



Open Door Policy

We wish to continue to promote a climate of mutual respect and trust at Brynmill Primary School and outline below our 'Open Door Policy' which facilitates our efforts to 'work in partnership' with parents.

1. In order to minimize disruption to the children's education we request that all communication with Teachers and Associate Members of Staff is either by telephoning or calling in to school well before the bell sounds, to give sufficient time for your query to be answered (if there is insufficient time the member of staff may ask you to return to continue the discussion), after the bell has sounded, at the end of the school day (the staff member may need to re-arrange if they are involved in an After School Club), pre-arranged appointment or through a note sent in with your child.

Please do not 'pop into the classroom' at the beginning of the day as the bell is sounding as staff need to be available to accept the children.

2. You should inform the school of absences via telephone, calling into school to inform staff or by sending a note on the first day of your child's absence, so that a formal record can be kept of your communication.

3. You may visit the main office at any time in order to make an appointment in person or telephone the school. You should inform the Member of Staff or Headteacher of the nature of the discussion you wish to hold.

4. Every effort will be made to see parents as soon as possible and an appointment will be made at a mutually convenient time. It is a reasonable expectation that any meeting will span approximately 15 – 30 minutes. It may be necessary to make a second appointment if the matter cannot be resolved within this period. If you wish to see the Headteacher and she is available, the Headteacher will be happy to see you at any time. If the Headteacher is not available, an appointment can be made in the office for you to see the Headteacher at the next mutually convenient time.