

## Education

# Home / School Contact Policy

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<b>Date to be revised</b>	October 2022

### Revision Log (last 5 changes)

Date	Version No	Brief detail of change

## Aims

A highly effective education relies on establishing clear and consistent links between school and home. By ensuring communication between both parties remains open, transparent and effective, we can ensure we are working collaboratively. We can therefore identify concerns, share celebrations or advise families of strategies or practices which have been effective at school to support our students and their learning.

Whilst students at Snowfields are young people who are developing their own independence and are in most cases able to share their day to day school experiences with their families, it is still important and expected that staff will maintain regular contact with families.

At Snowfields Academy we expect form tutors to either email or telephone families regularly. However, form tutors will use professional discretion about periods in which students' families may require a higher degree of consistent contact due to ongoing matters. These should always be for a fixed period of time, and it is imperative that we ensure parental expectations are reasonable and not at the expense of the member of staff and their respective Work/Life balance. The academy has no expectation of any members of staff responding to any parent emails or contact outside of the school day and never between the hours 07:00-19:00. If staff are off sick, there is no expectation that they maintain contact with families.

## Wellbeing

Teachers' wellbeing sits at the core of our values and we do not expect home - school contact to impede or impact negatively upon this. If any teachers or staff feel that the home school contact is doing so it is their responsibility to inform a member of SLT who will support in resolving the matter.

## Content

The content of any home school contact must at all times remain professional and GDPR compliant, whilst we may have families aware of peer's names or possibly how they may have behaved or presented in school, as described by their sons/daughters, and may then choose to bring these up in conversations, it is imperative that staff ***do not discuss at any time the specific approaches, needs or difficulties of any other individuals*** than that of the student whose family are being spoken to. Similarly any discussion over other staff must remain impartial and infrequent. If a family member wishes to discuss other individual employees this should be escalated to SLT.

## Ways to communicate

Home to school contact must only occur through the academy's agreed communication channels, for Snowfields this is via the class email address for communication directly with the teacher or via [info@snowfieldsacademy.org.uk](mailto:info@snowfieldsacademy.org.uk)

It is prohibited for staff to communicate with families via personal emails or devices.

Above all else it is each teachers responsibility to ensure that communication remains open and transparent between home and school, if staff feel that this is not occurring and that families are not engaging in this, this should be escalated to SLT, depending on the nature of the concern this may require following up with the DSL via the agreed safeguarding protocols.

### **Monitoring arrangements**

This policy will be reviewed by the Principal every 2 years.