



### **Policy for parents/carers visiting children during the school day**

#### **Introduction**

Stephen Hawking School is an inclusive school that welcomes a trusting relationship between home and school. We believe that children make the best progress when families and school work together. To enable this relationship to grow we have an "open door" policy for parents/carers/families.

#### **Legal Requirements**

None

#### **Aims & Objectives**

In order to keep all our pupils and staff safe, and to minimise any potential disruption to learning, the school has established some guidelines to support school staff and families.

#### **Implementation**

##### **For all pupils**

- The receptionist will always ring the child's class to notify staff that a child's parent/carer is on site and would like to visit their child
- The parent/carer will need to wait in the reception area until a member of class staff can be made available to collect them
- When lessons are going on the member of staff, in consultation and agreement with the class teacher, may ask the parent to watch through the window or at a discreet distance. This would be to ensure that the class is not disturbed unnecessarily
- Should parents/carers wish to observe their child within a particular activity we will invite parents/carers to make an appointment with the class teacher to discuss the best way of achieving this. It may be that watching a video with the class teacher may enable a productive discussion and support all involved to resolve any issues

##### **For pupils in EYFS**

- Parents and carers are encouraged to help their child to settle into school. This will be discussed with the class teacher and a plan will be drawn up

##### **For pupils in KS1**

- A named key worker will be available to meet the child and parents at reception at the beginning and end of the school day to enable a hand over to take place

## **For pupils in KS2**

- Parents and carers will be expected to say goodbye to their child at the front desk. A member of the class team will collect the child and a brief hand over may take place

## **Assessment**

N/A

## **Review**

This policy will be reviewed in line with the school's agreed review schedule.