



PARENT CONTACT POLICY

Policy Adopted on:-

Approved by:-

Date of Review:-

Responsible Person:-

PARENT CONTACT POLICY

It is the aim of the school to keep in closest possible touch with parents and to be available to support and advise them to the best of our ability. We recognise that we are fortunate at Seva School to have a body of parents who are involved and committed to their children's education.

We should like to operate an open door policy so that we are always available to parents but this is not possible if we are to give the time and attention to our teaching and administrative responsibilities that our pupils need and deserve. In order that staff can manage their contact time with pupils efficiently and administrators are fully involved in their managerial responsibilities, it is necessary to designate specific times when staff will be available to parents during the school week.

There will, inevitably, be a range of queries or topics you wish to discuss but in general the first approach will be via the class teacher and may then be referred to middle leaders such as KS1 and KS2 Phase Leaders, Secondary Pastoral Lead or even to the Senior Leadership Team if the situation requires this.

To ensure the most efficient contact is maintained between staff and parents, an appointments system for all meetings will be maintained by the administrative staff. Parents are kindly requested to telephone the school if they wish to meet with a member of staff and an appointment will be made for this meeting to take place in private in the school. It would be helpful if parents could indicate briefly the purpose of the meeting and leave contact details so they can be informed quickly of the time of their appointment.

The days and times when appointment slots will be available are Monday, Thursday and Friday from 4.15 p.m. to 5.00 p.m.

Calls should be made using the number 02477 987619 or if you wish to get in touch with us be email please use the address School.office@Seva.coventry.sch.uk