



## BRAEHEAD PRIMARY SCHOOL



### **Rationale:**

It is essential that staff and service users of the school communicate information in line with established protocols so as to preserve the professionalism of the school, to protect the rights of individuals, to uphold our duty of care to students, and to comply with legal requirements.

### **Implementation:**

See also Stirling Council, Schools, Learning and Education, Communicating with Parents Code [http://source.stirling.gov.uk/files/cms\\_attachment/attachment/13653/communicatingwithparentsourcode.pdf](http://source.stirling.gov.uk/files/cms_attachment/attachment/13653/communicatingwithparentsourcode.pdf)

Our school has a policy of open and cooperative communication. Staff members have legal, professional and ethical obligations with regards to the communication of information and understand the importance of working together with our colleagues both in school and outwith in order to provide the best support for our pupils. Confidentiality should always be considered when communicating sensitive information. If any member of staff has doubts as to the confidentiality of information, please seek advice from SLT.

### **Points to Note:**

- **staff should communicate with a member of SLT before sending letters to parents.**
- Copies of all letters that are to be sent home should be shared with Office Admin staff for their information.
- If you are unsure of how to respond to a parent/member of the public please ask for advice first from a member of SLT.
- When keeping notes on children, staff should use pupil initials for confidentiality purposes.
- Information should only be shared with the parent/carer of individual children and not discussed with any other parents/carers.
- When communicating with parents, staff should inform a member of SLT if they feel the information should be recorded on SEEMIS in addition to class recording.

- Dates of class events and activities should be shared with SLT as soon as possible for inclusion in the school calendar. Please ensure this is done before informing parents and pupils. Please also inform the Office Admin staff asap.
- Parents will receive a copy of the school calendar, although are also reminded that this may be subject to change. We will endeavour to inform parents of any additions/amendments to the calendar at the earliest possible convenience.
- If you have any concerns, please seek advice from colleagues/SLT

### **Communicating with Parents**

We provide

- two parent-teacher interviews per year – Nov and May
- one written report for pupils each year (during the summer term),
- additional interviews upon agreement,
- termly class/ stage newsletters
- regular SLT newsletters
- additional Staged Intervention meetings where required
- share the school calendar of dates at the start of the session (Sept. 2018)
- Parental permission sought at the start of sessions for pupil inclusion in communication/advertising/sharing learning

### **Staff Conduct**

- Employees are free to make public comment on issues relating to education, but in doing so, must be wary not to make comments that can be construed as negative criticism of the school, school community, staff or community members. This includes comments made through Social Media and staff should be mindful when using social media platforms.
- All communication, both written and verbal, should always be conducted professionally .