

Policy on visits of parents, guardians and family members to school.

In Hope Nursery School we recognise the vital importance of partnership between home and school in ensuring the best education for all our pupils. We aim, and work hard, to develop good communication with home, and to provide a range of opportunities for parents and guardians to consult with the school on any matter regarding the education or well-being of their son or daughter. These opportunities include:

1. Informal contact by means of phone calls or notes regarding routine matters such as medical appointments, illness or matters of urgent importance
2. Informal contact at the beginning or end of the day as adults collect or leave children to/from school. Parents/family members, should be aware that it may not be possible for staff to take the necessary time to address concerns at these times, due to their other duties.
3. Meetings arranged by appointment to discuss any matter which parents or the school wish to raise regarding the education, behaviour or welfare of a pupil
4. Formal parents meetings to discuss the overall progress of each pupils.

In order that all parental contact operates in the best interest of each child's education and well-being, we would ask you to note the following points which have been discussed and agreed by the Board of Governors

- On arrival in school, parents/guardians/ accompanying adults should make themselves known to a member of staff
- Anyone other than a parent/guardian will only be permitted to take part in discussions by prior agreement
- Parents/guardians or other must not go directly to talk to any teacher or pupil without prior approval
- All discussions should be carried out in an atmosphere of mutual respect. Courteous, tolerant and non-aggressive behaviour is expected at all times. This is for the safety and wellbeing of our children and of our staff. Some examples of unacceptable conduct include, e.g. shouting at staff, using abusive, aggressive or threatening behaviour or language, any kind of violent behaviour.

In the very rare event that contact is unacceptable, the Board of Governors reserves the right to

- withdraw a parent/guardian/adults licence to enter the school premises. Depending on the circumstances a verbal or written warning may or may not be given in advance of such action.
- Any proposal to withdraw a person's licence will be communicated in writing to the parent/guardian. This will include an opportunity to respond in writing within one working week to the proposed action
- After that time any decision to withdraw the licence to enter school premises will be communicated in writing to the parent/guardian

- Parents/guardians will have a right of appeal in person or in writing to an appeal committee of the Board of Governors whose decision is final
- Any decision is open to review by the Board of Governors at a later date.