

REGENT HOUSE SCHOOL



PARENTAL VISITS TO SCHOOL POLICY

1. Rationale:

The partnership between home and school is of vital importance in ensuring the best possible education for all our pupils.

2. Aims and Objectives:

Our school prides itself on having developed good communications with home and these 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:

- Formal parents' meetings to discuss the overall progress of each pupil.
- Informal contact by means of phone calls or notes about routine matters such as medical appointments or illness or matters of urgent family importance.
- Meetings arranged by appointment to discuss any matter which the parent(s) or school wish to raise regarding the education, behaviour or welfare of a pupil.

The school is happy to provide this range of opportunities to talk to parents and guardians and indeed would welcome any suggestions as to how such contact and communication could be further developed.

Contact arrangements: Parent/teacher meetings for all Year groups
 Extra-curricular activities
 Information and Curriculum Evenings
 SEN review meetings
 Academic review meetings

3. Procedures:

In order to ensure 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.

- Parents/guardians should not visit the school without appointment unless in an extreme emergency
- Parents must observe the Visitors Code of Conduct and sign the Visitors' Book in reception
- On arrival in school parents/guardians should make themselves known to reception/office. This would also apply to anyone accompanying them. Visitor badges should be worn
- Anyone other than a parent/guardian will only be permitted to take part in discussions by prior agreement
- Parents/guardians or others must not go directly to classrooms nor talk to any teacher or pupil without prior approval

4. Roles and responsibilities:

All discussion should be carried out in an atmosphere of mutual respect. Courteous, tolerant and non-aggressive behaviour is expected.

In the very rare event of any of these points not being followed or any other disrespectful / intimidating behaviour by a parent, we would ask you to note the policy of the Board of Governors:

1

The Board of Governors reserves the right to withdraw a parent/guardian's licence to enter the school premises. Depending on circumstances a verbal or written warning may or may not be issued in advance of such action.

2

Any proposal to withdraw a parent's/guardian'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.

3

After that time any decision to withdraw the licence to enter school premises will be communicated in writing to the parent/guardian.

4

Parents/guardians will have a right of appeal in person or in writing to an appeals' committee of the Board of Governors whose decision is final.

5

Any such decision is open to review by the Board of Governors at a later date.

6. Review and Evaluation:

This policy will be reviewed annually by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.