



**Parental Access to Staff Policy  
2018**

## PARENTAL ACCESS TO STAFF



The education of all children is a partnership between home and school. For this reason, the Board of Governors, Principal and staff seek to allow parents/guardians a clear right of access at all reasonable times to the teachers and Principal. Issues involving non-teaching staff should always be brought directly to the Principal. Parents are requested not to approach non-teaching staff directly. In day-to-day management of the school, the Principal will ensure that all such contacts will be conducted in a manner, which promotes the educational interests of the pupil and allow for the safety of all children and staff.

Parental attitudes to school and the teacher have a strong influence on children, so it is important that all contact between home and school are based on mutual respect for each other's knowledge and concern for the pupils' welfare. Both have an in-depth knowledge of the child from differing perspectives. The sharing of this information in a positive way can only be of benefit to the pupil, helping him/her to feel valued and achieve his/her full potential.

It is vital that pupils are secure in the working relationship between home and school.

There are a variety of ways in which these working relationships can be developed, but discussions between parents/guardians and staff must be conducted in a respectful and tolerant manner and parents/guardians are asked to follow the school's guidelines when seeking contact with their child's teacher.

The Board of Governors have agreed the following arrangements for effective parent - teacher communication:

- Brief informal exchanges of information e.g. regarding illness, lost property etc

- Formal meetings, by appointment, to discuss the pupil's academic progress held at least annually

Where other issues arise staff will seek to accommodate parents/guardians with an opportunity to talk where possible.

We would ask that unless a matter is very urgent, parents would try to avoid interrupting teachers in the classroom. First thing in the morning, Mrs Dickson is available to take messages which will be passed on to class teachers as soon as possible. The school phone also has an answering machine.

It is also possible to send a text message to the school mobile on **07927 156926**.

However, staff will probably have to ask parents/guardians to make an appointment at a mutually convenient time, rather than responding immediately

- Telephone calls to school are also an appropriate way of contacting teachers. However, where possible, it is better to avoid class time.
- Parents/guardians or staff may at any time request that a third party be present for discussions.
- In some situations, a formal parents meeting may be called

On the advice of the Education Authority the school has put in place arrangements for addressing the most serious situations where the form of approach of a parent/guardian could be described as harassment of teachers in the workplace. Such situations are rare and we trust will not occur so it is unlikely such measures will ever be required in this school. In such an event, please refer to the school Complaints Procedure.

The Board of Governors, Principal and staff would like to thank parents/guardians for their ongoing co-operation and support in this matter and look forward to continuing to work together to further strengthen the home/school partnership.