



MALLUSK INTEGRATED PRIMARY SCHOOL

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.

Our school prides itself on having 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 child. These opportunities include:

1. An open-door policy welcoming parents into school as children start school each day. However, to encourage independence, we encourage parents of older children to leave them at the playground gate/ the front door.
2. Informal contact by means of phone calls or notes about routine matters such as medical appointments, illness or matters of urgent family importance.
3. Formal meetings with parents in November and February to discuss the overall progress of each pupil.
4. Meetings arranged by appointment to discuss any matter which the parent or school wish to raise regarding the education, behaviour or welfare of a pupil.

The 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.

To ensure that all parental contact fosters each child'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:

- Parents/carers should not visit the school without appointment other than as noted in points 1 and 2 above;
- On arrival in school or outside, parents/ carers should make themselves known at the office. This also applies to anyone accompanying them;
- Anyone other than a parent/carers will only be permitted to take part in discussion by prior agreement;
- Parents/carers or others must not go directly to classrooms nor talk to any teacher or pupil without prior approval;
- All discussions should be carried out in an atmosphere of mutual respect. Courteous and non-aggressive behaviour is expected at all times.

In the very rare event of these guidelines 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/carer's licence to enter the school premises. Depending on circumstances, a verbal or written warning may or may not be issued in advance of such action.
2. Any proposal to withdraw a parent's/carer'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 school premises will be communicated in writing to the parent/carer.
4. Parents/carers will have a 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.

Reviewed: November 2023