

Dear Parents and Carers,

We are very aware that we have sent you quite a few surveys to contribute towards.

We will be uploading full summary reports to the school website on IEPs and the process, effective communication with parents and carers and when the second survey on Evidence for Learning has been completed, that too.

In order to assure you that your contribution to these are valued and valuable we'd like to share actions, information and reminders from these.

For each survey sent out we have 25 – 29 respondents. We would like to significantly improve this participation to ensure that all views are expressed and that we are getting things as right as possible for you as families. We have been using an online survey which makes collating and contributing evidence easy; these take less than 5 minutes to complete. If you need any help to access these or complete these, or would like a paper copy, do contact the school office or your child's class teacher.

Most parents are happy with the IEP process and how it was working. Overall, parents felt that they were happy with the outcome of the meetings and understood the targets for their child. In response to parent feedback we made some refinements to the process:

- IEP meeting time is focused to ensure that there is enough time to discuss and agree on the targets for the pupils. All other business will be discussed during parents' evenings or at another arranged time. For those parents who cannot attend a meeting on the given day, a phone call will be made by the teacher
- A copy of the child's IEP will be sent home at the beginning of the school year. The IEP will be written in child friendly language which can be easily shared with the child
- Literacy and Maths books (where used and appropriate) will be shared with parents during IEP meetings to support the review of previous targets
- All evidence from EfL will be shared with parents during this meeting
- All targets will relate to progress towards a child's EHC outcomes and are based on the most pressing learning needs of the child. They do not make up the complete assessment for the child's learning
- Classes will increase the amount of evidence they share on the parent portal relating to progress towards IEPs

Our effective communication with parents encompassed the digital communication with parents; the school website, teachers 2 parents and school Money. Those who responded were largely positive about these systems. The actions and information from your responses are as follows

- To add a 'who's who?' of staff to the website on the - pictures will be taken on the inset day INSET day – September 19
- To highlight the Evidence for Learning parents' portal as many individual photos are on there. The class newsletters can't go on the websites, but the whole school ones are on there
- We have deleted 'pupil showcase' – all photographs now are under news
- Admin team to ensure that all letters that have been sent out to parents are on the web site under the parents' tab
- To take photos of school facilities and put these on the website for prospective parents
- IT admin to place a live Calendar on the website so all dates are current
- Information was emailed out to parents on the value to families and the school of the 'School Money' online payment system (many new parents have signed up since then!)
- Using 'School Money' will be an expectation for new pupils
- The Governors will share more information with parents. Please note that minutes of governors' meetings are on the school's website

Evidence for Learning Parents' Portal has been 'live' since December. Information has been sent out to parents about this portal. This is evidence for IEPs, assessments and record of achievement captured by the 'Evidence for Learning' app. The amount of evidence sent varies greatly between classes and knowledge of this from parents and carers varies greatly too. Where it is frequently and well used respondents to the survey were really positive about the system.

#### Actions and some information

- For the 'how to' guide to using the parents' portal to be shared again by all teachers during IEP meetings in June 19
- To review class contributions to Evidence for Learning, in particular how many pieces of evidence have been shared with parents
- To meet with each class and outline the expectation of sharing evidence with parents and closely monitor this for those classes where there is only a small amount of evidence
- To revisit the survey and send this out to parents again to ascertain whether this improves what parents receive