



ANTON INFANT SCHOOL

ANDOVER

FAMILIES COMMUNICATION POLICY

THIS POLICY WAS PREPARED BY L SKEATES

AGREED BY STAFF IN SUMMER 2025

APPROVED BY GOVERNORS IN SUMMER 2025

DATE FOR REVIEW: SUMMER 2026

Anton Infant School Families Communication Policy

1. We believe it is important to create a safe, respectful and inclusive environment for pupils, staff and families in our school. We encourage clear, open communication links with families as we believe it has a positive impact on pupils' learning. It provides families with the information they need to support their child's education and helps to build a partnership between home and school. Such communication can be entirely positive and practical, for example to seek information, ask a question, clear up a misunderstanding or to draw attention to a matter. Sometimes there is a need to resolve an issue or misunderstanding.
2. We use the term 'families' in this policy to refer to:
 - Anyone with parental responsibility for a pupil
 - Anyone caring for a child (such as grandparents or child-minders)
3. The term member of staff as referred to in this policy includes:
 - Anyone employed by the school
 - Anyone training in a professional capacity at the school
 - Governors (when acting in this capacity)
 - Volunteers at the school (when acting in this capacity)
 - Anyone employed through an external agency, who are acting in a professional capacity on the school site
4. This communication policy aims to set out the methods of communication available to families for contacting the school and our expectations from families when visiting our school or communicating with staff at our school.
5. We acknowledge that sometimes there can be situations that can be emotional and challenging for families and staff to work through. Nonetheless, we expect all our community to show mutual respect. We have clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy). We also expect families to engage constructively with school staff and to work together with them in the best interests of their children.
6. We will only communicate with families in respect of their own child at the school. Requests to raise a concern on behalf of another parent will be declined, as will requests for information on another child. Should any correspondence be received from legal advisers, then this will be shared with the school's legal advisers.

7. If families are considering making a formal complaint, there is a link here to the complaints policy <https://primarysite-prod-sorted.s3.amazonaws.com/anton-infant-school/UploadedDocument/aebfa759-d532-41e5-b18b-e570e6fcec53/complaints-policy-sep-2024-1.pdf>

Stage 1 of our policy suggests that other forms of communication can often help in resolving issues, and we encourage families to use this route. However, this is not compulsory and does not prevent the use of the complaints policy either straight away or after other forms of communication have been tried.

Communication with the school

In the case of communications with the school, that are not raising a formal complaint, the following guidance will apply.

Meetings

8. Face-to-face conversations are generally the best way of communicating with the school at drop off or pick up for quick, short messages.
9. When a member of staff is not able to speak to you immediately face-to-face due to school commitments, or a longer conversation is deemed necessary or appropriate, then a request for an appointment can be made to discuss the matter either in person or by telephone, at a later date. **The school will aim to arrange that meeting within 3 working school days.**
10. Outside of teaching hours, all staff have additional duties which they perform either before school, during break/lunch or after school, so availability of staff outside of teaching hours should not be assumed.
11. Should a meeting be requested, the decision of which staff member(s) will attend will be made by the Headteacher.

Email

12. Families are welcome to email the school, adminoffice@anton-inf.hants.sch.uk about non-urgent issues in the first instance.
13. Emails will be most helpful if they are concise and explain concerns in a clear way. Lengthy and overly detailed accounts can make it more difficult to understand what is being explained and to respond in a timely or clear way.

14. The school will aim to respond **within 2 working days**. If a response is unable to be provided within this timeline, which can be to ensure a full and considered response, then a revised timeline will be provided and communicated. We ask that families await a response from the school and that further emails are not sent pending that response, unless the new deadline has passed.

Phone calls

15. If a query or concern is time sensitive and urgent, families should call the school office, who will liaise as necessary at the earliest opportunity. In most circumstances, teaching and leadership staff are unlikely to be available to receive calls due to teaching and other commitments.
16. If the query or concern is not time sensitive and urgent, then families should email or call the school office, and the relevant member of staff will aim to contact them **within 2 working school days**. If this is not possible (due to teaching or other commitments), someone will respond to schedule a phone call at a convenient time.
17. For general enquiries, please call or email the school office. 01264 598546 or adminoffice@anton-inf.hants.sch.uk

Social Media

18. The school will not respond to concerns raised via social media.
19. Where the social media site is associated with the school, comments will be removed if they do not meet the criteria and rules of the social media site.
20. Where the social media site is not run by the school (Facebook, Instagram, WhatsApp etc) but inappropriate communication has taken place, the admin of the site will be contacted and asked to remove the communication. Further action, such as contacting the police, to protect the school and individual staff members will be taken if deemed necessary.
21. Should the school be made aware of any physical threats or abusive behaviour towards staff members on social media then the school will consider reporting this to the Police and seeking the removal of this content from the site.
22. If any individual publishes defamatory material about the school or any staff member, either online or in any other way, we will not hesitate to take legal advice about the options available to us to address this.

Communication during school hours / working days

23. Staff will **aim** to respond to communication during core school hours **8.35am - 3.10pm Monday - Friday**, or their working hours (if they work part-time).
24. Families should **not** expect staff to respond to their communication outside of core school hours (**8.35am - 3.10pm Monday – Friday**), or during school holidays.
25. Staff may choose to work around other responsibilities and commitments and respond outside of these hours, but they are **not expected** to do so.

Types of unacceptable behaviour and communication

26. There are some types of behaviour / communication that the school considers unacceptable. These are as follows: -
 - Any physical aggression, e.g. slapping, hitting, punching and kicking
 - Physically intimidating a member of staff or pupils e.g. standing very close to them
 - The use of aggressive hand gestures including finger pointing towards a member of staff or pupil
 - Spitting at a member of staff or pupil
 - Shaking or holding a fist towards a member of staff or pupil
 - Shouting at members of staff or pupils (either in person on school grounds, over the telephone or over video conferencing)
 - Swearing or using offensive language including derogatory language about a protected group or characteristic as defined by the Equality Act 2010
 - Threatening or offensive comments about a member of staff or pupil of the school. This can include verbally, via texts, emails, social media, etc
 - Sending abusive messages to a member of staff, including via text, email or social media
 - A large volume of emails in respect of the same matter over a short period of time
 - Continuing to raise the same issue despite it having been already addressed by the school
 - Posting defamatory, offensive or derogatory comments about the school or its staff on social media platforms
 - Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
 - Breaching or not conforming to the school's security procedures
 - Covertly recording phone calls or meetings with member of staff

- Any other behaviour that is disrespectful, threatening or offensive

This list is not an exhaustive list but seeks to provide illustrations of such behaviour which has no place in our school community.

Actions that may be taken by the school because of unacceptable behaviour and communication

27. In the first instance, (if the unacceptable behaviour has occurred on site) the school will ask the individual to desist and/or leave the site. If the behaviour is of a serious nature, then the police will be contacted.

28. Thereafter the school (Headteacher/Member of School Leadership team) will gather information on allegations of unacceptable behaviour. This may include talking to the parties concerned or others as witnesses to the behaviour.

29. If unacceptable behaviour is considered to have occurred the following actions may be taken by the school, dependent on the severity/gravity of the behaviour:

- The individual will be told verbally that their behaviour is considered to be unacceptable and, if it is not modified, the school will take further action.
- The individual will be told in writing that their behaviour is considered to be unacceptable and, if it is not modified, the school will take further action.
- Advising the individual that all future meetings with a member of staff will be conducted with a second person present and will be minuted;
- Putting in place a contact plan to deal with any communication between the individual and school. For example, except in emergencies, communication to the school must be in writing only to a named individual and the school can set out timescales for school responses.
- A warning letter or an immediate ban from the school site;
- Contacting the Police where behaviour is criminal in nature.
- Seek advice from the local authority's legal team regarding further action.

30. The school will always seek to respond to an incident in a proportional way. The final decision for how to respond to the unacceptable behaviour and communication rests with the Headteacher and, where necessary, the Governing Body

Dated: **June 2025**

Appendix 1

Communication Flowchart

