



<b>Title</b>	<b>PARENT ENGAGEMENT</b>
<b>Reference Number</b>	<b>E503 NPBHS Policy Committee</b>
<b>Section</b>	Staff
<b>Written By</b>	NPBHS Policy Committee
<b>Checked By</b>	NPBHS Policy Committee
<b>Approved By</b>	NPBHS Board of Trustees
<b>Issue Date</b>	December 2015
<b>Review Date</b>	December 2027
<b>Associated Policies</b>	<u>A103 Privacy</u> <u>A102 Health and Safety Policy</u>
<b>Associated Procedures</b>	N/A
<b>Associated References</b>	

#### **RATIONALE:**

New Plymouth Boys' High School welcomes parents engaging with their son(s) education. However, as a school, we need to make sure that the privacy of other students, Health and Safety and Human Resource responsibilities to our employees are met.

#### **PURPOSE:**

The Purpose of this policy is to provide clear guidelines and expectations around how we communicate and engage with parents. It is not exhaustive in its explanation but covers some of the key areas of engagement.

#### **GUIDELINES:**

1. The school has a responsibility to ensure the safety of students and staff so has the right to police vet visitors if required.
2. All parents arriving at school must sign in at the school office. If a specific meeting or agenda is required with a member of staff it is advisable to make an appointment to avoid disappointment due to, for example, a teacher having teaching obligations.
3. Classroom visits are by invitation from the school and by prior agreement (at least two school days) only. NB: In most cases, classroom visits are not required (i.e. the exception not the rule).



4. For a classroom visit to occur the following protocol is followed:

**Protocols for Caregiver Classroom visits:**

- Caregivers must agree to this policy in writing before a classroom visit is arranged.
- A clear, mutually agreed purpose for visit is agreed upon by the student's caregiver, teacher, and school (Dean/Headmaster).
- Sign in and issue visitor identification
- Meet boy at the school office to walk him to class. *[aim - to help with his punctuality and assist the caregiver in finding the classroom]*
- Greet the teacher and either sit with [insert student's name] or in an appropriate seat to observe him. Stay for a maximum of 15 minutes unless otherwise agreed. *[aim - to ensure the student settles into the lesson well, and to observe his behaviours or offer support - whatever the agreed aim of the visit is]*
- Due to privacy and respecting the rights of other students there cannot be interactions from the caregiver with other pupils or questions asked of staff about other pupils.
- Professionally, staff cannot comment on other boys and legally non-staff members aren't allowed to interact with students on school grounds. *[aim - to avoid awkward/uncomfortable situations during visits]*
- As the focus is on helping/observing your boy, there will be no advice/judgements/criticisms of the staff made to teachers by caregivers. This is not the purpose of the visit and therefore observations cannot be used for this purpose. Any concerns, great ideas or suggested innovations are to go through either the Dean or Deputy Headmaster. *[aim - To follow correct employment procedures. i.e. the school is the legal employer of the teacher not the parent. We must respect that contractual relationship. The school has thorough observation and appraisal processes. We must also allow the teacher to do their job effectively and to build up trust with teaching staff so they are willing to have caregivers in their class - the school have the right to decline a visit]*
- The caregiver will notify the Dean or the office, in advance, if they cannot make it into school at the agreed time.

**Related Documentation:**

- [Secondary Teachers' Collective Agreement](#)

