

# Gartree High School

Ridgeway, Oadby, Leicester, LE2 5TQ



## **Gartree Home - School Communication Charter**

Communication between home and school is vital to good communications and for the wellbeing of pupils, parents, carers and staff.

This Charter sets out how communication will be managed to make sure it is productive.

In addition to parents' evenings, school events, etc., there may be occasions when parents or carers wish to communicate with the school directly with questions or information related to their child.

To make sure that this is effective these principles will be applied.

If an emergency situation arises, it is important that you contact us as soon as possible and explain what has or is happening.

### **Our commitment as a school**

#### **We will:**

- ensure that there is regular, proactive communication about your child's achievement and wellbeing. This will primarily be via the My Child At School app
- respond to emails, phone calls or requests for meetings usually within two working days
- if there is an urgent matter, the school receptionist will ask an appropriate member of staff to deal with the issue as soon as possible
- display polite, professional conduct at all times

### **Our expectations of parents and carers**

#### **You will:**

- ensure that any communication with the school, whether by email, telephone or face to face, is polite and respectful
- make use of information channels in place, such as the school website and My Child At School, for keeping up to date with routine information
- give an outline of what the issue is, to make sure the query is directed to the right person
- use the online contact us or main reception telephone number as first point of contact (the school will forward your request to the appropriate staff member)

Co-Headteachers: Mr Ed Wilson, Mr Will Carter  
Deputy Headteacher: Mr Matt Wills  
Assistant Headteachers: Mr Ed Ablett, Mrs Vanessa Mehta  
Telephone: (0116) 2717421  
Email: [admin@gartree.leics.sch.uk](mailto:admin@gartree.leics.sch.uk)  
Website: [www.gartree.leics.sch.uk](http://www.gartree.leics.sch.uk)

- ensure your emails are brief and clear
- refrain from sending multiple emails or phone calls regarding the same query
- limit the number of people you send an email about a query
- understand that a teacher or member of staff may be unable to respond on the same day on which a query is made – our priority is teaching
- understand that teachers or other school staff will not respond outside of school hours, i.e., evenings or weekends
- use any school social media channels appropriately and any personal social media in a way that is not defamatory or abusive

All meetings must be pre-arranged. Parents should not visit the school and request a meeting until it is confirmed by both parties. Staff are unable to meet with parents on demand.

If there is an in-person meeting, everyone must show mutual respect. The meeting will focus on resolving the issues that are relevant to that family or pupil.

No offensive language, insults or personal attacks on school staff will be tolerated. If any such incidents occur, the meeting or call can be terminated with immediate effect.

A parent, carer, pupil or staff member may only record a meeting or conversation with the express permission of all parties to that call or meeting.

The constraints on school resources make it essential that parents and carers use authorised school procedures in order to avoid diverting time and attention that must be invested directly in pupils' learning and wellbeing.

Please note that unreasonable, abusive or offensive communication is unacceptable, and the school reserves the right to address any such problems as they feel are appropriate. This can include restricting correspondence to a specified email address, using a single person as a point of contact or using hard copy post and/or by placing restrictions on phone calls. Parents and carers have an implied licence to enter a school site, in cases where behaviour is inappropriate, threatening or argumentative, or the communication procedures as set out in the charter are not followed, this licence can be revoked.

If a response has been given to a query, unless matters change, further responses will not be sent.

Our aim is to ensure that all communications and discussions about pupils and their families are positive and move matters forward in a mutually respectful manner.



Ed Wilson and Will Carter  
Co-Headteachers  
**Gartree High School**