



Meeting Protocol

At Bushmead, we believe that effective communication between school and the home is essential. Every effort is made to establish and maintain positive teacher / parent relations. It is essential to establish and maintain a partnership with parents. The school also recognises that with parental support and involvement, the education of the children is maximised.

Information Communication

Staff are at the doors in the morning and teachers are at their classroom doors or on the playground after school to receive and dismiss the children safely. This contributes to the openness and 'community feel' of our school. Members of the Senior Leadership Team and Family Team are also available during arrival and departure of the children.

Staff are responsible for the safety of all children in their class at these times and so are unfortunately not able to have long conversations with individual parents.

Formal Communication

If you wish to discuss something urgently or in further detail with the class teacher, inclusion manager, family worker or member of the leadership team or another member of staff, please arrange a time to meet via the school office.

Protocol for meetings with parents/guardians

Meetings in addition to our Parents'/Guardians' Consultation are sometimes necessary for home and school to share information about an individual child's needs.

- These will be arranged in advance at a mutually convenient time.
- Meetings will be held in an appropriate and/or accessible area in the school, usually in the meetings room, family team/inclusion office or other office deemed appropriate
- Staff may ask for a colleague to join the meeting to be able to give you the best advice possible or to record information.
- **Electronic recording of meetings e.g., on mobile phones is not acceptable.**
- A member of staff or office staff can take notes at meetings if necessary.

Teachers and Senior Leaders will always try to help you as quickly as possible, but please be aware that they may need to ask another member of staff for information/advice before they get back to you with a response. This is to ensure that you and your child are supported in the best possible way.

- All meeting attendees are expected to speak courteously, listen to each other and have the opportunity to respond to questions and/or statements.
- If any meeting attendee becomes concerned about their safety during any meeting, it will be stopped immediately, reasons for the meeting being stopped will be given verbally and, where necessary, the party behaving inappropriately will be escorted from the school premises and /or outside agencies contacted.
- Agreed actions will be confirmed verbally or in writing at the end of the meeting.
- Follow up communication will be issued in a timescale agreed at the meeting.