



Hopelands Preparatory School

PARENT/STAFF COMMUNICATIONS POLICY

1. Permission for Absence

Parents wishing their child to be absent from school should write to the Head well in advance. The office will inform the form teacher if permission is granted. Any letters sent to the form teacher requesting absence should be redirected to the office.

2. Absence

Parents are encouraged to contact the school office at the beginning of the child's absence. This information will be passed on to the form teacher by the office.

If a pupil is absent because of illness, he/she must bring a letter from his/her parents on returning to school and give it to the form teacher. These letters must be retained for one year.

3. Parents' Evenings

These take place twice a year – Winter and Spring Terms. The meetings are designed for parents to visit school to discuss their child's progress with their teacher. Appointments are made in advance; the times of the evenings are generally from 12.30pm to 8.00pm.

Any 'problems' relating to, or arising from, these evenings should be relayed back to the Head at the end of the evening or the next morning.

4. Other Meetings/Discussions with Parents

File notes should be written whenever a member of staff has:

- a) requested an interview with a parent other than on the scheduled Parents' Evenings
- b) been approached by a parent who is concerned about any aspect of his/her child's education, welfare etc.
- c) had communication with a parent over the telephone concerning the child.

Notes may be brief; only salient points need to be recorded. Notes should be given to the Head who will then pass them on to the office for filing. File notes and letters received from parents should always be signed and dated (including year).

All letters sent home to parents on headed notepaper must be approved by the Head prior to distribution.

NB

If a member of staff considers the contents of a File Note to be of a 'delicate' or 'sensitive' nature it should be labelled 'CONFIDENTIAL'.

5. Home School Link Book

Each child in Year 1 and 2 has a home link book. This is a useful means of communication between staff and parents, particularly working parents. The book does not have to have something written in it each day but it should be checked on a daily basis.

6. Homework Diaries

Every child in Years 3 to 6 will have a Homework Diary which, for Years 3 and 4 must be signed by parents on a daily basis and for Years 5 and 6, once a week. These diaries are a useful tool to enable parents to see at a glance what work has been completed.

7. E-mail and SMS text message

The school has an e-mail and SMS text message system to communicate with parents. This system is used to announce parents of issues around school including school closures and notices. Parents may contact members of staff directly by e-mail should they wish to communicate about their child(ren).

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

17th February 2011

Date to be reviewed

17th February 2012

Signed on behalf of the senior management team



Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors