



**Cabot**  
Learning  
Federation

Communicating with  
Parents/Carers –King’s  
Oak Academy

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## 1 Introductory Statement

All parent/carers have knowledge, skills and resources that support their children's learning in the Academy and parent/carers have a strong complementary role to play in their children's learning and behaviours.

Parent/Carer participation is very important to student achievement and success. Effective partnerships between schools and families foster student learning and contribute to the general climate and development of schools. Comprehensive parent/carer participation is valued and encouraged at all levels of the system.

## 2 Aim

This document aims to provide a framework for effective partnerships between parents/ carers and the Academy whilst promoting parent/carer participation in their child's education.

## 3 Definition

We define communication as the process whereby meaning is assigned, conveyed and interpreted in an attempt to create a shared understanding. It may be visual, non-verbal, oral or written. Good communications should be:

- interactive, all parties having opportunities and clear mechanisms for communication with one another;
- timely;
- responsive to all stakeholders' needs;
- personal or impersonal, as appropriate;
- correctly targeted at mass or small audiences, or individuals.

## 4 Principles

### 4.1 The Academy aims to acknowledge, encourage and extend parent/carer participation by:

- 4.1.1 creating an environment in which the participation of all parents/carers is welcomed, where teachers and parent/carers treat each other with mutual respect and where differing views and opinions are considered and discussed with a view to finding solutions;
- 4.1.2 involving parents/carers by consulting with parent/carer representatives on Academy development issues, including parent/carer representation on committees and advisory groups;
- 4.1.3 encouraging parent/carer participation as volunteers to support classroom activities;
- 4.1.4 promoting relevant, accurate and timely communication between the Academy and families about student progress, all aspects of Academy programmes and policies with respect for the diversity and differing needs of families;
- 4.1.5 developing Academy programmes and strategies that encourage and assist parents/carers to actively participate in their children's education both at the Academy and at home;

- 4.1.6 connecting children and families with community and support services;
- 4.1.7 supporting programmes and activities designed to develop parenting skills;
- 4.1.8 providing information about the benefits of parent/carer participation and enhancing the skills of teachers and parent/carers in developing effective home-Academy partnerships.

## **5 Responsibilities**

### **5.1 Responsibilities of the Principal**

- 5.1.1 Establish an environment that welcomes and encourages all parent/carers to raise questions, participate in Academy activities and volunteer their services where appropriate, in a variety of ways;
- 5.1.2 Ensure that parent/carers are treated as collaborators in their children's learning;
- 5.1.3 Ensure that parent/carers' views are sought in developing policies and addressing Academy-wide issues;
- 5.1.4 Ensure an Academy-wide approach to communication with parent/carers about policies, activities and reporting on students that is frequent, clear and two-way;
- 5.1.5 Report on parent/carers' participation in councillors' meetings.

### **5.2 Responsibilities of Academy staff**

- 5.2.1 acknowledge that all parent/carers have positive strengths that contribute to their children's learning;
- 5.2.2 respect diversity of family backgrounds and cultures and their contribution to children's learning;
- 5.2.3 encourage parent/carer involvement in their children's learning and provide advice to support the environment;
- 5.2.4 provide clear and timely information to parent/carers about the achievements and progress of their children and provide regular opportunities for two-way dialogue about progress.

### **5.3 Responsibility of Parent/Carers**

- 5.3.1 Parents/Carers need to comply with all relevant policies, procedures and guidelines.
- 5.3.2 Parents/carers who have a concern about any issue should contact their child's tutor in the first instance.
- 5.3.3 Parents/Carers who become party to confidential information must agree not to divulge the information to any other person.

## 6 Social Media

6.1 Staff should not be communicating with parents/carers or students through social media unless you have been permitted to do so by the Academy Principal.

6.2 The following table shows how the Academy currently considers the use of communications devices for staff (as per the KOA E-Safety Policy):

| Communication Technologies   | Allowed | Allowed at certain times | Allowed for select staff | Not Allowed | Allowed | Allowed at certain times | Allowed with staff permission | Not allowed |
|--|---------|--------------------------|--------------------------|-------------|---------|--------------------------|-------------------------------|-------------|
| Mobile phones may be brought to the Academy                              | •       | •                        |                          |             |         |                          |                               |             |
| Use of mobile phones in lessons  |         | •                        |                          |             |         |                          |                               |             |
| Use of mobile phones in social times                                     |         | •                        |                          |             |         |                          |                               |             |
| Taking of photos on mobile phones or other camera devices                |         |                          | •                        |             |         |                          |                               |             |
| Use of personal email addresses in the Academy, or on an Academy network |         | •                        |                          |             |         |                          |                               |             |
| Use of Academy email for personal emails                                 |         |                          | •                        |             |         |                          |                               |             |
| Use of Academy email for personal emails                                 |         |                          |                          | •           |         |                          |                               |             |
| Use of corporate instant messaging (Lync)                                |         | •                        |                          |             |         |                          |                               |             |
| Use of public instant messaging  |         |                          | •                        |             |         |                          |                               |             |
| Use of social networking sites   |         |                          | •                        |             |         |                          |                               |             |
| Use of KOA blogs   |         | •                        |                          |             |         |                          |                               |             |

This policy should be read in conjunction with the Communications Policy and Staff Communication Procedure.