

2015

Parent/Teacher Communication Policy

Blackwood Comprehensive School
Ysgol Gyfun Y Coed Duon

This document contains the specific policy and associated information relating to Parent/Teacher Communication at Blackwood Comprehensive School



Responsible Staff Members Mr R K Pawar (Head)



Introduction & Aims

The purpose of this statement is to provide information and guidelines regarding communication between parents and teachers of Blackwood Comprehensive school. We acknowledge the home as central to the development of each young person and it is our intention that the school and the parent(s)/guardian(s) of the young person strive to be mutually supportive of each other so that the young person can maximise their potential.

Responsibilities of the School

The following list, which is not exhaustive, indicates the main structures in place, initiated by the school, to facilitate communication between the school and parents:

- School Moodle website/Schoop
- 'Schoolbag' post – written communication for parents passed via their child which they may or may not be required to return.
- School Planner – probably the most important for day to day monitoring of homework etc.
- Email communication from the school – normally this will be concerning a matter pertaining to the whole school or at the very least a whole year group the purpose of which is to relay important but non-urgent information.
- Telephone calls - used by staff where a private conversation is deemed necessary.
- Letters by post - used if email is not possible or where deemed necessary by the school.
- Parental interview - likely to be requested by a member Staff (Progress Managers, Senior Leadership teams, Heads of Department, Senior Member of Staff (e.g. Designated Teacher for Child Protection, SENCO).
- The school calendar.
- Parent/teacher interviews (annually 1 per year group) – recorded on the school calendar and parents will be notified in advance by appointment letters/ call parents schoop etc.
- Parents' Information evenings held at different times throughout the year (see calendar/moodle web site).
- Head's letter to parents.

The school uses the school moodle website and Schoop to communicate important but non-urgent matters to the general public and parents are encouraged to use these regularly to keep updated on school events and successes.

Responsibilities of Pupils

We expect our pupils to:

- Relay information to parents on a regular basis about school activities and events that affect them.
- Pass on any written communication from the school to their parent(s) and return the same, duly completed, where required.

Responsibilities of Parents

We expect our parents to:

- Develop close links with the school and attend specific pastoral and academic parents' evenings relevant to the age of their child/children. Help the school with parental surveys regarding their child.
- Collaborate with the school in developing the full potential of their children
- Familiarise themselves with school policy and procedure (all policies are on the school website and a hard copy available on request)
- Support the Staff and Governors in their implementation of policy and procedure;

Parent/Teacher contact initiated by parents

- Communication between parents and teachers is to be encouraged.
- The school does not believe that email* should be used as a means of communication between parents and staff to discuss pastoral or academic matters pertaining to their child; in such instances parents are asked to contact the school by telephone or letter.
- Arranging parent/teacher meetings within the school day is operating can be difficult. However, parents are welcome to contact the school office to raise a concern or query. The office staff will direct the enquiry to the appropriate member of staff.
- A parent may wish to request a meeting with a Head of Department or member of the pastoral team or a senior member of staff. To do so they should contact the office staff who will liaise with the member of staff. Meetings cannot be arranged through the use of the email system. Every attempt will be made to arrange a telephone conversation on the same day or a meeting within 3 working days

As general guidance the following is the agreed system of communication for parents and is understood by the office staff:

- Curriculum enquiry in one subject: ask to speak to or see the Head of Department.
- Pastoral enquiry or curriculum enquiry in two or more subjects: ask to speak to or see the Progress Manager of relevant Year or Mr Lewis (Senior Assistant Head).

If a matter remains unresolved following contact, then the School's Complaints Policy should be followed in respect of the next line of communication.

Parent/Teacher contact initiated by teacher(other than via planner)

- All correspondence/contact with parents should be directed through the relevant Progress Manager or Head of Department. Head of Department should notify PM when parental contact has been sought.