

## Oakwood Policy on Parental Visits to School

The partnership between home and school is of vital importance in ensuring the best possible education for all our pupils.

Oakwood School and Assessment Centre prides itself on having developed good communications with home and these provide a range of opportunities for parents and guardians to consult with the school on any matter regarding the education or well-being of their son or daughter.

These opportunities include:

- ❖ Formal meetings with parents to discuss progress of pupils
- ❖ Informal contact by means of phone calls or notes about routine matters such as medical appointments, illness or other family matters
- ❖ Meetings arranged by appointment to discuss any matter which the parent[s] or school wish to raise regarding the education, behaviour or welfare of a pupil.
- ❖ Invitations to school events - educational or social.

Oakwood School is happy to provide this range of opportunities to talk to parents and guardians and indeed would welcome any suggestions as to how such contact and communication could be further developed.

In order to ensure that all parental contact operates in the best interest of each pupil's education and well-being we would ask you to note the following points which have been discussed and agreed by the Board of Governors.

- On arrival in school Parents / Guardians should make themselves known to the Office. This also applies to anyone accompanying them
- Anyone other than a parent / guardian will only be permitted to take part in discussions by prior arrangement
- Parents / Guardians must not go directly to classrooms
- All discussions should be carried out in an atmosphere of mutual respect. Courteous, tolerant and non-aggressive behaviour is expected at all times.

In the very rare event of these points not being followed we would ask you to note the policy of the Board of Governors.

1. The Board of Governors reserves the right to withdraw a parent / guardian's licence to enter the school premises. Depending on circumstances a verbal or written warning may or may not be given in advance of such action.
2. Any proposal to withdraw a parent's / guardian's licence will be communicated in writing to the parent / guardian. This will include an opportunity to respond in writing within one working week to the proposed action.

3. After that time any decision to withdraw the licence to enter the school premises will be communicated in writing to the parent / guardian.
4. Parents / Guardian will have the right of appeal in person or in writing to an appeals' committee of the Board of Governors whose decision is final.
5. Any such decision is open to review by the Board of Governors at a later date.

### Amendments for the period of Covid 19 Protocols

- Contact the school and parents will be by telephone or email in the first instance, where possible remote consultation (via zoom or other online platform) will be offered as alternative to person to person meetings.
- Where remote consultations are not possible, meetings will be conducted with all social distancing measures in place.
- Parents visiting the school are asked to wear a face covering when inside the building.
- Parents are asked to please follow our sanitation guidelines and to sanitise their hands before entering and upon leaving the school.

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**Art 3:** the best interest of each child is at the heart of everything we do in Oakwood

**Art 28:** every child has the right to an education

