

## How family friendly is your school?

### What is the family friendly checklist?

This is a tool to assess how family friendly your school is. It should be completed by a group consisting of representatives of the school community, including parents.

### How do we do it?

The tool is completed during a group walkthrough of the school, followed by a discussion. Group members look at the questions under each heading and, as a group, decide which ones best describe their school.

A group using this tool can usually complete the tool in one-two hours. The tool can be revisited if the group decides to gather further data to support their ratings.

### What will we be able to do afterwards?

The group will have a basic assessment of how family friendly their school is. This can then form the basis of an action plan with priority actions identified for your individual community.

Note: The term 'parents' is used interchangeably throughout this document with 'families' to refer to adults who have responsibility for a child/children.



Every  
child,  
every  
opportunity



## How Family-Friendly is your School?

<b>Welcoming Environment</b>	<b>Already doing this</b>	<b>Could do this easily</b>	<b>This will take time</b>	<b>This will be hard</b>
1. Friendly signs inside and out welcome families and visitors and explain how to get around the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The school has standards of welcoming behaviour that apply to all staff, including teaching and non-teaching staff (e.g. office staff, integration aides)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Front office staff are friendly – they recognise visitors right away, provide information easily, and answer the phone in a way that makes people feel welcome and glad they have called	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There is a comfortable family resource room or area stocked with books, games, and educational information that families can borrow and where parents can meet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The school has communications (e.g. website, newsletters) that welcome families, answer frequently asked questions and encourage further inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Programs and Activities to Engage Families in Improving Student Achievement</b>	<b>Already doing this</b>	<b>Could do this easily</b>	<b>This will take time</b>	<b>This will be hard</b>
6. Current student work is displayed throughout the building. Exhibits clearly explain the purpose of the work and the high standards it is to meet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Many programs and activities for families focus on student achievement - they help families understand what their children are learning and promote high standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Special workshops, learning kits and other activities show families how to help their children at home - and respond to what families say they want to know about	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The school reports regularly to families about student progress and how teachers, families, and community members can work together to make improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Strong relationship between teachers and families</b>	<b>Already doing this</b>	<b>Could do this easily</b>	<b>This will take time</b>	<b>This will be hard</b>
10. A liaison person welcomes families to the school, offers tours, makes translators available as needed, and introduces them to staff and other families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Teachers and families have frequent opportunities to meet face-to-face and get to know each other - class meetings, BBQs, home visits or phone calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Teachers make personal contact with each family regularly (e.g. at least twice a term)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. A family liaison helps teachers connect to families and bridge barriers of language and culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Developing Family's Self Confidence and Power</b>	<b>Already doing this</b>	<b>Could do this easily</b>	<b>This will take time</b>	<b>This will be hard</b>
14. Families are involved in planning how they would like to be involved at the school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. School committees and Parent Clubs reflect the diversity of the school community and actively recruit and welcome families from all backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The school is open and accessible - it is easy for parents to meet with the principal, talk to teachers and bring up issues and concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Professional Development for Families and Staff</b>	<b>Already doing this</b>	<b>Could do this easily</b>	<b>This will take time</b>	<b>This will be hard</b>
17. Families learn how the school system works and how to be an effective advocate for their child	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Teachers learn about effective approaches to working with families of diverse cultural backgrounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Families and staff have opportunities to learn together how to collaborate to improve student achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The school reaches out to identify and draw in local community resources that can assist staff and families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which areas are you doing well in? Which ones will need more work?

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How are parents involved in making the school open, welcoming and collaborative?

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What are your concerns?

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Reflection:

What steps could you take to help your school become more family-friendly?

Straight away:

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What do you hope to achieve through these actions?

Short-term	Outcome envisaged

Over the long term:

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What do you hope to achieve through these actions?

Long-term	Outcome envisaged