



Full Governors

03.12.25

Signed

School Communication Charter

Communication between home and school is vital to good communications and for the well-being of children, 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. If an emergency situation arises, it is important that you contact us as soon as possible and explain what has or is happening.

To ensure that communication is effective the following principles will be applied.

Our commitment as a school

We will:

- ensure that there is regular, proactive communication about your child's achievement and wellbeing
- respond to emails, phone calls or requests for meetings (sent via the office) usually within 2 – 3 working days or, as necessary, acknowledge receipt of an email and confirm that a fuller response will follow
- if there is an urgent matter, the office team 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 verbally, by email or telephone, is polite and respectful
- make use of information channels in place, such as the school website, Class Dojo, texting service and "Take Home Tuesday" emails 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 office email admin@portwayi.derby.sch.uk or school telephone number 01332 550702 as the **first** point of contact. Your request will be forwarded to the appropriate staff member.
- contact the school office for any matter requiring a timely response and not to use class dojo as these messages may not be responded to by the teacher in the time frame you require
- ensure your emails are brief and clear
- refrain from sending multiple emails 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
- understand that teachers or other school staff are not expected to, respond outside of school hours, i.e., evenings or weekends

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 child.

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 or the school 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 childrens' 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, 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 children and their families are positive and move matters forward in a mutually respectful manner.

Lisa McSherry

Headteacher

Autumn 2025

To be reviewed autumn 2026