

## **Forres Sandle Manor (Non-Academic) Policy**

Policy Title	<b>Communication with Parents</b>
Policy Lead (Appointment (& Initials))	<b>Headmaster (JW)</b>
Date of Last Review	<b>September 2019</b>
Date of Next Review	<b>September 2021</b>

### **COMMUNICATION**

All personnel connected with FSM are keen to establish and maintain strong and transparent lines of communication with parents.

Parents should feel comfortable about making contact with any member of staff, House Parent, Faculty Head, and/or the Headmaster on any matter. The school prides itself on maintaining excellent working relationships with parents at all times in the many informal ways in which such contacts usually occur. Education is a partnership between school and home.

In addition, formal contact is achieved in the following ways:

1. Individual or group meetings can be set up with relevant parties present, given reasonable notice.
2. Parent/teacher meetings occur formally for all year groups at least twice a year, (these meetings are advertised in advance through newsletters, calendars, other notices).
3. School reports are compiled and sent to parents termly.
4. Newsletters are sent from the Headmaster and from other members of staff, including the Head of Lower School, on a regular basis.
5. The school telephone is manned 24 hours a day, (sometimes via an answer phone service) and mobile phone numbers are made available in the event of emergency.
6. The School Office is open between 8.00am and 5.00pm, Monday to Friday and between 8.30am and 1.30pm every Saturday.
7. The school's extensive email system is widely used and the website, SchoolBase and Fixtures Pro are an extension of this.
8. Please see separate information on communication as well as the list of all contact numbers including email.
9. Noticeboards in the Front Hall, the Bug House, entrance of the Lower School and Music Room are also maintained as useful and up-to-date sources of information.
10. Duty staff and the boarding team always pleased to field any initial enquiries.