

Ysgol Babanod Ladywell Green Infant School

**OPEN DOOR POLICY**

Adopted on:

Headteacher:

Chair of Governors:

Review Date:

**Open Door Policy**

In common with most schools we state in our prospectus that we operate an ‘open door’ policy and this policy sets out to describe what this means in our school.

**Aims of the policy**

In order that staff and parents/carers work together for the benefit of the children in the school, we wish:

* to make all parents/carers feel welcome at school
* to build an atmosphere of trust and acceptance
* to build and maintain effective working relationships with parents/carers
* to prevent any ‘little daily difficulties’ from escalating into larger issues
* to provide a supportive environment where parental/carer concerns or worries can be talked about

**What does ‘open door’ policy mean in practice in Ladywell Green**

* Headteacher available at the beginning and end of day (can be found in one of the classrooms, corridor or her office - please see secretary if you cannot find her).
* Doors open at 8.45am, but school does not officially start until 9.00am. Children complete independent activities designed to ‘settle them’ into the school day at that time, so class teachers and teaching assistants are available to talk about individuals during this time
* Clerical staff available between 8.30am and 3.30pm and will work with parents/carers on a range of issues, eg school uniform, money for visits, attendance, support for completing paperwork.
* Headteachers and class teachers are available at end of day if parents/carers wish to discuss any concerns which their child shares with them (as long as they are not attending meetings).
* Headteacher or class teacher will ask to speak to parents/varers at the end of the day if they have had any concerns during the day.
* Telephones operated before and after school if parents/carers are not able to come into school to discuss concerns.
* Headteacher will discuss issues with parents on the telephone during the day as long as they are not involved in a meeting. Secretary will make arrangements for class teacher to return calls to any parents/carers telephoning when they are teaching.
* Parents may also email or write to the school with a concern, although responses may not necessarily be given in writing.
* Headteacher will see parents immediately if there is an urgent need. If they are not present, another senior member of staff will be available.
* Appointments can be made for non-urgent meetings.
* Issues discussed will be kept confidential amongst staff. Information would only be shared if a child protection issue were identified.

**In order to keep the children safe**

* All gates and doors, apart from those leading to the main reception are locked between 9.00am and 3.00pm (and again from 3.30pm). Visitors are therefore requested to use the main reception entrance
* The school will verify the identity of any parents/carers telephoning if they are unsure that it is actually the child’s parent/carer that they are speaking to.