



Parent and Carer Commitment

CTS is committed to establishing and maintaining an effective working relationship between CTS and home.

Our commitment is to:

- Provide parents/carers with information on what CTS can offer a young person.
- Involve parents/carers in supporting a young person to make choices within the CTS offer.
- Ensure parents/carers are made well aware of our educational practice, work related activity and learner progression in the form of a parent welcome pack.
- Have an open door policy for parents/carers.
- Ensure that all CTS staff treat parents/carers with respect, courtesy and sensitivity, with due regard for confidentiality.

Our aim is to develop effective relationships to:

- Deliver high outcomes for learners.
- Maintain high attendance.
- Have excellent communication on all aspects of progress, good or bad.
- Encourage homework is undertaken.
- Encourage positive behaviour and attitudes.
- Identify any welfare, safeguarding or support needs.
- Plan for career progression.
- Identify any additional support for family and siblings in education or work readiness.

Communication Practices

We will use a range of communication methods you keep you updated on your young person.

- To develop and maintain a variety of methods to facilitate good communication with home e.g. 'user friendly' letters, texting, email, telephone, the website and social media.

- Share the young person's individual learning plan.
- Sending home quarterly newsletters containing information such as dates and events, learner and centre achievement.
- Developing an expectation that staff contact home regularly with both good and bad news as appropriate.
- Organising parents evenings, open evenings and open days, etc. when parents are free to look round. We will provide an induction evening for the parents of our new intake so as they can meet the young person's prospective tutors. Each October and April we have our open evenings, when we display a wide range of activities, learners' work and information. This evening allows parents/carers to discuss our programmes in greater depth with the staff.
- Encouraging parents/carers to contribute to an ongoing dialogue with the relevant Study Programme Co-ordinator on any aspect of the programme or barriers to learning and to include any changes to a young person's timetable.
- Encouraging learners to share their learning diaries with parents/carers.
- Reporting clearly to parents/carers about their young person's progress in October and April.
- Providing opportunities for parents/carers to communicate with CTS by having parent forums.

Parents can help by:

- Working with the young person out of CTS to help them strengthen their skills.
- Working with CTS to ensure young people achieve their individual learning plan.
- Explaining to the young person why their education is important.

- Raising any personal issues with CTS that might affect their young person's performance.
- Teaching their young person about current affairs and additional topics, such as healthy living and the importance of exercise.
- Encouraging their young person to undertake a work experience placement or work taster to develop the young person's job readiness.