

**CARNINY PRIMARY SCHOOL**  
**PARENTAL ACCESS TO STAFF - SCHOOL POLICY**

In recognising that the education of our children is a partnership between the home and school the Board of Governors, Principal and teaching staff seek to allow parents/guardians a clear right of access at reasonable times (non-teaching time) to their child's teacher and the Principal. The Principal, as the day-to-day manager of the school, will seek to ensure that all such contacts are conducted in a manner which will promote the educational interests of the pupil and allow for the safety of all the children and staff.

As parental attitudes to school can directly influence the child it is important that all exchanges by telephone and in person between school and home should be informed by a mutual respect for each others knowledge and concern for the pupil's welfare. Pupils have much to gain from the shared interest of parents/guardians and teachers. Each has an in-depth knowledge of the child in different settings and contexts and the sharing of this information in a positive way should help the pupil to feel valued and to achieve his/her full potential. It is important that pupils feel secure in the working relationship between home and school.

The means of expressing this working relationship are diverse but parents/guardians will appreciate that some guidelines are necessary as each teacher has responsibility for a large group of children. All exchanges between parents/guardians and staff should be conducted in a respectful and tolerant manner and parents/guardians are asked to adhere to the school's guidelines detailed below when seeking contact with their child's teacher.

The Board of Governors endorses the school's arrangements for effective Home School communication as set out below.

The contact between parent/guardian and school will take the form of:

- (a) meetings with teachers and principal to discuss the pupil's progress;
- (b) casual or informal exchanges of information made for routine housekeeping purposes;
- (c) pre-arranged meetings with teachers/principals to discuss more sensitive matters. In such circumstances the issues should be clarified in advance to enable the parent/guardian and the teacher to make appropriate preparation.
- (d) Telephone conversations with members of staff

We expect all parents to:

- make a mutually agreeable appointment (outside normal teaching time) to speak to their child's teacher/principal if there is something significant they wish to discuss.
- report directly to the office on entering the school premises after 8.45
- inform the school in writing regarding their children's absence from school (i.e. if they know that their child will not be in school or will be leaving school for any reason/providing written explanation for their child's unplanned absence).
- attend any pre-arranged meetings in school or contact the office to make an alternative appointment.
- conduct themselves in a respectful and tolerant manner during all exchanges with staff.

On the advice of the Education Authority the school has put in place arrangements for addressing the most serious situations where the approach of a parent/guardian might amount to harassment of teachers in the workplace.

The Board of Governors, Principal and staff would like to thank parents/guardians for their co-operation and support in this matter and look forward to working together to further strengthen the home/school partnership.

*(Updated March 2017)*



# Carniny Primary School



Principal: Mr C R Ross MA BSc Adv Dip Ed PQH (NI)

Vice-Principal: Mrs V Wylie Bed NPQH

Chair of Governors: Dr S Russell

Telephone: 028 2564 3814

61 Old Cullybackey Road

Ballymena

Co Antrim

BT435JR

Website: [www.carninyprimary.co.uk](http://www.carninyprimary.co.uk)

Dear

## **Proposed withdrawal of licence to enter school premises**

I refer to your recent approach to the school for the purpose of

I regret to note that your approach to this matter has seriously contravened the school's declared policy on promoting an effective working relationship between parents and teachers. In the circumstances I am now writing to give you notice of the intention to revoke your licence to enter school premises.

It should be noted that you should not come onto the school premises without an appointment and that you should refrain from any behaviour which is considered by the staff of the school to be inappropriate.

Should you fail to comply with the above I will be liaising the Education Authority with the intention of seeking an injunction to restrain you from coming onto the school premises.

You have the right to comment on the school's intention to revoke your licence. Any response to this letter must be in writing and received by the school before (*date*).

Yours sincerely

Raymond Ross  
PRINCIPAL



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Dear

## **Withdrawal of licence to enter school premises**

My letter of *(date)* refers.

The above matter has now been considered in *the light of your reply which was received on (date)/  
The absence of any further representations from yourself.*

I am to inform you that your licence to enter the school grounds or buildings has been withdrawn with immediate effect.

Until further notice any future visits to the school should only be by prior appointment and under the conditions detailed in my previous letter. Communications with the school regarding the welfare of your child/children may henceforth be conducted in writing, through a mutually acceptable intermediary, by telephone or e.mail. The school telephone number is 028 2564 3814. E.mail: [info@carinyps.ballymena.ni.sch.uk](mailto:info@carinyps.ballymena.ni.sch.uk).

Abuse of these arrangements or any unauthorised approach giving rise to concern by any member of the school staff will be reported to the Police.

The situation will be reviewed only in the light of formal consultation and assurances of future good behaviour upon your part.

Yours sincerely

Raymond Ross  
PRINCIPAL



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Dear

## **Proposed withdrawal of licence to enter school premises**

My letter of (*dates*) refers.

The above matter has now been reviewed in the light of your reply. Having considered your assurances of future good behaviour while on school premises it has been agreed that the interests of your child/children would be best served by the maintenance of normal access arrangements to the appropriate school staff.

In welcoming your positive assurances it should be noted that the school will continue to keep this situation under review.

Yours sincerely

Raymond Ross  
PRINCIPAL



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Dear

## **Licence to enter school premises**

I refer to previous correspondence concerning the above matter.

The situation has now been reviewed in the light of the assurances of future good behaviour given by or on behalf of yourself. It has been agreed in the interests of your child/children to restore normal access arrangements to the appropriate staff.

In welcoming your positive assurances it should be noted that the school will continue to keep this situation under review.

Yours sincerely

Raymond Ross  
PRINCIPAL

