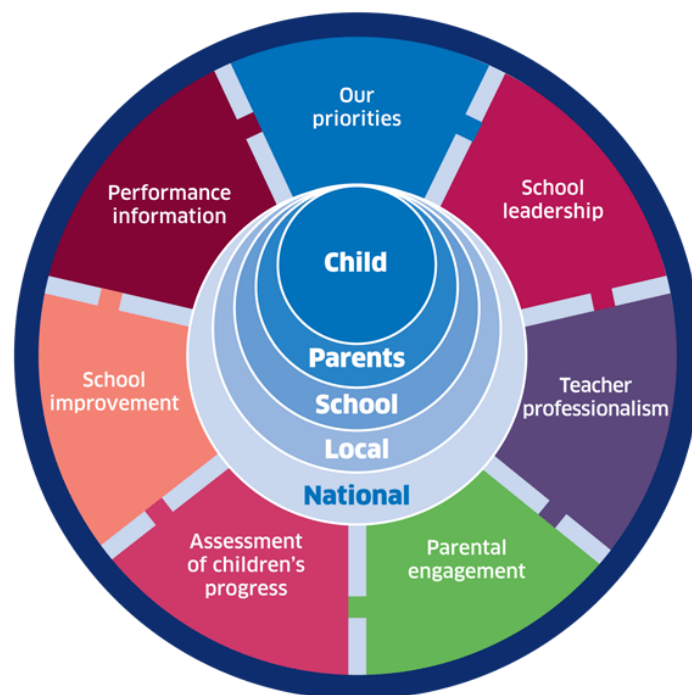


# West Lothian Council Education Services

## Parental Involvement and Engagement Framework

2018/19 – 2020/21



'When parents and schools work together children do better.'

(Guidance on the Scottish Schools (Parental Involvement) Act 2006)

## Introduction

Parents, carers and family members are by far the most important influences in their children's lives. Research tell us that when parents are involved in their child's education, children do better on a wide range of measures including attainment, attendance, behaviour, confidence and attitudes towards learning. This is why it is so important that schools work in partnership with parents throughout the child's learning journey.

**"Parental engagement is a powerful lever for raising achievement in schools. When parents and teachers work together to improve learning, the gains in achievement are significant."** *Do Parents Know they Matter (Harris & Goodall/University of Warwick 2007).*

West Lothian Council is committed to improving the attainment and achievement for all children and young people, in line with the National Improvement Framework, through the effective delivery of Curriculum for Excellence. West Lothian Council recognises that the quality of involvement and engagement that parents have with their child's learning is a key factor to ensuring successful outcomes. As part of the council's strategy for raising attainment, school leaders will improve and increase ways in which parents and families can engage in collaborative partnership with schools to support their children.

This Parental Involvement and Engagement Framework demonstrates the commitment by West Lothian Council to improve the quality and extent of parents' involvement and engagement in their child's learning to help West Lothian's young people make the most of their opportunities and go on to achieve positive outcomes in their lives.

**The guiding vision is that every parent and family should be supported to be involved and engaged in their child's education throughout their learning journey.**

**"Learning Together"**

Scotland's national action plan on parental involvement, parental engagement, family learning and learning at home  
2018-2021

## Definitions

**Child/Children:** The term “child” refers to a person under the age of 18.

**Parent:** “Parents” refers to anyone with parental responsibilities (mother, father, foster carers, relative or friend) and others who care for or look after children or young people.

**Schools:** Our strategy is for schools, partner provider early learning and childcare settings and for all our partners of West Lothian Council. The term school is used throughout this document to denote a range of settings.

**Parental Involvement:** Parental involvement describes the ways in which parents can get involved in the life and work of their child’s school.

**Parental engagement:** Parental engagement is about parents’ and families’ interaction with their child’s learning. It can take place in the home, at school or in the community.

**Family learning:** Family learning encourages family members to learn together as a family. Family learning activities can also be designed to enable parents to learn how to support their child’s learning.

**Learning at home:** Learning at home is the learning which happens in the home, outdoors or in the community. It can take place through every day activities that families already do and can overlap with aspects of organised or active learning activities.

**ASN (Additional Support Needs):** Children and Young People who require additional support, in order to help them make the most of their school education and to be included fully in their learning.

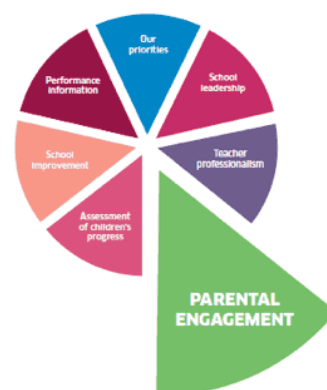


### The National Perspective

It is essential that in West Lothian all partners involved in improving outcomes for children and their families are fully engaged with key national policies and guidance. The [Getting it Right for Every Child](#) [GIRFEC] national approach charges everyone involved with children to collaborate and work together to ensure that children have their wellbeing needs met and therefore improving outcomes. This means working across organisational boundaries and putting children and their families at the heart of decision making and giving all our children and young people the best possible start in life.

One of the key drivers of [The National Improvement Framework](#) (NIF) is parental engagement.

The framework states that *'we want to improve and increase ways in which parents and families can engage with teachers and partners to support their children and increase the voice of parents in leading improvements with schools.'*



[Learning together: national action plan on parental involvement, engagement, family learning and learning at home 2018-2021](#) sets out a vision for parental involvement and engagement for the next three years. It covers the journey that a child takes from pre-birth to age 18. It takes account of national and international evidence base as well as policy and practice expertise across the Scottish education system. The plan provides a national vision but allows for local and community innovation and flexibility. Importantly, it highlights the leadership of those who make the difference day in and day out; parents and families, teachers, headteachers, managers, practitioners and other partners.

Other relevant national policies and guidance include;

- [Scottish Schools \(Parental Involvement\) Act 2006](#)
- [National Parent Forum of Scotland Review of the impact of the Scottish Schools \(Parental Involvement\) Act 2006](#)
- [Engaging Parents and Families - a toolkit for practitioners](#)
- [Review of Family Learning](#)
- [National Parenting Strategy](#)
- [How Good is our School? 4th edition \(HGIOS4\)](#)
- [How Good is our Early Learning and Childcare? \(HGIOELC\)](#)

### Planned Outcomes

The West Lothian Parental Involvement and Engagement Framework sets out the council's expectations for continuous improvement to achieve the overarching aims below:

- *Parents and families are fully supported to be **involved** in the life and work of their child's school or early learning and childcare setting.*
- *Parents and families are fully supported to **engage** in their child's education throughout their learning journey.*

The single most important factor in achieving the aims of this framework will be in building strong, positive relationships with all parents and families. The framework will help schools and families work towards the same shared goal; ensuring the best possible outcomes for all children and young people.

Seven key activities underpin the aims of the Parental Involvement and Engagement Framework:

- **Welcomed and Supported**
- **Communication**
- **Involvement and Collaboration**
- **Engagement in child's learning**
- **Family Learning**
- **Parent Councils**
- **Complaints Procedures**

The roles and responsibilities of parents, schools and the local authority are defined for each activity. These activities are monitored locally and nationally through council surveys, the West Lothian Parent Forum, Standards and Quality Reports and Validated Self-Evaluation. At a national level, the independent Education Scotland inspection process may use relevant quality indicators to evaluate the effectiveness of school partnerships and family learning opportunities.

### Framework Development Process

The West Lothian Council Parental Involvement and Engagement Framework provides an increased strategic focus on involving and engaging parents in their child's learning. The Framework was developed through consultation with and contributions from all relevant stakeholders. This has included parental surveys, self-evaluation from schools and Parent Councils, and collaboration with West Lothian Parent Forum.

## Monitoring of Performance

The Head of Service (Curriculum, Quality Improvement and Performance), Quality Improvement Team and Moving Forward in Learning Steering Board will ensure that appropriate arrangements are in place to track and monitor progress.

The following performance indicators will be used to monitor progress in the outcome for the life span of the Parental Involvement and Engagement Framework:

## Performance Scorecard

Activity	Performance Indicator	2018 Performance	2021 Target
<b>Welcomed and Supported</b>	Percentage of parents/carers who rated school staff attitude as good or excellent	79%	85%
<b>Communication</b>	Percentage of parents/carers who rated being kept informed by the school as good or excellent	76%	85%
<b>Collaboration and Involvement</b>	Percentage of parents/carers who agreed that their views are sought as part of school improvement agendas	76%	85%
<b>Engagement in Child's Learning</b>	Percentage of parents/carers who rated the information provided by the school as good or excellent	69%	80%
<b>Family Learning</b>	Percentage of schools self-evaluating Family Learning as 'good' or better using Quality Indicator 2.5 from How Good is Our School? 4	No data available	80%
<b>Parent Councils</b>	Percentage of schools with an active Parent Council	96%	100%
<b>Complaints Procedures</b>	Number of complaints closed at Stage 1 within 5 working days	85%	85%

## Appendix A

The Parental Involvement and Engagement Framework seeks to guide the actions of schools, parents and the local authority. Each group has responsibility for improvement by taking action as set out below.

These will be reviewed and updated on a regular basis in partnership with parents and schools.

Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Welcomed and supported</b>	Respectful and supportive relationships are integral to strengthening parental representation and parent-school partnerships.	<p>There is a welcoming ethos in all schools for children, parents and families.</p> <p>All staff will welcome parents at first point of contact.</p>	<p>All parents and families will feel welcomed and encouraged to be included in the life and work of the school.</p> <p>Parents feel staff are welcoming and approachable and can report their experience in Education Services' Annual Parental Ethos Survey.</p>	<p>All school staff</p> <p>Parents</p>	August 2018	August 2019	Active
	Engagement takes into account factors that may act as barriers for some families.	<p>Parents will be given opportunities to discuss and agree what is needed to involve them and all families.</p> <p>Schools and partners will work together to support the positive involvement and engagement of all parents including working parents, armed services families, Dads, separated parents, parents of children with additional support needs.</p> <p>Signpost available support for parents and families from partner agencies and groups including:-</p> <ul style="list-style-type: none"> <li>- Parenting West Lothian</li> <li>- Adult learning</li> </ul>	<p>Parents' individual needs are recognised and supported.</p> <p>Parent friendly culture in school will reflect the diversity of families.</p> <p>Parental representation in the life and work of the school will be strengthened.</p>	<p>Schools</p> <p>Parents</p> <p>Families</p> <p>Partners</p>	April 2019	April 2020	Planned

## Parental Involvement and Engagement Framework 2018-21

Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Communication</b>	Schools / LA services communicate information to parents in a variety of ways in consultation with parents. <i>(range of digital and hard copy)</i>	Consult parents on preferred methods of communication and revise the schools' annual Communication Framework to take account of their needs, e.g. working parents, ages/stage of children, EAL.	Parents know how to access information about the school in a way that suits them.	School staff / LA staff	June 2019	June 2020	Planned
		School Handbooks to be developed in consultation with parents.	Parents are informed about the work of the school and their child's progress. They respond positively in Education Services' Annual Parental Ethos Survey.	Parents			
		Provide all parents with an annual school calendar and notify them of changes at the earliest stage.					
	Schools / LA staff provide clear information about how parents can contact the school / Education Services	Parents will be given clear information about who is the main contact for their child and how they can contact that person to discuss their child's wellbeing or education.	Parents know how to raise concerns or provide feedback	Schools / LA staff  Parents	August 2019	August 2020	Planned
	School websites contain key information from Early Years through to Secondary School.	School websites will make key documents available to parents including the School Handbook, School Improvement Plan, Standards & Quality Report.  Links to guidance and websites will also be provided including School lunch menus, ParentZone, Read/Write/Count, Online Safety.	Parents make regular use of the school websites.	Corporate Comms  Schools	August 2018	August 2019	Active



## Parental Involvement and Engagement Framework 2018-21

Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Collaboration and Involvement</b>	Parent-school partnerships evolve through increased opportunities for collaboration and consultation.	<p>Parents will be consulted and involved in decision-making in a wide range of “parent friendly” ways. This may include: surveys, written feedback, focus groups, conversations, Parent Council meetings, use of information technology.</p> <p>Support parents to identify areas for improvement that are relevant to them. Highlight the impact that parental feedback has on the work of the school. e.g. “You Said... We Did...”</p> <p>Work together to address barriers which may limit parents from being involved.</p> <p>Consider the Cost of the School Day Toolkit and its relevance in the context of individual schools.</p>	Parents participate in consultation about the school and their views influence the future plans of the school.	Schools Parent Councils Parents Partners Learners	April 2019	April 2020	Planned
	Parents are partners in their child’s learning and development.	<p>Support parents to be active participants in the assessment and reporting process by providing opportunities and advice to parents to help talk to their child about their learning and next steps.</p> <p>Consult parents on what they would like to know about their child’s learning and progress, and respond to their needs.</p> <p>Schools will engage with West Lothian Council approach to reporting on pupil progress and provide opportunities for parents to feedback about the approach.</p>	<p>Parents understand the progress their child is making and the information/support they require to be able to support their child’s learning.</p> <p>Parents feel confident to seek support and advice from school staff.</p> <p>Learners have a clear understanding of their strengths and next steps in learning.</p>	Schools Parents Learners  Authority working group	May 2019	May 2020	Planned

## Parental Involvement and Engagement Framework 2018-21

Schools, parents and families work collaboratively on School Improvement Planning, shaping key policies and budget decisions.	Encourage parents and families to contribute to the review and creation of School Improvement Plans (SIP) through opportunities for regular feedback and opportunities to shape and/or lead priorities for improvement.	Parents' views help to shape school improvement priorities and the use of funding to support improvement.	Schools Parents Parent Councils	May 2019	May 2020	Planned
	Collaborate with parents and families on how best to target available Pupil Equity Funding.	Parents feel enabled to inform and lead change.				
	Share SIP on school website and consider ways to share priorities and progress of SIP in "parent friendly" way. e.g. visual diagram and regular updates.	Parents know where to find information about school improvement.	Schools	August 2019	August 2020	Planned
	West Lothian Council will share good practice in involving parents in school improvement planning.	Schools continue to develop collaborative approaches to parental involvement and engagement.	PI Officer	April 2019	April 2020	Planned
Parents are welcomed to support school activities and have opportunities to develop as parent leaders.	Identify and utilise the strengths and skills of parents and families.	School activities are enhanced by the contribution of parents and family volunteers.	Schools Parents	April 2019	April 2020	Planned
	Promote and widen opportunities for parents to volunteer within the school.	Parent volunteers are clear about their role and supported to carry it out appropriately.	Parent Councils			
	Volunteer guidance will support their work in school and with children.		Partners			
	Build the capacity of parents to support their child's learning.					
West Lothian Council consult parents annually on their school involvement and engagement.	Annual Parental Ethos Survey will gather the views of all parents. The results be analysed at school and local authority level and used to inform Improvement Plans.	Parents can report their views in the annual parental ethos survey.	WLC Parents	May 2018	May 2019	Active
		Parents are involved in both the school and local authority planning process.	Schools			

## Parental Involvement and Engagement Framework 2018-21

Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Engagement in child's learning</b>	Schools support and encourage parents to be actively engaged in their child's learning and development.	Ongoing professional learning for practitioners around parental involvement, parental engagement and family learning.	All school staff understand their role in involving and engaging parents in their children's learning.	Schools PI Officer	April 2019	April 2020	Planned
		Talk with parents and families about the role they play in supporting children's learning.	Parents are encouraged to be fully engaged in their child's learning.	Schools Parents	August 2018	August 2019	Active
	Schools develop strategies with parents that help them to further develop their skills and confidence to support their child's learning.	<p>Support parents to engage with their children's learning through information leaflets, use of social media, varied shared learning experiences in school, links to online learning materials, and information about outside educational experiences in the community.</p> <p>Consider the diverse needs of parents and families and tailor advice to suit individual parents' needs.</p> <p>Consider the potential to use Pupil Equity Funding to increase parental engagement in learning.</p> <p>Consider parental engagement when reviewing Home Learning policies and practices</p>	<p>Parents are encouraged and supported to continue their child's learning at home.</p> <p>Parents report increased confidence in helping their children to develop and learn.</p>	Schools Parents Learners	June 2019	June 2020	Planned
	Schools and families work together to plan successful transitions.	Involve parents and learners in all transition programmes.	Families feel supported through transitions.	Schools Parents Learners	April 2019	April 2020	Planned

## Parental Involvement and Engagement Framework 2018-21

	Schools and families work together to support young people through course selection.	Help and encourage parents to support their child with course selections through curriculum evenings, meetings with key staff, careers evenings or other flexible ways, as requested by parents.	Parents feel informed and able to support their children in their decision on courses.	Schools Parents Learners	August 2018	August 2019	Active
	Parental involvement and engagement is fully reflected in strategic policies and improvement activity.	Information about strengths and areas for improvement in relation to parental engagement will be gathered from school based self-evaluation activity, West Lothian Council's Validated Self-Evaluation programme, from Care Inspectorate, Education Scotland inspections and the West Lothian Annual Parent Ethos Survey.  Data will be gathered and analysed at school and council level to inform improvements in parental engagement.	Parents are meaningfully involved in West Lothian Education Services and schools.	Schools Parents  QI Team Perf Team PI Officer	August 2019	August 2020	Planned
Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Family Learning</b>	Schools collaborate with families and partners to promote, support and provide a range of Family Learning opportunities, taking account of identified needs.	All schools will provide a comprehensive programme for Family Learning that is bespoke to their context and community.  Consult all stakeholders to identify needs within families and communities.  Schools to continue to build relationships with parents that overcome barriers to parental engagement and raise awareness of provision of support by West Lothian Council for Adult Learning in Literacy and Numeracy.	Families understand the impact family learning can have on the whole family.  Schools are able to evidence impact of family learning on attainment/wellbeing.  Parents feel involved in creating family learning opportunities.  Increased confidence of parents in supporting their children.	Schools  Families  Partners	June 2019	June 2021	Planned

## Parental Involvement and Engagement Framework 2018-21

	West Lothian Council promote Family Learning and support schools to increase opportunities for families to learn together.	<p>Moving Forward in Learning (MFIL) work streams to promote and increase opportunities for family learning in Literacy, Numeracy and HWB.</p> <p>Family Learning Steering Group to disseminate local and national guidance and case studies of Parental Involvement and intergenerational Family Learning in order to support schools.</p> <p>Create a network of support for family support/learning workers.</p> <p>Further develop the Peep Pathway across West Lothian, giving more parents/carers the opportunity to gain accreditation.</p>	<p>Partners work together to create and offer a range of opportunities for families learning.</p> <p>Increased confidence of parents in supporting their children.</p>	<p>MFIL Chairs</p> <p>PI Officer FL Steering Group</p> <p>PI Officer Partners</p> <p>EY Team</p>	<p>January 2019</p> <p>April 2019</p> <p>April 2019</p>	<p>May 2020</p> <p>April 2020</p> <p>April 2020</p>	<p>Active</p> <p>Planned</p> <p>Planned</p> <p>Active</p>
Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Parent Councils</b>	West Lothian Council support and collaborate with Parent Councils and Head Teachers.	The Council will continue to consult with the West Lothian Parent Forum and support the involvement of parents on Education Committees.	Positive partnership working with increased parental engagement.	WLC WLParent Forum Parent Councils	August 2018	August 2019	Active
		The Council will appoint a Parental Involvement Officer who will distribute information at both local and national level from the Scottish Government, Education Scotland, National Parent Forum of Scotland, and Connect.		WLC PI Officer	August 2018	Dec 2019	Complete
		An information leaflet for all parents is available to explain the aim of the Parental Involvement Framework and the role of the parent.		PI Officer Schools Parent Councils	April 2019	August 2019	Planned

## Parental Involvement and Engagement Framework 2018-21

	Parents are supported and trained in the recruitment of senior school staff.	West Lothian Council will continue to ensure that Parent Councils are involved in the recruitment of Head Teacher and Depute Head Teacher posts.	Parents feel confident and involved in the recruitment of senior school staff.	WLC Parent Councils	August 2018	August 2019	Active
	All parents are encouraged to join their Parent Council.	Encourage and support parents to join Parent Councils, promoting the work and impact of the Parent Council in each school.	Parent Council membership represents the views of the wider parent body and the demographic of parents.	Schools Parents	August 2019	August 2020	Planned
		Signpost Parent Councils and schools to support organisations who can advise them in equalities and inclusion - such as BEMiS, Families Need Fathers, Fathers Network Scotland, Families Outside.		WLC PI Officer Partners	August 2019	August 2020	Planned
		Promote Parent Council membership of <a href="#">Connect</a> and members' services and opportunities.		PI Officer Parent Councils Schools	August 2019	August 2019	Planned
Activity	Description	Action	Planned Outcome	Who	Start	End	Status (Planned, Active, Complete)
<b>Complaints Procedures</b>	West Lothian Council and schools value complaints and use the information from them to improve our services.	<a href="#">West Lothian Council Complaints Procedures</a> <a href="#">WLC - How to make a complaint</a> Links to West Lothian Council's complaints procedures will be available on school websites.	Parents are aware of how to make a complaint.  Parents feel confident that their concerns/complaints are being dealt with effectively.	Customer Service Centre  Schools  Parents	August 2018	August 2019	Active

# West Lothian Council

## Parental Involvement and Engagement Framework 2018-21

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**May 2019**

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