

Bramham and Shadwell Federation

COMMUNICATIONS & BEHAVIOUR POLICY - PARENTS

Agreed by Governing Body
November 2023

Purpose of Policy

At Bramham and Shadwell Federation, we place great value on the partnership between home and school. In order to ensure that our communication is constructive, manageable, and robust we have developed a Communication Policy. This policy outlines the systems and procedures that we, as a school, follow and in addition outlines our expectations of parents in this area. Through the following transparent mechanisms, we aim to work together to ensure effective communication for all, thereby getting it right for each and every child.

Communication from School

We have the following mechanisms for communicating with parents:

- The school website includes information including about: school life, classes, staffing, governors, policies, the curriculum, special education needs and safeguarding arrangements.
- ParentMail
- Telephone calls
- Face to face meetings
- Parent meetings
- Annual reports to parents on their child's progress and outcomes
- Parent Consultation Meetings
- Classroom events including class showcases
- Celebration assemblies
- Reward certificates and postcards given directly to children or posted home

Communication from Home to School

There are a number of reasons for parents to communicate with the school including the following: pupil absence, pupil progress, pupil's medical needs, concerns, questions and queries, day to day arrangements.

There are various channels of communication with the school and for efficiency the majority are routed through the school office who then disseminate the information to the correct recipient:

- Absence from school- Please refer to the school's absence procedures and report any absences via the school office.
- Day-to-day arrangements- Sharing information such as medical needs or changes in collection are to be reported to the school office during opening hours of 8.20am to 4pm. Outside of these hours, messages can be left on the school answer phone, text to ParentMail or sent to the school offices by email:

Bramham officeb@leedsfederation.org

Shadwell offices@leedsfederation.org

- After school appointments with the class teacher can be booked via the class teacher at the morning drop off or by email sent into school via the office or by a telephone call to the office. Teachers are very busy and so same day appointments after school may not always be possible. Confirmation that a request for a meeting has been received should be made within 24 hours. Any follow up will take place within 5 working days depending on the severity of the concern.
- Senior leadership appointments: If matters cannot be resolved with the class teacher, appointments can be made to see a member of the senior leadership team. Appointments should be made via the school office and will be offered as soon as possible, but certainly within five working days of requesting a meeting.
- Safeguarding- We recognise cause for concerns will come through many channels into school, but they will ultimately be dealt with as a priority through the Designated Safeguarding Team.

Written Communication

All written communication to staff, including the senior leadership team, should be made via the school office, either by letter or email.

For specific SEND communication, please use the relevant SEND email for the school:

Bramham sendcob@leedsfederation.org

Shadwell sendcos@leedsfederation.org

Written communication will be acknowledged within 24 hours and responded to within 5 working days of receipt usually.

Telephone Communication

All telephone communication to staff, including the senior leadership team, should be made via the school office. Telephone messages will be acknowledged within 24 hours and responded to within 5 working days of receipt.

Emergency communication

All parents/carers will ensure that the school has their latest contact details, including but not limited to their address, telephone number and email address, so that they can be contacted in the event of an emergency. An additional emergency contact must also be given to the school. If a pupil is seriously ill or injured, the school will attempt to contact the pupil's parents/carers via telephone.

Where an incident affects the whole school community, such as adverse weather or power failure, the school will communicate with parents and carers via ParentMail and post a message on the school website. We will also use the [Leeds City Council school closure](#) website. The local radio stations will also broadcast a closure announcement in the event of the school closing due to adverse weather or another emergency situation.

Governor communication

Any contact with the governing body should be made to the chair of governors through the school office.

Contact details

In order to assist us with efficient communication, up-to-date contact details must be shared with school.

Social media

We are always willing to talk to parents regarding any concerns they have. We ask that parents refrain from discussing school issues, members of staff or pupils on social media.

Unreasonable behaviour and demands

At Bramham and Shadwell Federation we recognise that parents and carers are the single biggest influence on their children and their achievements. Therefore, we are committed to building positive and responsive communications with parents and carers. We encourage partnerships with our parents and carers and work hard to maintain mutual respect and recognition of shared responsibility for the children. However, in a very small minority of cases, the behaviour of a few parents or carers can cause disruption, resulting in abusive or aggressive behaviour towards staff and this will not be tolerated. All members of the school community have a right to expect that their school is a safe place.

Bramham and Shadwell Federation defines unreasonable behaviour as that which hinders our ability to deal with issues because of the frequency or nature of the parent/carer's contact with the school, such as, if the parent/carer:

1. uses threats to intimidate.
2. uses abusive, offensive or discriminatory language or violence.
3. makes excessive demands on school time.
4. does not specify the grounds of a complaint/concern or the outcomes sought by raising the complaint, despite offers of assistance.
5. refuses to co-operate with the complaints investigation process.
6. despite the full complaints procedure being exhausted, repeatedly makes the same complaint.
7. knowingly provides falsified information.
8. publishes unacceptable information on social media or other public forums.

Considerations prior to taking action.

Whenever possible, the head of school or chair of the governing board will discuss any concerns with the parent informally before deeming it to be unreasonable. If the behaviour continues, the head of school will write to the parent or carer explaining that their behaviour is unreasonable and ask them to change it. For parents who

excessively contact a school within our Federation causing a significant level of disruption, we may specify methods of communication and limit the number of contacts in a communication plan. This will be reviewed after six months.

Actions taken by the Head of School may be one or all of the following;

1. placing limits on the number and duration of contacts with staff per week or month
2. offering a restricted time slot for necessary calls
3. limiting the complainant to one medium of contact (telephone, letter, email etc.)
4. requiring the complainant to communicate only with one named member of staff/governor
5. requiring any personal contacts to take place in the presence of a witness and in a suitable location

Banning a parent or carer

In extreme circumstances, a parent may be banned from the school site. This is a decision that is never taken lightly and only adopted after careful consideration and consultation. It is important to make sure that legitimate business between the banned parent or carer and school can still take place – bans should not disadvantage the child, e.g., safe delivery and collection of children.

In response to any serious incident of aggression or violence, we will immediately inform the police and communicate our actions in writing. This may include barring an individual from the school site. Schools are not public places and although parents and carers have rights to attend and enter school premises for legitimate proper purposes, The Education Act of 1996 states that it is an offence for a trespasser on school premises to cause a nuisance or disturbance. The school is entitled to withdraw the implied right a parent or carer has to enter the school if that parent or carer is violent or aggressive. If the parent or carer then enters the premises, they are in breach of the law, and they can be prosecuted in the criminal courts.

This policy applies to all those that engage with the school and not just to parents.

Behaviours which can lead to a ban include:

1. Physical or verbal threats towards staff, pupils, or other parents
2. actual violence,
3. damage to property
4. refusal to leave when asked
5. disruption of the running of the school
6. general abusiveness

The head of school will decide whether the situation has been reached for proposing an actual ban. In extreme circumstances, i.e. if the incident is considered to be very serious, then s/he can issue a short-term temporary ban immediately, if required.

If the issue presents a less immediate threat, then the head of school will consider issuing a warning letter which says that repeats of such behaviour will likely result in a ban. Events

may occur in a number of stages, and it may be that upon consideration by the head of school that a warning letter needs to be issued.

The school will write to the parent/carer setting out:

1. what has happened and why it is unacceptable
2. that the school will consider banning the parent/carer from the school premises
3. give a clear explanation of why the ban is proposed
4. give the parent/carer 5 working days to respond in writing giving their own version of events
5. state the length of the proposed ban and give a review date.

Following receipt of the written response:

1. The head of school will decide whether or not to ban the parent/carer
2. The parent/carer will be informed in writing within 3 days of the decision taken
3. The terms of any ban will be clear, with explicit paths of communication between the school and the parent
4. Pick up and drop off of children will be taken into consideration
5. A date for the review will be given, which will take account of what has happened in the interim period
6. If no further concerns have arisen regarding the parent's behaviour, a meeting date will be set which will seek to re-establish a productive working relationship between the school and the parent/carer.

If a parent/carer wishes to appeal against a ban, they may do so in writing (following the complaints procedure). The first stage of this appeal will be undertaken by an appointed governor who would invite the head of school to review the matter with a view to lifting the ban. If the outcome to this stage is that the ban is still in place, then the parent may appeal further to a panel of governors according to the usual complaints process.

In some cases, the unacceptable behaviour is so extreme (for example, an assault on a member of staff) that the head of school may feel that there is no alternative but to impose a lengthy or permanent ban.

In criminal cases the head of school should inform the police and should contact the Leeds City Council Legal Team.