**LOANENDS PRIMARY SCHOOL**

****

**Parental Access Policy**

|  |  |  |
| --- | --- | --- |
| **Date of Rewrite of Policy:** |  | **Mrs L Armour****PRINCIPAL** |
| **Date of Governor****Ratification of Policy:** | **30 September 2019** | **Mr R McCourt****CHAIR OF BoG** |
| **Review Date of Policy:** |  |  |
| **Person (s) Responsible for review and update of Policy:** |  |  |

**September 2019**

LOANENDS PRIMARY SCHOOL

PARENTAL ACCESS TO TEACHERS – SCHOOL POLICY

In recognising that the education of our children is a partnership between the home and school, the Board of Governors, Principal and teaching staff seek to allow parents/guardians a clear right of access at all reasonable times to their child’s teacher and the Principal. 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 other’s 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 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 teacher will take the form of:

1. meetings to discuss the pupil’s academic progress or pastoral matter;
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 with the Principal and the issues clarified in advance to enable the parent/guardian and the teacher to make appropriate preparation.

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 may be perceived as harassment of teachers in the workplace. **This may result in the removal of a parent’s license to enter the school building or referral to the PSNI if necessary.**

Thankfully such situations are rare in the school system and we trust that they are unlikely to occur in the context of our school.

Appointments should be made through the school office. Parents will be asked to give some indication of the nature of their enquiry so that the appropriate member of staff can prioritise responses.

Parents should not contact staff regarding pupil progress, daily timetable or requirements for the school day using Seesaw. Similarly, parents should avoid contacting staff on their private mobile number or email addresses. Staff have been advised not to reply.

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

****

**Loanends Primary School**

193 Seven Mile Straight Nutts Corner Crumlin BT29 4YR

Telephone: (028) 9443 2314 info@loanends.crumlin.ni.sch.uk [www.loanendsps.com](http://www.loanendsps.com/)

Date

Dear

# Proposed withdrawal of licence to enter school premises

I refer to your recent approach to the school for the purpose of

I regret to note that your approach to this matter has seriously contravened the school’s declared policy on promoting an effective working relation between parents and teachers. In the circumstances I am now writing to give you notice of the intention to revoke your licence to enter 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 which is considered by the 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 the 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours sincerely

# Principal

****

**Loanends Primary School**

193 Seven Mile Straight Nutts Corner Crumlin BT29 4YR

Telephone: (028) 9443 2314 info@loanends.crumlin.ni.sch.uk [www.loanendsps.com](http://www.loanendsps.com/)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear

# Withdrawal of licence to enter school premises

In relation to my letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above matter has now been considered in *the light of* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am to inform you that your licence to enter the school grounds or buildings has been withdrawn with immediate effect.

Until further notice any future visits to the school should only be by prior appointment and under the conditions detailed in my previous letter. Communications with the school regarding the welfare of your child/children may henceforth be conducted in writing, through a mutually acceptable intermediary, by telephone or e-mail. The school telephone number is 028 94432314 (e-mail: info@loanends.crumlin.ni.sch.uk).

Abuse of these arrangements or any unauthorised approach giving 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 appropriate respectful conduct on your part.

Yours sincerely

**Principal**

****

**Loanends Primary School**

193 Seven Mile Straight Nutts Corner Crumlin BT29 4YR

Telephone: (028) 9443 2314 info@loanends.crumlin.ni.sch.uk [www.loanendsps.com](http://www.loanendsps.com/)

Date

Dear

# Proposed withdrawal of licence to enter school premises

In relation to my letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The above matter has now been reviewed in the light of your reply. Having considered your assurances of future appropriate 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

****

**Loanends Primary School**

193 Seven Mile Straight Nutts Corner Crumlin BT29 4YR

Telephone: (028) 9443 2314 info@loanends.crumlin.ni.sch.uk [www.loanendsps.com](http://www.loanendsps.com/)

Date

Dear

# Licence to enter school premises

I refer to previous correspondence concerning the above matter.

The situation has now been reviewed in the light of the assurances of future appropriate behaviour given by 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