



PARENTAL INVOLVEMENT AND PUNCTUALITY POLICY

Parental Involvement

Bright Riders School offer many opportunities to parents to get involved in school activities. From fundraisers to trash clean-up or tree-planting, adults are welcome into the school to help or further improve the school environment. Involvement is important to help people feel connected to the school, and it's an excellent way to build a sense of community among parents, teachers and students.

Different from involvement, however, and with more direct impact on student achievement is parent's engagement in their son or daughter's learning at home. International research shows that parents who are actively and consistently engaged in their children's learning can add the equivalent of two to three years of formal education to that student over their school career. The children of engaged parents do better at school, have better social skills and behavior, and make better life choices.

To be 'engaged' means to support and encourage learning beyond the school walls - at home, anywhere, anytime... Engaged parents are strong role models of learning and send the message that they value education. They demonstrate respect for education by making time for home learning, *and believing that their child can learn.*

Every parent, regardless of culture, language or experience, has something to offer their child, and conversation is at the heart of this positive parental engagement. As partners in the education process, parents can reinforce learning by discussing a variety of topics, asking clever questions, listening, doing activities or reading

together, and perhaps most importantly, encouraging their children with praise and direction.

Parents can leave everything to school, but their children would miss out on thousands of hours of potential learning that could be going on at home. This is especially true when you take account of evenings, weekends and holidays spent outside of class, that amount to as much as 85 per cent of students' waking hours.

BRS believes very passionately in helping all of our students reach their full potential. We see our parents as central to that aspiration, and seek to give them the information, tools and resources to help their children be the best they can be.

The BRS organises Parental Orientation Programme in the beginning of each academic year with the goal of improving student achievement. As priority in BRS, this initiative requires strategic and on-going support of parents to help further student progress.

School facilitate regular opportunities for parents to understand the value of engagement and help to develop their skills to assist learning at home. BRS ensures the school infrastructure and professional development to integrate parents into teaching and learning, and provides information, tips and resources on both parenting and how to support the '3-a-day' approach at home, on a dedicated Parental Engagement by school portal.

BRS is unique and develops Parental Engagement activities tailored to meet the needs of their community, but certain elements are expected from every school. These may include:

- Recognition of parents as central to the teaching and learning process
- 2-Way Communication informing parents of study programmes in advance so that they can support, and opportunities for parents to report feedback or concerns on open house.
- Tools, resources and guidance for parents to support their children's learning
- Consultation or face to face contact opportunities for teachers, students and parents to discuss progress, set targets and explore how parents can support further progress

- A Parents' Association which will help promote the '3-a-day' approach and best home learning practices to other parents
- Opportunities for parents to attend school events including sports, prize days, and cultural fairs, to interact with the staff, students and community
- Opportunities for parents to join a class to better understand modern teaching and learning
- Expert speakers to help parents understand learning and child development
- Parent workshops on helping children to learn and succeed
- Guidance for students to engage their parents in learning at home and in the community through "talk, share, encourage".

Parents play an essential role in their children's education. School staff and parents share responsibility for ensuring that parents are actively involved in their children's education.

Role of Parents

Parents are encouraged to participate in their children's education in accordance with school policies.

Parents are encouraged to keep informed of their children's progress through regular meetings with Principals, Vice Principal, Academic Supervisors, Section Heads and Teachers.

Parents are encouraged to support teachers in helping children to learn

Parents are encouraged to participate in other school activities including school visiting days, volunteering for school events, and participating in Parent Teacher Meetings.

Parents are encouraged to support teachers in helping children learn, in accordance with school policies.

Active involvement in their children's education may include, but is not limited to:

- Making every effort to ensure that children attend school every day and arrive on time
- Ensuring that children complete their homework assignments
- Frequently asking children about their school day
- Keeping updated with changes at the school

Attendance and Punctuality Policy

BRS believes that good attendance and punctuality are vital in enabling students to make the most of their learning opportunities and thus prepare them for the demand of their adult life. As a school we will do all we can to maximise attendance for all students. Any problems that impede punctuality and regular attendance will be identified and addressed as speedily as possible. To this purpose, we give high priority to conveying to parents/guardians and students the importance of regular and punctual attendance. We recognise that parents/guardians have a vital role to play and there is a need to establish strong home-school links and communication systems that can be utilised whenever there is a concern about attendance and punctuality.

Purpose

- Regular and punctual school attendance is vital if students are to benefit fully from the Opportunities, the school offers to them.
- Regular attendance makes learning easier
- The National Curriculum underlines the importance of continuity and progression in the learning process
- Students who develop good patterns of attendance and punctuality early on at school tend to continue in this pattern throughout their school life and beyond
- With good attendance and punctuality students will achieve better results, greater confidence, have increased self-esteem and develop useful skills for the workplace
- Students may become vulnerable through events such as bereavement, divorce or separation and we have support systems in place to guide our students' expectations.

We expect that all our students will

- Attend school regularly and attend all lessons
- Arrive on time to school and to all lessons
- be properly prepared and equipped for the days learning
- be fully involved in all lessons
- Follow correct procedures for attendance and punctuality
- Carry out any work given by the school during an authorised absence period.

We expect that Parents/Guardians will

- Place a high priority on attendance and achievement
- not allow their child to have time off school unless it is unavoidable
- Endeavour to keep health appointments out of school hours where possible
- Endeavour to keep holidays out of term time
- Inform a member of staff (usually Tutor or Section Head) of any reason or problem that may hinder their child from attending school.
- Work with the school to resolve issues and ensure good attendance and punctuality
- Ensure their child is punctual to school
- Contact the school, either by email, or by telephoning reception (026922000) on the first morning of absence, preferably before 8.00 am, whenever their child is unable to attend school
- In the event of the student contracting an illness or suffering an injury which would make an absence of 3 days or more likely, parents should inform the school immediately, and subsequently to keep the school informed on progress.

Class Teacher has to

- Ensure absence notes are received
- Record reasons for absence accurately on the register
- Contact home if a student is absent from school without a reason – this will happen during or after
- Alert the parents if a student has been absent for 3 days or more and they have failed to contact school
- keep a record of all intervention
- Promote good attendance and punctuality within his/her year group to ensure targets are met
- collate an attendance and punctuality data sheet at least monthly and give to tutors to discuss with their tutor groups
- Use a monthly attendance display to raise awareness
- Ensure all tutors are familiar with and apply the policy consistently

- Monitor and supervise the work of their tutor team in promoting and ensuring good attendance and punctuality
- Use monthly data analysis to identify individuals and groups.
- Assign the students into the following categories -
- Keep a record of all interventions and monitor improvements in attendance and punctuality
- Ensure parents should send the leave application of absence.
- a student is late if they arrive to registration after 8.00 am.
- if a student is late but the register is still open, the student will get a late mark
- If the students arrives late (later than 8.00 am) then they must sign in at reception and receive a late mark and a late stamp
- if a student arrives late to a lesson, the member of staff must ask to see the late stamp. If there is not one in the planner, the child must be sent back to get one.
- Tutors must check that students in their tutor group have signed in late and received a late stamp
- Tutors must keep a record of students who have been late and follow the lateness procedure
- On-going problems will be referred to the section head, who will give a detention and discuss the problem with the student

Interventions may include

- The Priority mentoring session with the tutor
- The Section Head meets with the students to discuss any issues
- The School counselor for further help

Students with 100% attendance and no lateness will be rewarded with Merit Certificates.

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