

Tempo Primary School



Parent/Teacher Communication Policy

January 2024

Date: _____

Signed: _____ (Principal)

_____ (Chair of Governors)

Introduction & Aims

The purpose of this statement is to provide information and guidelines regarding communication between parents and teachers of Tempo Primary School.

We acknowledge that the home is central to the development of each child and it is our intention that the school and the parent(s)/guardian(s) of the child strive to be mutually supportive of each other so that the child 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 Website – The school website; www.tempops.co.uk is updated regularly with current news and events.
- Facebook – is updated regularly with current news and events.
- ‘Schoolbag’ post – written communication for parents passed via their child which they may or may not be required to return. As an Eco School we intentionally limit the amount of paper copies being sent home via schoolbags.
- Letters by post – where deemed necessary by the school.
- Parental interview – likely to be requested by a class teacher or a Senior Member of Staff (e.g. Designated Teacher for Child Protection, SENCO or Principal). All staff members must seek permission from the principal when arranging meetings with parents to ensure clear lines of communication.
- The school calendar.
- Parent/teacher interviews (currently 1 per year group) – parents will be notified in advance of their allocated dates and times. There will be a statutory meeting in Term 1 and an additional meeting in Term 2, where necessary, at the school’s discretion.
- An annual Pupil Report in Term 3.

The school uses the school website to communicate important but non-urgent matters to the 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:

- pass on any written communication from the school to their parent(s) and return the same, duly completed, where appropriate and required.

Responsibilities of Parents

We encourage our parents to:

- develop close links with the school and attend meetings relevant to their child/children;
- collaborate with the school in developing the full potential of their children;
- familiarise themselves with school policy and procedure (hard copies available on request from the principal);
- support the staff and governors in their implementation of policy and procedure;
- become actively involved in Parents' Teacher Support Group, attend school events and help build a sense of community and;
- participate in policy review and changes via any consultation process.

Whilst we encourage the independence of our children, school bags should be checked regularly.

Parent/Teacher contact initiated by parents

Communication between parents and teachers is to be encouraged.

Parents are asked to contact the school by telephone as the main means of communication between home and school for parents and staff to discuss pastoral or academic matters pertaining to their child. Due to the nature of secretarial hours, we know we are not always contactable by phone. Therefore, email correspondence is acceptable and will be responded to, as soon as possible.

Arranging parent/teacher meetings within the school day 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 class teacher or a senior member of staff. To do so, they should contact the office staff who will liaise with the member of staff. Every attempt will be made to arrange a telephone conversation on the same day or a meeting within 5 working days.

Parents should not approach a staff member outside of school grounds to discuss a school matter, or an issue relating to their child. Staff members have a right to a personal life outside of their directed teaching time.

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