

# Parent/Carer Meeting Policy



**A community inspiring lifelong learning.**

**Spinfield School  
Terrington Hill  
Marlow  
Buckinghamshire  
SL7 2RE**

**Tel: 01628 473551**

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|--------------|-------------------------|
| Updated:     | March 2025              |
| Review date: | April 2028              |
| Signed:      | Joshua Clarke/Alex Bone |
| Position:    | Governor                |
| Date:        | 03/03/2023              |

## **Parent/Carer Meeting Policy.**

### **Introduction**

Spinfield School takes very seriously the need for all parents to be as fully informed as possible about all aspects of the school.

To achieve this, information is available in many forms as detailed below:

- Weekly email updates
- School website
- Monthly newsletters
- Class letters
- Parent evenings
- Termly reports
- Published policies
- Ofsted reports
- Governor reports
- Information workshops

Despite the comprehensive information available, it is fully accepted that on occasions parents will have a specific need that requires discussion with a member of staff.

In these circumstances the school will be very happy to meet with the parents provided the following procedure is followed:

- Please ring or email the school (numbers and address provided below) to request a meeting clearly indicating whom you wish to speak with and the purpose of the meeting.
- Staff will be unable to meet with parents unless the meeting has been arranged and the purpose is clear.
- A meeting will be arranged within a maximum of five school days in term time, at a time convenient for both parties.
- On arrival at the school please confirm your identity with reception and sign in using the Inventory system.
- In line with the school values, it is expected that in all meetings there will be mutual respect and the use of respectful behaviour and language.
- If a teacher or member of the Senior Leadership Team feels that the meeting is not being conducted in a respectful manner it will be stopped and resumed at a mutually convenient time to both parties with a member of the Senior Leadership Team and/or Governing Body.
- If parents feel that their meeting does not satisfactorily resolve the purpose of the meeting, they should request a follow up meeting with a member of the Senior Leadership Team and/or Governing Board. If this meeting does not satisfactorily resolve the purpose of the meeting, parents/carers have the option to follow the complaints procedure. This can be found on the school's website.

Parents/carers are able to contact their child's class teacher via the class email.

For example [year1@spinfieldschool.co.uk](mailto:year1@spinfieldschool.co.uk), via the office phone number 01628 473551 or by coming into school and requesting a meeting request form to outline details.