



# Parent/Teacher communication Policy



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**KING RICHARD**  
SCHOOL

<b>Approved by:</b>	Richard Sproson Headteacher	<b>Date:</b>	March 2021
<b>Last Reviewed:</b>	April 2024	<b>Next Review:</b>	April 2027



The purpose of this policy is to provide information and guidelines to Parent/teachers working at King Richard school on Parent/Teacher Meetings and Parent/Teacher Communication.

**A Parent/Teacher is defined as a member of staff who works at King Richard School and has a child/children within the school.**

King Richard School recognises the importance of the parent/teacher partnership in the education of children. The school and the family strive to be mutually supportive of each other so that the child's education is at its' most effective. Having a clear procedure allows this to happen in a supportive and professional manner.

**Aims:**

- to inform parents of their children's progress at school
- to inform teachers how children are coping outside school
- to establish an on-going relationship between home and school
- to help children realise that home and school, work together for their benefit
- to establish boundaries to ensure that the separate roles defined for the benefit of the child and the school

**Parent/Teacher arranging a meeting with a member of staff at King Richard School**

**Procedures for Parent/Teacher:**

- Parent/teachers are welcome to arrange a meeting at any time, an appointment to agree an appropriate time should be made by emailing the member of staff or ringing the school reception.
- Every effort will be made to facilitate a suitable time.
- Parent/teachers are welcome to meet the headteacher at any time with a prior appointment. This should be arranged through the Mrs. Mahoney (PA to the headteacher).
- The parent/teacher should not approach a member of staff without following the above procedure. This allows the member of staff to prepare for the meeting in a professional manner and allow time to collect any relevant information before responding.
- It is however, acknowledged that a parent/teacher may need to speak with a member of staff urgently due to an emergency e.g., a student needs to be taken to MRS. Sometimes such a meeting/communication may need to take place without prior notice.
- Staff members will make every effort to respond as soon as possible to parent/teacher communications, with the understanding that the teaching day sometimes precludes immediate responses.
- If the parent/teacher has an issue with a particular staff member, they should first address those concerns with that staff member directly using the above procedure. If after the discussion with the member of staff and the issue has not been addressed to your satisfaction, then contact a member of the SLT using the correct communication procedure.



**Member of staff at King Richard School arranging a Parent/Teacher meeting.**

**Procedures for King Richard School staff member**

- Ensure that a parent/teacher is treated in the same way as any other parent of a child at King Richard School.
- The staff member if wanting to arrange a meeting with parent/teacher should do so by emailing/telephoning the parent/teacher. This allows the parent/teacher to prepare for the meeting.
- It is however, acknowledged that a member of staff may need to speak with a parent/teacher urgently due to an emergency e.g., a student needs to be taken to MRS. Sometimes such a meeting/communication may need to take place without prior notice.

King Richard School expects all Parents/Teachers and staff to communicate with each other with dignity and respect.