

At New Scotland Hill, we believe that good communication between school and the home is essential. Every effort is made at to establish and maintain positive teacher-parent relations. The school recognises that parents are the primary educators of their children, and thus seeks to establish and maintain a partnership with parents. The school also recognises that with parental support and involvement, the education of the children is maximised.

BEFORE AND AFTER SCHOOL IN THE PLAYGROUND

Teachers are in the playground before and after school to receive and dismiss the children safely. This contributes to the openness and 'community feel' of our school. Members of the Senior Leadership Team are also in the playground before and after school wherever possible. Staff are responsible for the safety of all children in their class at these times and so are unfortunately not able to have long conversations with individual parents in the playground. If you wish to discuss something urgently with the Class Teacher, please arrange a time to meet or speak on the telephone.

PROTOCOL FOR MEETINGS WITH PARENTS/CARERS

Meetings in addition to our Parents'/Carers' Consultation/Information Meetings are sometimes necessary in order for Home and School to share information about an individual child's needs.

- These will be arranged in advance at a mutually convenient time.
- Meetings will be held in an appropriate and/or open area in the school.
- Staff may ask for a colleague to join the meeting in order to be able to give you the best advice possible or to record information; an appropriate member of the S.L.T. will attend the meeting to support with significant concerns raised.
- Electronic recording of meetings e.g. on mobile phones are not permitted unless under exceptional circumstances (access arrangements). A member of staff or a governor can take notes at meetings if necessary. Should a parent request a meeting to be recorded, with clear reasons for doing so, and any party not wish for this to happen, the meeting will not happen. Where a meeting is recorded, please see NAHT 'Advice and Guidance for Recorded Conversations with Parents and Employees' document for information regarding restrictions around usage and sharing of any recording.
- Teachers and Senior Leaders will always try to help you as quickly as possible, but please be aware that they may need to ask another member of staff for information/advice before they get back to you with a response. This is to ensure that you and your child are supported in the best possible way.
- All meeting attendees are expected to speak courteously, listen to each other and have the opportunity to respond to questions and/or statements.
- If any meeting attendee becomes concerned about their safety during any meeting, it will be stopped immediately: reasons for the meeting being stopped will be explained and minuted, will be given verbally and, where necessary, the party behaving inappropriately will be escorted from the school premises, the Local Authority and Police may be informed.
- Agreed actions will be confirmed verbally or in writing at the end of the meeting.
- Follow up communication will be issued in a timescale agreed at the meeting.