

Satit Prasarnmit International Program

Parental Communications Policy

Parental Communications will be conducted on many levels with a variety of formats that have been advised by, and deemed appropriate by, the Senior Management Team. The teaching staff of Satit Prasarnmit International Program (SPIP henceforth) will have many causes for communications with parents and these events need to be monitored and conducted in a professional manner befitting the position of a teacher at SPIP. All Homeroom tutors are expected to communicate with the parents of each student in their Homeroom during the course of the Academic year. This will be to update Parents on student progress in Academic, Pastoral and Behavioural aspects of their student's life. Subject teachers may find cause to communicate with Parents regarding issues within a specific subject but are expected to communicate first with Homeroom teachers and Key Stage Coordinators. Key Stage Coordinators, Academic Coordinators, Head of Pastoral, Head of Discipline, Head of Administration and Head of Academics (Senior Management) may all find reason to communicate with parents as well, to inform Parents about certain information and to arrange meetings. The reasons for Parental Communications, the acceptable forms of communication, the timeframes that are deemed acceptable to contact parents and who is responsible for the communications are all detailed below.

Homeroom Teacher:

Homeroom Teachers will be required to communicate to parents for both positive and negative reasons, to update parents on their child's activities at school. All communication from Homeroom teachers should include a copy being sent to appropriate Senior Management members and be sent from a list of pre-written and pre-approved forms of communication. The following is a list of when Homeroom teachers will need to communicate with Parents. The list is not exhaustive and when other times arise, Homeroom teachers are encouraged to seek advice from Key Stage Coordinators or from an appropriate member of the Senior Management Team.

Student Achievement: May include:

- Achievement in Exams or other Academically rigorous activity,
- Achievement in House Competitions,
- Achievement in out of school competitions,
- Overall achievement,
- Achievement or attainment that is below the expectations.

Parents should be contacted as soon as possible once the achievement is recognized.

Student Attendance: May include

- 100% attendance,
- Repeated lateness to Flag Raising
- Repeated lateness to Homeroom
- Repeated lateness to lessons
- Repeated absences or a pattern of absences.

For lateness and absence issues, Parents should be contacted on the day that Demerits are awarded. For 100% attendance, this should be for a minimum of a half-term; Parents should be contacted on the last day of the half-term. Repeated absences and Patterns of absence will be referred to Key Stage Coordinators and they will contact Parents and the students.

Student Behaviour: May include:

- Positive feedback from teaching staff
- 3 demerits or a serious demerit (Level 3 and above), as this will result in an after-school detention.

This contact should be made when the homeroom teacher has been made aware of the issue, both positive and negative issues. This can also include Pastoral issues such as general attitude around school, bullying issues, struggling to make friends, etc. These should be further referenced in the end of year Student Report.

Subject Teachers:

Subject teachers will be expected to communicate with parents for both positive and negative reasons, to update parents on their child's activities during that teacher's lessons. All communication from Subject teachers should **be forwarded to Homeroom teachers or Heads of Learning Area**, include a copy being sent to Senior Management or be sent from a list of pre-written and approved forms of communication. The following is a list of when Subject teachers should communicate with Parents. The list is not exhaustive and when other times arise, Subject teachers are encouraged to seek out advice from Key Stage Coordinators or from an appropriate member of the Senior Management Team.

Student Achievement: May include:

- Achievement in tests and exams

- An improvement in student achievement over the course of a half-term, term or year
- Achievement in out of school activities
- Lack of achievement or attainment
- Performance that is far below the expected standards.

Parents should be contacted within 1 working week following the achievement. Contact will be made through appropriate forms of communication, as set out in the Teacher Handbook.

Student Attendance: Subject teachers should contact Homeroom teacher when a student has missed or been late for lessons at **levels prescribed in the Attendance Policy and Behaviour Policy**.

Student Behaviour: Subject teachers should communicate with Homeroom teachers, Key Stage Coordinators and the Head of Discipline when a student's behavior is impacting on theirs and/or other students learning.

This must run in congruence with the Behaviour Policy requirements.

The communicating of offences to Parents should be the responsibility of Homeroom Teachers for minor issues and incidents and the Key Stage Coordinators and Head of Discipline for severe issues and incidents.

Senior Management:

Senior Management may find reason to contact parents after communicating with Homeroom teachers, Subject teachers or Subject Coordinators. The communication from senior management may include all issues that have arisen. The Senior Management should use the following protocols for each situation.

All Meetings with Parents: If a meeting with Parents is required, then Senior Management must

- Email a request to Administration staff to call the Parents
- Send an email to Parents to confirm the time and date.
- During the meeting minutes will be taken and a summary of the meeting, including any decisions made, will be made available to Parents, Senior Management and Homeroom Teachers.

When meetings are not required, other forms of communication may be undertaken but must have a written copy of the interactions that take place.

Student Achievement:

Key Stage Coordinators will undertake a half-termly check of Students academic progress. Students with consistently good/excellent results will have awards/certificates/messages sent to the parents. Students with lower than expected grades, students at risk and students that have had a significant decrease in their

grades will have their parents contacted by Key Stage Coordinators to arrange a meeting to discuss intervention options.

Student Attendance:

Key Stage Coordinators will undertake a fortnightly check of student attendance in each Key Stage. Students that have missed too many days will have parents contacted.

Student Behaviour:

Key Stage Coordinators will undertake a fortnightly check of the Demerit Register and will contact parents accordingly.

Key Stage Coordinators will help the Head of Discipline to Liaise with parents when Students receive a Level 4 or Level 5 demerit, on the day that the demerit is given.

Key Stage Coordinators will also contact Parents regarding lower level demerits when they see fit.

Key Stage Coordinators will contact Parents when students are placed on Behaviour Reports and when students are taken off Behaviour Reports.

If a student progresses with 3 weeks of unsatisfactory Behaviour Reports, the Head of Discipline will communicate with parents. A further week of unsatisfactory Behaviour Reports will lead the Head of Discipline to arrange a meeting with the parents. This meeting can also be arranged earlier if the Head of Discipline sees fit.

Nurses Communication:

The nurse will find reason to communicate with Classroom teachers, Homeroom Teachers, Senior Management and Parents. The nurse is free to communicate with all students when the students follow protocol.

Students and Nurse:

- Students can visit the nurse only with teacher authorisation.
- A teacher must sign the Student Planner to allow the student to be absent for any amount of time from their lesson (this means students must leave the nurses room for their next teacher to sign).
- Students must get signatures from all teachers whose lessons they miss. In times of emergency this is excluded.

Teachers and Nurse:

- The nurse will email teachers about student's issues. This communication should be forwarded to all teachers.
- Private information should be forwarded only to the Head of Pastoral.

Parents and Nurse: The nurse will communicate to Parents in a manner that befits the incident.

Administration Communications: Covered in the Administration Policies.