepute, will not be tolerated.
- We expect you to be punctual to all lessons and to apologise to the teacher if you are late.
- We expect you to be polite, courteous and respectful to everyone within the School environment and beyond.
- All members of the LCS community should make every effort to make the most of every opportunity to develop and grow as learners and individuals.

- School guidelines on Digital Citizenship and Internet Safety must be adhered to at all times.
- Listen carefully and follow instructions of any member of staff.
- Adhere to set deadlines.
- Adherence to the UK Law is essential at all times.

Long Close Parent Involvement Form

Parent's Name: _____

Child's name: _____

Please tick as appropriate in the circle and hand into the School Office by: **Thursday 7th September 2017.**

I would like to be a Parent Representative

My child's Year Group is _____

My child's House is _____

I am unable to be a Parent Rep, however I would like to help out when necessary.

The areas that I am interested in helping out with are:

Any large scale events such as PTA Christmas Fair, Summer Fair, Halloween Dance

International Day

Volunteer Parent Reader

Productions and Concerts

In any Year Group

Only in my child's Year Group

Make-up

Hair

Costumes

Props / Set Design

Learning Environment / Display Team

Trips with the younger year groups

Lost property volunteer team

Welcoming new families

Other : _____

I am unable to volunteer at school

Communication

As part of our aim to improve communication between school and home the Parent Reps shall be forwarding all necessary communication from the school via email to the parents within their Year group or House. It is important to note that this will work alongside the School Communicator and not instead of it. I would therefore like to know if you are happy for your email address to be given to the relevant Parent Rep. All email correspondence will be sent out as blind copies and so will not be released to the wider community.

I am happy for my child's Parent Rep to have my email address for communication purposes

The email I would like used is: _____

I do not want to share my email and will continue to use the School Communicator to keep in touch with what is happening at school.