

# Head of School

Friday 1<sup>st</sup> March 2024

UPDATE

Dear parents/carers and students,

It has been a very exciting and busy week at Giles Academy. This week we have seen the opening of the new Fitness Suite. Students have been receiving their induction session in readiness for the grand opening. PE lessons will be enhanced by access to the Fitness Suite and in addition to this, there will be opening times after school to support student wellbeing. I cannot wait to see students accessing and enjoying the use of this facility over the next few weeks and beyond!

Our Year 11 students have been working incredibly hard, attending lunchtime and after school interventions to best prepare them for their upcoming exam season. We are very proud of their conscious efforts to their studies and excellent attendance in school so far this term. Next week, Year 11 students will be receiving the plan for the Easter Holiday Revision Sessions so that they can book into sessions over the two-week period as final preparation prior to their exams.

In addition to this, Year 11 students have now started their 'real' Food Practical examinations following their practice exam this week and last. There have been some excellent International Breakfasts served up in the Food Technology room. Good luck to all students who are completing this exam over the next few weeks. On viewing (and tasting!) the finished product of the practice exam, there is no doubt we have some Masterchef grades in the waiting at Giles!

This week our Year 7 students have experienced our Inter Faith trip in Peterborough. They visited the Cathedral and a Mosque to allow the students to have a first-hand experience of different faiths. The students really enjoyed the learning experience and were impeccably behaved - well done to all.



Please remember our Year 8 Parents' Evening will be taking place online on Wednesday 6<sup>th</sup> March 2024 from 4.30pm to 7.30pm. This is a very important opportunity to meet remotely with your child's Year 8 tutor regarding their progress, attendance and behaviour in school. Please take the time to read the information in the letter we have sent which contains further details on how to sign up for the evening.

I would like to remind all Year 7 parents/carers that next Thursday (Thursday 7<sup>th</sup> March 2024) is World Book Day. To celebrate this event in school we have been informing all Year 7 students that they are invited to dress up as a character from their favourite book. We are holding an in-house competition for the best contribution to a World Book Day costume and will be celebrating the event across Year 7.

In addition to this, on Thursday 14<sup>th</sup> March 2024 we are hosting 'An Evening of Music and Drama Performances'. This event is aimed at parents, family and friends of students who receive singing lessons with some short sketches from drama students included. I am very much looking forward to being a member of the audience.

One of the highlights in our careers calendar of events are our annual Careers Fairs. These events continue to grow year-on-year and are popular with students in all years and their parents/carers. We are pleased to announce the date for the Careers Events 2024 across our four schools are follows:

- **Cowley Academy** Thursday 10th October 2024
- **Spalding Academy** Thursday 17th October 2024
- **Giles Academy** Thursday 31st October 2024
- **Bourne Academy** Thursday 14th November 2024

If your business would like to attend one or more of these events, please ensure they book their stand by Friday 12<sup>th</sup> April 2024. There is no charge to attend and you can book, using the following link: <https://forms.office.com/e/G2Rg7jQyF1>

Today, I would like to share our Trust 'Working Together: Communication Policy for Parents & Carers', which reflects recent DfE and Local Authority guidance for schools. This is included at the end of this Update and as a separate attachment on ParentMail. The purpose of this policy is as a reminder to parents/carers and visitors to our School of their expected conduct, in order that we can continue to flourish, make progress and achieve in an atmosphere of mutual understanding. We are fortunate to work with parents/carers that are supportive and polite, with our parents/carers recognising that educating children is a process that is strengthened by a positive partnership between parents, staff and the school community. However, it is also important that any contact between parents/carers and the School must be appropriate, proportionate and respectful, in terms of the professional knowledge, experience and skill of the staff and of the entitlement of staff to an appropriate work/life balance.

Finally, I am really pleased to announce that we have received news today that the school will be oversubscribed in September 2024 and full of first choices from students who are currently in Year 6. All staff and current student are very proud of the school and the rapid progress it has made, and to be the school of choice in the local area is another incredible achievement for Giles Academy.

Have a wonderful weekend.

Kindest regards,



**Miss Katie Belcher**

Head of School, Giles Academy

## For the **latest news**

You can follow Giles Academy on our official social media platforms as follows:

- [www.instagram.com/GilesAcademySLAT](https://www.instagram.com/GilesAcademySLAT)
- [www.facebook.com/GilesAcademy](https://www.facebook.com/GilesAcademy)
- [www.twitter.com/GilesSLAT](https://www.twitter.com/GilesSLAT)

# Working Together

Communication Policy for Parents & Carers

## Rationale

The South Lincolnshire Academies Trust is fortunate to work with parents/carers that are supportive and polite. Most of our parents/carers recognise that educating children is a process that is strengthened by a positive partnership between parents, staff and the school community. This positive partnership and strong working relationship equips children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/carers to participate fully in the life of our School.

Parental engagement with their child/children's learning is important in supporting attainment and progress and parents/carers have a legitimate right to understand what their child is learning at school and what progress they are making.

However, it is also important that any contact between parents/carers and the Trust/School must be appropriate, proportionate and respectful, in terms of the professional knowledge, experience and skill of the staff and of the entitlement of staff to an appropriate work/life balance.

## Policy purpose

The purpose of this policy is as a reminder to parents/carers and visitors to our School of their expected conduct, in order that we can continue to flourish, make progress and achieve in an atmosphere of mutual understanding.

The policy sets out:

- The general principles underpinning the conduct of members of the Trust/School community;
- How it is expected that communication between parents/carers and the Trust/School will take place;
- What behaviours towards the Trust/School and members of our school community are deemed unacceptable and open to challenge by the Trust/School;
- The additional steps the Trust/School can take in respect of unacceptable behaviour by a parent/carer/visitor.



Aspire • Challenge • Achieve

## General principles

The Trust Staff and Governors will always endeavour to be accommodating and prompt in their communication/s with parents/carers. All communication/s to the Trust/School should be acknowledged within 48 hours and given a timeframe for the matter to be dealt with.

If parents/carers do not receive an acknowledgment within 48 hours, they should contact the Trust/School again to check that the communication has been received.

NB: Please note that a 48-hour acknowledgment does not apply when the Trust schools are not in session, for example, during holiday periods or weekends.

If parents/carers wish to correspond by email, they should use the School's central email address at:

- Bourne Academy: [office@bourneacademy.org](mailto:office@bourneacademy.org)
- Spalding Academy: [enquiries@spaldingacademy.org.uk](mailto:enquiries@spaldingacademy.org.uk)
- Giles Academy: [enquiries@gilesacademy.co.uk](mailto:enquiries@gilesacademy.co.uk)
- Cowley Academy: [enquiries@cowleyacademy.org.uk](mailto:enquiries@cowleyacademy.org.uk)

This email address is monitored during the school day, with emails forwarded to the appropriate member of staff.

Please note that parents/carers should only use the personal direct email address for staff if the member of staff has provided them with this directly.

All communication should respect the caring ethos and values of our Trust and reflect the rationale detailed at the start of this policy.

Please remember:

- To ensure that all communications, be they written or verbal, are calm and polite and that parents/carers remain mindful of the right of the recipient to be treated with respect;
- The School Reception opens at 8am and closes at 4.15pm;
- Please note that mornings and the end of the school day in particular, are very busy;
- All our staff are contracted to different working ours, so this may impact on when a response may be sent, including that staff may not answer parent/carer emails after 4 pm;
- Members of staff are very busy during the school day, i.e. with pastoral staff having many pre-booked meetings and with teachers who teach for the majority of the day. Therefore, when parents/carers would like to speak with a member of staff, we ask that they make an appointment to do so at a time when staff can give both sufficient time and their full attention;
- It is important to note that it will not be possible to see parents/carers who arrive at school without an appointment, due to the prior commitments of staff;
- If the matter that you need to contact the Trust/School about is still not resolved, parents/carers should follow the procedure in the School's Complaints Policy (available on the website).

## The need to maintain positive communication

As stated above, the School enjoys very positive and productive relationships and communications with the majority of our parents/carers.

Please remember:

- Timeframes for a matter to be dealt with appropriately will be decided by the recipient of the communication or by the Trust/School's Complaints Policy. Parents/carers should not demand an immediate response or a response within their own timeframe;



- Lengthy, frequent, demanding, or disrespectful communications to staff will seriously undermine their ability to carry out their core duty of educating the children;
- When communicating with Staff/Governors, language should remain respectful and calm. It is not acceptable to use language that calls into question colleagues' professional ability; represents any form of personal attack or seeks to direct how they carry out their professional role;
- It is entirely inappropriate to use raised voice, invade personal space, and use language that is disrespectful, rude, offensive, aggressive or threatening. Parents and carers will be given a warning about the use of their language, if there is a continuation the member of staff may terminate any communication and refer the matter onto the Senior Leadership Team or Chief Executive Officer;
- It is unacceptable to record conversations/meetings with Staff/Governors without making them aware of the recording and seeking their express permission to capture what could be personal information and breach their human right to privacy, which extends to their workplace;
- Please note that for staff safety, in the majority of meeting rooms we have CCTV recording, but with no audio;
- We politely ask parents/carers not to resort to any form of communication over Trust/School related matters, including of its staff or Governing Body or any other matters that relate directly to the Trust/School, via a medium other than the School's Complaints Policy, including social media platforms. We do however, strongly encourage parents to communicate with us, if there are any issues, so we can resolve any matter/s together.

## Inappropriate use of social media sites

The Trust/School seeks to teach students the importance of appropriate and responsible use of social media and it is therefore vital that everyone in the school community, including parents/carers lead by example.

The Trust consider the use of social media platforms and websites to complain/make personal comments about the School or members of staff/Governors as unacceptable and inappropriate behaviour and not in the best interests of the students nor the School. Instead, concerns and queries parents/carers may have should be made through an appropriate channel such as the School's Complaints Policy so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any student or parent/carer of a child/children being educated in any of the Trust schools is found to be posting libellous or defamatory comments on social network sites, they will be reported to the appropriate 'report abuse' section of the network site.

All social network sites have clear rules about the content, which can be posted, on the site and they provide robust mechanisms to report contact or activity which breaches this. The Trust/School expects that the parent/carer or student will remove such comments immediately.

In serious cases the Trust/School will also consider its legal options to deal with any such misuse of social media platforms.

Additionally, and perhaps most importantly, is the issue of cyber bullying and the use by one child or a parent/carer to publicly humiliate another by inappropriate social network entries. We will deal with any such matter as a serious incident of school bullying. However, please be reassured that thankfully such incidents are extremely rare.

Please note that the inappropriate use of a communications network can give rise to offences under the Malicious Communications Act 1988 or the Communications Act 2003 and if persistent, could be deemed to constitute the offence of harassment.

## Attending the school premises

All of the Trust schools are a place of learning, with an important duty to safeguard and protect the health and safety and well-being of the students and staff we serve.

Schools are private premises and not public spaces. Parents/carers have an implied right to enter the School as a parent/carer of a child/children currently attending the School but it is open to the School to remove that right of entry at any time it deems this to be a necessary course of action.

Please remember:

- Parents/carers should behave appropriately when on the School premises. We politely ask and remind parents/carers to not shout, swear or cause any form of disruption that interferes or threatens to interfere with the core operation of the School.
- Threats of violence, use of violence towards people or property on the School's premises is a criminal offence, and will likely result in the matter being reported to the police;
- Approaching someone else's child in order to discuss or reprimand them because of their actions towards your own child is inappropriate. Such an approach to a child may be seen to be an assault on that child and may have legal consequences;
- We cannot give out any other student's address due to GDPR regulations.

## Additional steps by the school

The following is not an exhaustive list:

- A member of staff/Governor will challenge unacceptable behaviour calmly and by asking the person/people concerned to stop; to respect personal space; stop shouting or using inappropriate behaviour or may end a telephone call/meeting or direct the person to leave the premises.
- The Trust/School may communicate with a parent/carer to challenge unacceptable behaviour and set out conditions to establish a way forward, this may include a Communication Strategy (e.g only communication through email or letter).
- The School will comply with, and fully implement, the Department for Education Controlling Access to School Premises, should it deem it appropriate to do so.
- If the School decides the matter requires a more formal approach we may instruct our legal advisers to communicate with the parent/carer, warning them about their behaviour and/or putting in place Communication Strategy to restrict their means of corresponding with the Trust/School and/or banning them from School premises if felt to be appropriate.
- In serious instances where the peace is breached or the law broken, the School will report the matter to the police.

We trust that parents and carers will assist our School with the implementation of this policy and we thank you for your continuing support of the School.

