

# Manor Park Primary School



## Communication Policy

Date of last review:	April 2024
Agreed by Governors:	April 2024
Shared with all staff:	April 2024
Frequency of review:	Three Years
Date of next review:	April 2027

## 1. Introduction and aims

At Manor Park Primary School we strive to build strong and positive relationships with parents, carers and visitors. We are committed to living our school values through every interaction we have with others. The trust, support and co-operation of parents and carers is fundamental to the continued success of our school and the well-being of our school community.

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning because it:

- Gives parents/ carers the information they need to support their child's education
- Helps the school improve, through feedback and consultation with parents/carers
- Builds trust between home and school, which helps the school better support each child's educational and pastoral needs
- Enables our children and families to feel valued and listened to

The aim of this policy is to promote clear, open and respectful communication by:

- Explaining how the school communicates with parents/carers
- Setting clear standards and expectations for responding to communication from parents/ carers
- Helping parents/carers reach the member of school staff who is best placed to address their specific query or concern so they can get a response as quickly as possible

## 2. Roles and responsibilities

### 2.1 Headteacher

The headteacher is responsible for:

- Ensuring that communications with parents/ carers are effective, timely and appropriate
- Monitoring the implementation of this policy
- Regularly reviewing this policy

### 2.2 Staff

All staff are responsible for:

- Responding to communication from parents/ carers in line with this policy and associated policies
- Working with other members of staff as appropriate to make sure parents/ carers receive timely information
- Following the staff code of conduct

Staff will **aim** to respond to communication during school hours (Mon-Fri 8.30am to 4pm) or their working hours (if they work part-time). In line with promoting staff wellbeing and helping our staff find a suitable work-life balance, staff will acknowledge receipt of emails within 24 hours (not including weekends or school holidays) and will aim to respond within 5 working days or sooner if possible.

### 2.3 Parents and carers

Parents/ carers are responsible for:

- Ensuring that contact information is up to date allowing school to decide the most practicable means of communication
- Ensuring that communication with the school is constructive and respectful at all times
- Checking and responding appropriately to all communications from the school and not adding to workload by expecting the staff to repeat communications and information unnecessarily
- Making every reasonable effort to address communications to the appropriate member of staff in the first instance
- Understanding that staff may not be able to respond immediately but will do so as soon as practicably possible
- Working constructively with staff to resolve any issues of concern
- Making reasonable requests for meetings and responses that take into consideration the many other demands on staff time as well as staff well-being
- Agreeing to meet with the member of staff as identified or delegated by the Headteacher. We are unable to accept demands to speak to a particular member of staff
- Making every effort to positively promote the school to the wider community and not publicly undermine the school
- Following the Parent Code of Conduct

Any communication that is considered disrespectful, abusive or threatening will be treated in line with our Parent Code of Conduct.

Parents should **not** expect staff to respond to their communication outside of core school hours (8.30am-4pm) or during weekends and school holidays.

If a parent/carer is dissatisfied with the response they have received, they should follow the procedures outlined in our Complaints Policy.

A link to the Complaints Policy and the Parent Code of Conduct is available on the policies page of the school website.

### **3. How we communicate with parents and carers**

The sections below explain how we keep parents/ carers up-to-date with their child's education and what is happening in school.

Parents/ carers should monitor all of the following regularly to make sure they do not miss important communications or announcements that may affect their child.

#### **3.1 Email**

We use email, including the My Child at School app and Bromcom, to keep parents/ carers informed about the following things:

- Upcoming school events
- Scheduled school closures (for example, for staff training days)
- School surveys or consultations
- A digital weekly newsletter designed to keep parents and carers fully abreast of key information and news
- Payments

- Emergency school closures (for instance, due to bad weather)

### **3.2 Text messages**

We will text parents/ carers about:

- Short-notice changes to the school day, for example, occasional necessary cancellations to after school clubs
- Absence

### **3.3 School calendar**

Our school website includes a full school calendar for the academic year and details of Coventry City Council school term dates.

Where possible, we try to give parents / carers at least 2 weeks' notice of any events or special occasions (including non-uniform days, special assemblies or visitors, or requests for pupils to bring in special items or materials).

Any such event will be included in the school calendar and school newsletters.

### **3.4 Phone calls**

- Phone calls are an important part of our communication with parents/ carers and are used as needed by various members of school staff. For example:
- If the class teacher needs to inform parents/ carers of a behaviour concern.
- Following up previous communication as needed
- Pastoral support

### **3.5 Letters**

We use printed letters less frequently for the purposes of efficiency and to be more eco-friendly. However, there are some circumstances where it is deemed beneficial to send printed letters home

### **3.6 Seesaw**

Our home learning platform is Seesaw. It is used to communicate in the following ways:

- Occasional communication between parents and teacher (please note that this should only be for non-urgent issues outlined in appendix 1)
- Class activities or teacher requests
- Occasional updates about learning in class
- Setting some homework tasks
- Some whole school announcements
- Announcements relating to specific year groups/classes e.g. dates of special events

### **3.7 Reports**

Parents/ carers receive reports from the school about their child's learning, including:

- An end-of-year report covering their achievement in each part of the curriculum, how well they are progressing, and their attendance
- KS2 SATs test results
- Year 1 Phonics Outcomes
- Year 4 Multiplication Check outcomes

- EYFS outcomes

### 3.8 Parents' meetings

We hold two parents' evening(s) per year. During these meetings, parents/ carers can talk with teachers about their child's achievement and progress, the curriculum or schemes of work, their child's wellbeing, or any other area of concern.

The school may also contact parents to arrange meetings, at a separate time to the scheduled parents' evenings, if there are concerns about a child's achievement, progress, or wellbeing.

Parents/carers of pupils with special educational needs and disabilities (SEND), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.

We also hold an open evening at the end of each academic year where parents/carers can drop in and speak to their child's class teacher about their report and can meet their child's new class teacher.

### 3.9 School website

Key information about the school is posted on our website, including:

- School times and term dates
- Important events and announcements
- Curriculum information
- Important policies and procedures
- Important contact information
- Information about before and after-school provision
- Extra-curricular activities

Parents/ carers are respectfully asked to check the website before contacting the school to avoid unnecessary duplication of workload.

## 4. How parents and carers can communicate with the school

Parents/ carers should use the list in appendix 1 to identify the most appropriate person to contact about a query or issue, including the school office number and email address.

***Please note that parents should never email/message an individual member of staff about an urgent issue. Members of staff may be off site, unwell or unable to check their emails/messages and we cannot guarantee that the message will be read immediately. All urgent issues should be communicated via phone call to the school office.***

### 4.1 Email

Parents/ carers should always email the school about non-urgent issues in the first instance. The majority of emails can be dealt with via the school office using [admin@manorpark.coventry.sch.uk](mailto:admin@manorpark.coventry.sch.uk), who will forward the email to the appropriate member of staff. Staff members should not be emailed directly in the first instance as we cannot guarantee that the email will be read due to staff working days, absence and/or workload.

We aim to acknowledge all emails sent to the school office within 1 working day, and to respond in full (or arrange a meeting or phone call if appropriate) within 5 working days.

If a query or concern is urgent, and parents need a response sooner than this, they should call the school. When making the decision to contact the school, please remember that we are a school of over 700 pupils and it may not be possible to respond immediately.

## 4.2 Phone calls

If parents/ carers need to speak to a specific member of staff about a **non-urgent** matter, they should email the school office and the relevant member of staff will contact them within 5 working days.

If this is not possible (due to teaching or other commitments), someone will respond to schedule a phone call at a convenient time. We aim to make sure parents have spoken to the appropriate member of staff within 5 days of your request.

If the issue is urgent, parents should call the school office.

Urgent issues might include things like:

- Family emergencies
- Safeguarding or welfare issues
- Medical needs

For more general enquiries, please call the school office.

## 4.3 Seesaw messaging

Seesaw can be used to message your child's class teacher, however this should only be for the following, **non-urgent** reasons:

- Your child's learning/class activities/lessons/homework
- Your child's well being/pastoral support
- Bullying and behaviour

If you have an urgent query or concern related to any of the above, please phone the school office.

We aim to respond to Seesaw messages (or arrange a meeting or phone call if appropriate) within 5 working days, however, it may not always be possible to meet this timeline due to staff working days or absence.

## 4.4 Meetings

If parents would like to schedule a meeting with a member of staff, they should email or call the school office to book an appointment.

We try to schedule all meetings within 5 working days of the request.

While teachers may be available at the beginning or end of the school day if parents need to speak to them urgently, we recommend they book appointments to discuss:

- Any concerns they have about their child's learning
- Updates related to pastoral support, their child's home environment, or their wellbeing

The headteacher reserves the right to decide who the most appropriate member of staff to answer a query or concern is and to arrange for this member of staff to make contact.

## 5. Managing inappropriate conduct

We do not have capacity to meet persistent or immediate demands from parents/ carers and we reserve the right to limit communications where we feel this is the case.

### 5.1 Final decisions

Whilst we welcome feedback and regularly consult with a range of stakeholders in making key decisions, ultimately the school has to make decisions in good faith, which we deem to be in the best interests of our pupils. Whilst it is never our intention to disappoint, it is not always possible to secure agreement or consensus (and schools are not duty bound to do so). Decisions around behaviour expectations, uniform, teaching and learning strategies or strategic direction are at the discretion of the Headteacher and do not require consensus or parental approval. Equally, the school reserves the right to disregard advice given or offered by stakeholders (however well-meaning) that it believes are not in the best interests of its pupils or staff. This includes advice that either exceeds or contradicts DfE (Department for Education) guidance. We are therefore unable to enter into lengthy discussion or debate regarding such issues. This position is protected by law.

## **5.2 Excessive parental contact or demanding behaviour**

Please remember that any time dealing with complaints, excessive communications or questioning of school procedures is time away from our primary aim of supporting our pupils.

Please note the following:

- If parents / carers are rude, abusive or speak in an inappropriate tone over the telephone, our staff will politely end the call
- If any email or Seesaw message is rude or inappropriate in tone we reserve the right not to reply, or we may choose to take the action outlined within this policy
- If parents / carers are rude, abusive or speak in an inappropriate tone during a face-to-face meeting or a virtual meeting, our staff will terminate the meeting immediately
- In either case, the school will forward a copy of this policy to reiterate our expectations and rights with regard to appropriate communication
- In circumstances where school has listened to the request of a stakeholder (i.e. parent or carer), considered the request and shared the outcome of this with the stakeholder, should the stakeholder continue to repeat or labour the same request, school reserves the right to cease communication or to limit the reply with a repeat of key messages already shared
- In such situations where staff feel that they have been misquoted or misrepresented, the school reserves the right to limit contact to written communications. This is entirely at the discretion of the school
- When the school judges email or Seesaw correspondence to be excessive, the school reserves the right to cease communication or only offer a reply with a repeat of key messages already shared. The parent is welcome to request a meeting in these instances.

## **5.3 Inappropriate behaviour**

Though fortunately rare, the school takes any instances of inappropriate behaviour very seriously and will not tolerate any circumstances which may make pupils or members of staff feel threatened. A perceived threat, or any action which makes another individual feel threatened, can be sufficient to bar individuals from the premises.

- The use of foul and abusive language will not be tolerated on the school premises or over the telephone.
- Bullying, harassment or intimidation, including physical, sexual and verbal abuse, will not be tolerated under any circumstances.
- The school holds the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour.

Under section 547 of the Education Act 1996, it is an offence for any person to cause a nuisance or disturbance on school premises, in such circumstances the police may be contacted to assist in the removal of individuals from the premises, where necessary.

The persistent occurrence of unacceptable behaviour can result in individuals being permanently banned from the premises.

The sending of abusive or threatening written or email messages will be treated in the same way as any other abusive or threatening behaviour.

The following are examples of inappropriate behaviour which may result in the above sanctions being issued against an individual:

- Causing intentional damage to school property
- Breaching the school's security procedures
- Verbal abuse: swearing, talking in an aggressive manner, using offensive language or raising their voice at another individual
- Making racist or sexual comments, or discriminating against any member of staff or pupil for any reason of position, gender or any other personal characteristic or behaviour
- Physical violence
- Physically intimidating an individual such as by standing in very close proximity
- The use of threatening body language such as shaking a fist or wagging a finger close to an individual's face
- Writing or online messaging abusive or defamatory comments regarding an individual or the school, including on social media

## **6. Links with other policies**

The policy should be read alongside our policies on:

- Online Safety and Acceptable Use
- Parent Code of Conduct
- Staff Code of Conduct
- Complaints
- Equality
- Child Protection and Safeguarding

## **7. Legal Framework**

7.1 This policy has due regard to statutory legislation, including but not limited to the following:

- The Education Act 2011
- The Equalities Act 2010
- The Education Act 1996
- The Children Act 2004

## **8. Monitoring and review**

This Policy will be reviewed on a regular basis by the Headteacher and Governing Body and any changes made will be communicated to all parents and staff at the school.

*If parents are unhappy with a decision made by school when implementing this policy, they have the right to pursue the issue in line with the school's published Complaints Policy and Procedures.*



## Appendix 1: School Contact List

### Who should I contact?

If you have questions about any of the topics in the table below, or would like to speak to a member of staff:

- Email or call the school office on [admin@manorpark.coventry.sch.uk](mailto:admin@manorpark.coventry.sch.uk) or 02476 501736
- Put the subject and the name of the relevant member of staff (from the list below) in the subject line (for emails)
- We will forward your request on to the relevant member of staff

**Remember:** check our website first, much of the information you need is posted there.

We will try to respond to all emails within 5 working days

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
My child's learning/class activities/lessons/homework	Your child's class teacher in the first instance. It may be appropriate for you to speak to the phase leader.
My child's wellbeing/pastoral support	Your child's class teacher in the first instance. It may be appropriate for you to speak to the learning mentor team or your child's phase leader.
Payments	School office
School trips	School office
Uniform/lost and found	School office
Attendance and absence requests	School office If you want to request approval for term-time absence, complete a request form and email to <a href="mailto:attendance@manorpark.coventry.sch.uk">attendance@manorpark.coventry.sch.uk</a>
Bullying and behaviour	Your child's class teacher in the first instance. It may be appropriate for you to speak to the learning mentor team or your child's phase leader.
School events/the school calendar	School office
Special educational needs (SEN)	SENDSCO via the school office or <a href="mailto:senco@manorpark.coventry.sch.uk">senco@manorpark.coventry.sch.uk</a>
Wraparound care	CHAMPS
Hiring the school premises	School office
PTA	manorparkpta@gmail.com

I HAVE A QUESTION ABOUT...	WHO YOU NEED TO TALK TO
Governing board	School office
Catering/meals	School office

## Complaints

If you would like to file a formal complaint, please follow the procedure set out in our complaints policy which can be found on the school website

[www.manorpark.coventry.sch.uk](http://www.manorpark.coventry.sch.uk)