



Ballycraigy Primary School

Policy for Promoting Effective Working Relationships with Parents/Guardians

Date reviewed	January 2019
Date ratified by governors	28 January 2019
Next review due	January 2021

BALLYCRAIGY PRIMARY SCHOOL

POLICY FOR PROMOTING EFFECTIVE WORKING RELATIONSHIPS WITH PARENTS/GUARDIANS

POLICY FOR Promoting Effective Working Relationships with Parents/Guardians

In recognising that the education of our children is a partnership between the home and school the Board of Governors will seek to allow parents/guardians a right of access at all reasonable times to the Principal or a teacher delegated by her. The principal, as the day to day manager of the school, will seek to ensure that all such contacts are conducted in a manner which will promote the educational interests of the pupil and allow for the safety of all the children and staff.

As parental attitudes to school and the teacher can directly influence the child it is important that all exchanges between school and home should be informed by a mutual respect for each others knowledge and concern for the pupil's welfare. Pupils have much to gain from the shared interest of parents/guardians and teachers. Each has an in-depth knowledge of the child in different settings and contexts and the sharing of this information in a positive way should help the pupil to feel valued and to achieve his/her full potential. It is important that pupils feel secure in the working relationship between home and school.

The means of expressing this working relationship are diverse but parents/guardians will appreciate that some guidelines are necessary as each teacher has a responsibility for a large group of children. All exchanges between parents/guardians and staff should be conducted in a respectful and tolerant manner and parents/guardians are asked to adhere to the school's guidelines when seeking contact with their child's teacher.

The Board of Governors endorses the school's arrangements for effective parent teacher communication as set out below.

The contact between parent/guardian and the teacher will take the form of:

1. meetings to discuss the pupil's academic progress. At Ballycraigy Primary we hold two sets of Parent/Teacher Interviews each year at which parents/guardians meet their child's class teacher to discuss progress and standards achieved. The parents/guardians are given an appointment time.
2. casual or informal exchanges of information made for routine housekeeping purposes e.g. dental appointments, illness, lost property, etc.
3. more sensitive, wider issues involving school policies that are causing concern. In such circumstances an appointment should be made and the issues clarified in advance to enable the parent/guardian and the teacher to make appropriate preparation.
4. parents/guardians are invited to all IEP reviews and annual reviews for those pupils with a statement of Special Educational Needs. The SENCO works very closely with the parents of those children with special educational needs.
5. if a parent requests a meeting with the Principal or class teacher, every effort will be made to arrange the meeting as quickly as possible.
6. information meetings will be held with parents/guardians during the year e.g. Meet and Greet Meetings, PTA Committee meetings, PTA Social evenings, P1 Induction.

On the advice of the Education Authority the school has put in place arrangements for addressing the most serious situations where the approach of a parent/guardian might amount to harassment of teachers in the workplace. These are set out in the Appendix. Thankfully such situations are rare in the school system and we trust unlikely to ever occur in the context of this school.

The Board of Governors, Principal and staff would like to thank parents/guardians for their cooperation and support in this matter and look forward to working together to further strengthen the home/school partnership.

Appendix A

Notice of intent to revoke a parent's licence

Dear <Name of Parent/Guardian>

Proposed withdrawal of licence to enter school premises

I regret to note that your approach to this matter has seriously contravened the school's declared policy on promoting effective working relationships between parents and teachers. In the circumstances I am now writing to give you notice of the intention to revoke your licence to enter Ballycraig Primary School premises.

It should be noted that you should not come onto the school premises without an appointment and that you should refrain from any behaviour that is considered by the Principal or staff of the school to be inappropriate.

Should you fail to comply with the above, I will be liaising with the Education Authority with the intention of seeking an injunction to restrain you from coming onto Ballycraig Primary School premises.

You have the right to comment on the school's intention to revoke your licence. Any response to this letter must be in writing and received by the school before <date>.

Yours sincerely

Principal

cc Education Authority
Chairman of Board of Governors

Appendix B

Confirmation of the revoking of a parent's licence.

Dear <Name of Parent/Guardian>

Withdrawal of licence to enter school premises

My letter <date> refers.

The above matter has now been considered in the absence of any further representations from yourself. I am to inform you that your licence to enter the school grounds or buildings has been withdrawn with immediate effect. For the duration of this decision you may bring your <son/daughter/children> to school and collect <him/her/them> at the end of the school day, but you must not go beyond the school gates.

Until further notice any future visits to the school should only be by prior appointment and under the conditions detailed in the previous letter. Communications with the school regarding the welfare of your <son/daughter/children> may henceforth be conducted in writing, through a mutually acceptable intermediary, by telephone or email. The school telephone number is 028 9446 2450 and email is info@ballycraigyps.antrim.ni.sch.uk.

Abuse of these arrangements or any unauthorised approach that gives rise to concern by any member of the school staff will be reported to the Police.

The situation will be reviewed only in the light of formal consultation and assurances of future good behaviour on your part.

Yours Sincerely

Principal

cc Education Authority
Chairman of Board of Governors

Appendix C

Maintenance of normal parental access to school premises.

Dear <Name of Parent/Guardian>

Proposed withdrawal of licence to enter school premises

My letter <date> refers.

The above matter has now been reviewed in light of your reply. Having considered your assurances of future good behaviour while on school premises it has been agreed that the interests of your <child/children> would be best served by the maintenance of normal access arrangements to the appropriate school staff.

In welcoming your positive assurances it should be noted that the school will continue to keep this situation under review.

Yours sincerely

Principal

cc Education Authority
Chairman of Board of Governors

Appendix D

Restoration of licence to enter school premises.

Dear <Name Parent/Guardian>

Licence to enter school premises

I refer to previous correspondence concerning the matter.

The situation has now been reviewed in the light of the assurances of future good behaviour given by you or on behalf of yourself. It has been agreed in the interests of your <child/children> to restore normal access arrangements to the appropriate school staff.

In welcoming your positive assurances it should be noted that the school will continue to keep this situation under review.

Yours sincerely

Principal

cc Education Authority
Chairman of Board of Governors