



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	Parents' Evening
Date policy updated	08.09.2020
Date policy to be reviewed	08.05.2021
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A shaded area denotes a regulation to which all Schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Clifton High School believes in the three-way partnership between pupils, the School and parents. Providing parents with the information needed to support their child's education is essential.

Aims

- To keep parents informed on the attainment and progress of their child
- To inform parents about their child's social development and general welfare
- To give parents an opportunity to provide information about their child that might affect the child's attitude to any or all aspects of school life
- To provide an opportunity to alert parents to any concerns, to celebrate a child's strengths, to set targets for the future and to discuss strategies for achieving those targets

Action

Parents' evenings are an important part of this process. It is a chance to consult with class teachers, subject and pastoral staff on a one-to-one basis. In addition, there will also be an opportunity for parents to attend a "The New School Year" meeting at which they will be able to meet form tutors or class teachers and be able to ask questions of a more general nature. Year 9 and 11 pupils and their parents are also invited to the Options Information Evenings which are held prior to GCSE and A level options being made.

The Hive, the Infant School and the Junior School

There are parents' evenings in the Autumn and Spring for the Hive, the Infant School and the Junior School. Each of these are held over two sessions, normally on consecutive days. Letters are sent to parents in advance of these parents' evenings and the Infant and Junior School Leaders are responsible for scheduling the slots for parents. These appointments are generally held in the pupils' classrooms. Additional appointments for Mathematics in Years 5 and 6 and Science for Year 6 are arranged with each pupil's subject teachers.

The Senior School and Sixth Form

Year 10 and 12 each have two parents' evenings in the Autumn and Summer Terms. Year 7, 8, 9, 11 and 13 each have one parents evening held between December and February. Letters are sent to parents in advance inviting them to attend; pupils are encouraged to attend in full school uniform for all senior parents' evenings, this allows the pupils to take responsibility for their own learning, see how they are progressing and understand which steps need to be taken for them to reach their potential. These events are held in the Dining Room.

Parents choose when to book their appointments with each of their child's teachers via the Parent Portal (Insight). Appointments vary in length; Years 7 - 9 last 3 minutes, Years 10 and 11 last 5 minutes and The Sixth Form last 7 minutes. A bell is rung to signify the changeover times and therefore teachers and parents are encouraged to keep within the scheduled times. Any topic of conversation which requires more time or is of a sensitive nature is worthy of a separate meeting, outside of the parents' evening.

Other Circumstances

If parents are unable to attend a parents' evening, then they can arrange with the form tutor or class teacher to meet at a convenient time to report on their child's current progress. This said, parents are encouraged to make an appointment with their child's form tutor or class teacher any time during the year if they have any concerns that they wish to discuss.

Divorced and Separated Parents

Clifton High School will only offer one set of parents' evening appointments for each individual pupil, where all parents are welcome. We expect parents to communicate with each other regarding these arrangements and appointment times are issued to both parents. For The Hive, the Infant School and the Junior School, the School separate appointments will be arranged if there is a court order in place restricting parents attending together and where the school has agreed to hold separate appointments due to known special circumstances. In Years 7 - 11, the School will arrange separate appointments only if there is a court order in place restricting parents attending together.

Covid Adjustments

When there are restrictions in place preventing physical parents and options evenings taking place; remote sessions will be held via Microsoft Teams.