

Home - School Communication Charter

Communication is vital to ensure strong, productive relationships between home and school and for the well-being of pupils, parents, carers and staff.

This charter sets out how communication will be managed to make sure it is as effective as it can be.

In addition to parents and carers consultations, school events, the weekly newsletter, ClassDojo, Arbor etc., there may be occasions when parents or carers wish to communicate with the school directly with questions or information related to their child or children.

To make sure that this is effective these principles will be applied.

If an emergency situation arises, it is important that you contact us as soon as possible and explain what has or is happening.

Our commitment as a school

We will:

- ensure that there is regular, proactive communication about your child's achievements and wellbeing
- respond to e-mails, phone calls or requests for meetings usually within three working days
- ensure that, if there is an urgent matter, the school receptionist will ask an appropriate member of staff to deal with the issue as soon as possible
- use polite, professional conduct at all times
- acknowledge receipt of an e-mail and confirm that a fuller response will be sent within three working days.

Our expectations of parents and carers

You will:

- ensure that any communication with the school, whether by e-mail, ClassDojo, Arbor or telephone call etc., is polite and respectful
- make use of information channels in place, such as the school website, newsletter and ClassDojo for keeping up to date with routine information
- give an outline of what the issue is, to make sure the query is directed to the right person
- use the school mailbox or main reception telephone number as first point of contact (the school will forward your request to the appropriate staff member)
- ensure your e-mails are brief and clear
- refrain from sending multiple e-mails regarding the same query
- limit the number of people you send an e-mail to about a query
- understand that a teacher or member of staff may be unable to respond on the same day on which a query is made
- understand that teachers or other school staff will not respond outside of school hours, i.e., evenings, weekends or during school holidays
- use any school social media channels appropriately and any personal social media in a way that is not defamatory or abusive

If there is an in-person meeting, everyone must show mutual respect. The meeting will focus on resolving the issues that are relevant to that family or pupil. No offensive language, insults, aggressive behaviour or personal attacks on school staff will be tolerated. If any such incidents occur, the meeting or call can be terminated with immediate effect.

A parent, carer or pupil may only record a meeting or conversation with the express permission of all parties to that call or meeting. Please note meetings are not minuted unless external professionals are present or it has been arranged in advance.

The constraints on school resources make it essential that parents and carers use authorised school procedures in order to avoid diverting time and attention that must be invested directly in pupils' learning and wellbeing.

Please note that unreasonable, excessive, aggressive, abusive or offensive communication is unacceptable, and the school reserves the right to address any such problems as they feel appropriate. This can include restricting correspondence to a specified e-mail address, using a single person as a point of contact, using hard copy post and/or by placing restrictions on phone calls. Parents and carers have an implied licence to enter a school site. In cases where behaviour is inappropriate, threatening or argumentative, this licence can be revoked.

If a response has been given to a query, unless matters change, further responses will not be sent.

Our aim is to ensure that all communications and discussions about pupils and their families are positive and move matters forward in a mutually respectful manner.