

## Guidelines for parents for telephone parent consultations at Greenway Primary and Nursery School

All parents will read and acknowledge they have received and agreed via email to the following guidelines **prior** to a teacher inviting parents to join a session.

**Please email your child/rens class teacher, with the sentence:**

**“We have read and understood the telephone parent consultation guidelines and agree to keep to all points.”**

Class teachers email addresses are:

Nursery        **lorraine.tritton@greenway.herts.sch.uk**

Reception     **lucy.bassil@greenway.herts.sch.uk**

Yr1             **mark.loczy@greenway.herts.sch.uk**

Yr2             **kayleigh.dell@greenway.herts.sch.uk**

Yr3             **amy.orr@greenway.herts.sch.uk**

Yr 4            **janine.bennett@greenway.herts.sch.uk**

Yr5             **julia.adams@greenway.herts.sch.uk**

Yr6             **PJ.Gohel@greenway.herts.sch.uk**

- Both staff and parents will introduce themselves and inform staff member if using the loud speaker function.
- Both staff and parents should conduct telephone consultation sessions in an appropriate room of the building, where it is quiet and there will be no interruptions.
- All parents are to follow the same standards of behaviour as expected whilst attending parental events at school. Any parents not following school behaviour expectations (as described within whole school behaviour policy, which can be found on our school website [here](#)) then the staff member will stop the telephone conversation.
- All participants within the telephone consultation session (and any other members of the household heard in the background) must use appropriate language throughout the session. Staff will ensure they maintain professional conduct throughout.
- Parents will be informed of the date and time of planned telephone consultation sessions and the length of time allocated.
- Both staff and parents will be mindful of the allocated time.
- **No children should be involved in the telephone consultations or be in the room when they are taking place.**

If at any stage, any of the above points are not adhered to, then the teacher host will immediately stop the telephone consultation. The incident will be recorded on CPOMS (our On-line Management Reporting System) and reported to the Senior Leadership Team, who will then take appropriate next steps.