



THE BEMROSE SCHOOL

HOME SCHOOL LIAISON POLICY

MANAGER: N WILKINSON

ADOPTED: JULY 2015

HOME/SCHOOL LIAISON AT BEMROSE

The principle of home school contact is one that underpins the achievement and smooth running of the school. All communication whether verbal or non-verbal with parents or carers must seek to emphasise the notion that we want “parents as partners.”

This policy complements the work of the Assessment, Recording and Reporting [ARR] Policy and the Behaviour Policy.

Parental contact

All liaison with parents and carers should be made in a positive and constructive manner. Though initially reflective, the agenda within the meeting must be solution focussed aiming to meet the needs of the student and the school. All outcomes of meetings must be documented to the Head of House and/or Learning Director if appropriate.

If at any time during a meeting a parent or carer becomes threatening or intimidating the meeting should be terminated and reconvened, if appropriate, with a member of the Leadership Team.

Visiting parents/carers at home

1. Visiting parents at home, or receiving parents at school, is skilled and delicate work. Parents/carers may be visited for a variety of often over-lapping reasons:-
 - a) To discuss a matter of discipline, attendance or welfare when the parents/carers are unable or unwilling to come to school.
 - b) To talk about a particular curriculum matter.
 - c) To translate and talk about something of particular importance to a child whose parents/carers do not speak and/or write English.

Visits can be made by a variety of staff (though no colleague will be asked to make a visit against their wishes). Colleagues from the Access Service (EAL) can be asked to make visits where it is deemed appropriate and likewise this applies to EWO and other family support services. It is important that visits to parents/carers, visits by parents/carers to school and letters to parents/carers should be co-ordinated, to avoid duplication or confusion.

2. Staff should observe the relevant protocols in the “Lone Working Code” of the City Council, viz
 - a) Carry out a risk assessment prior to making a visit.
 - b) Raise any concerns about lone working with their manager.
 - c) Take reasonable care of their own health and safety.
 - d) Only to go on visits that are pre-arranged either by letter or telephone.
 - e) Leave a written record at base with the following information: where they are going throughout the day, who they will be meeting, estimated arrival and departure times, estimated time of return to base, contact numbers throughout the day where they can be reached/message left. (Staff who are to go home after their last visit must either contact their base or, by arrangement, a colleague to inform them that they have left the appointment.) Staff should be required to ‘report in’ to base at pre-arranged times.
 - f) Report any accidents or incidents of aggression.

PERFORMANCE INDICATORS

1. The number of parental complaints about meetings with staff
2. A record kept of all lone visits