
If You are Late or Dropping Your Child in After an Appointment:

Please don't 'gatecrash' the classroom by taking your child down to their class after 9.00am.

You must go to reception and we will take your child down to class. A latecomer with parent in tow coming in and trying to organise coats and bags etc. can be very disruptive for the other children and the teacher.

Most parents are very good about this but we have occasionally had to ask parents to adhere to this practice. The purpose of this leaflet is to make it clear to everyone what is expected of them.

Please do not be surprised or offended if we ask you not to go down to the classrooms on a morning when you arrive late, or if we ask you to leave the classroom at 9.00am

Summary

School doors open at 8.50am and parents are welcome into school until 9.00am

At 9.00am we start lessons and we ask parents to be out of school before this.

If you arrive with your child after 9.00am please let us know that you have arrived and drop them off at the office. We will make sure that they get down to class safely.

Our Open Door Policy Aims To;

Enable parents to have regular contact with the school and develop strong home-school relationships.

To do the above whilst not impinging on or adversely affecting the school environment and the learning and teaching programme in school

We will do this by:

- Having regular but controlled access to classrooms in the mornings.
- Parent /Teacher Interviews twice yearly
- Appropriate Information meetings
- Additional Meetings by appointment if necessary

Best Behaviour

It should go without saying, but just to be clear: We are a primary school working with young children. We deal with a huge range of issues on a daily basis and we appreciate that at times emotions can run high. However, we all deserve to be treated with respect and an Open Door Policy relies on exemplary behaviour from everyone in order to make it work.

Not Clear?

If there is anything you are not clear about in this leaflet, get in touch with us and we will try to clarify it for you.

School management may review and alter this policy at any time in the best interests of the safe and smooth operation of the school.

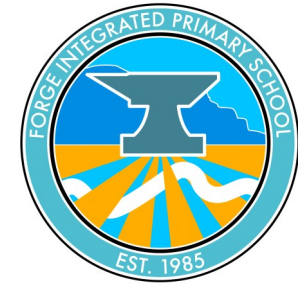
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Forge Integrated Primary School



Open Door Policy

Working *with* Parents *for* Children

Our Open Door Policy

Why have an open door Policy?

We offer parents the opportunity to come into school in the morning between 0850 and 0900, if necessary, to get their children settled in class.

It also gives parents an opportunity to talk briefly to the child's teacher about any minor issues that may have come up overnight.

Some examples of this may be :

You want to let the teacher know about an illness, a simple problem with home learning or a change in home-time arrangements.

Part of the school community

This also allows parents to develop a sense of belonging and partnership with the school and with our staff.

What It Can't Do

The ten minutes in the morning will not provide enough time for parents to have an in depth discussion or meeting about their child's progress.

It is **not** a good time to discuss a difficult or emotionally charged problem.

It is not guaranteed that you will get to speak to a teacher during this period - sometimes there's just too much going on.



Do I need to come in every morning?

Not at all. Part of growing up is developing independence. Encouraging children to have the confidence and skill to come into school and get ready themselves is part of this.

If your child can come in themselves and there are no issues you need to see a teacher about then it's better if they come in and get settled themselves.

It will alleviate parking congestion and you as parents will be able to get on with the rest of your day more quickly having delivered your children safely to school.

What if I do need to see the teacher but they are busy?

Let us know at the office that you want an appointment and we'll organise it.

Sometimes it will be sufficient to have a message passed on.



Hanging Around/ Socialising After School

We have a variety of pick up times as different phases of the school/Preschool finish at different times. We also have after school activities most days. We know many parents establish friendships and links with others through their children.

However, you can't loiter on school grounds. Make sure you are adequately supervising your children at all times. Children are not permitted to use play-ground equipment unless under the supervision of a member of school staff. Young children climbing on fences or equipment or running amongst older chil-

Overstaying Your Welcome!

At 9.00am we want to get lessons started and the open door period is over.

We ask you to be back out of the school building by 9.00am. If you are still in the classroom at this time you are disrupting the teaching and learning of all of the children.

We also need to ensure that we have authorised persons only in school during the school day in keeping with Child Protection Guidance. Therefore, unless specifically asked to be in class, parents should not be in school after 9.00am.



For Child Protection reasons parents are not permitted to wait in the school playgrounds between 2 and 3pm. When you collect your children at 2pm you should either leave the premises or wait in the designated area at the front of the school outside the fenced playground areas.

Remember that during this period lessons are still in progress. It is the parent's responsibility to supervise their children after they have been collected from school.

Please do not be surprised or offended if you are asked to leave part of the school grounds because we need to have the area cleared to ensure that only authorised and appropriately vetted persons are on site or in that area.