

Open Door Policy Families



Welcome to The Farmhouse Montessori School where we operate an 'Open Door' Policy for parents.. We value the input parents make to the school. If you have any worries or concerns about your child's education, then we believe that it is far better that you come into school and discuss them - in the first case with your class teacher, then with the Head of School. Following this process allows issues to be resolved and explained.

PURPOSE

The purpose of our Open Door Policy is to encourage open communication, feedback and discussion.

SCOPE

This policy applies to all families of the service.

RATIONALE

Staff will listen to your concerns and work with you to resolve any issues that you might have. Staff and parents are expected to be reasonable and fair to all parties. It is in the best interests of all our children to work together.

IMPLEMENTATION

We are able to maintain our 'Open Door Policy' by requesting your co-operation with the following rules.

- All visitors to the school must report to the school office upon arrival.
- Class teachers will usually be available for an Open Door meeting at the end of the school hours teaching day.

At the Nth Head Campus the end of the School Hours teaching Day for teaching staff is normally 3pm.

At the Nth Balgowlah Campus the end of the School Hours teaching Day for teaching staff is normally 4pm

- In some cases, the teacher may not be available for genuine reasons and a different meeting time should be arranged.
- If you feel that the matter needs more than 10 minutes to discuss, then parents should phone the school office at the campus that your child is attending to make an appointment to see the member of staff at a mutually convenient time. Please make sure to state the purpose of the meeting request.
- Staff may also be available to take phone calls, when they are not available please leave a contact number so that the member of staff may call you back at a different time.
- The Nth Balgowlah Campus & Nth Head Campus is only accessible to parents at drop off and pick up times. During school hours, the site is locked for the security of our pupils for access parents will be required to ring the front door bell or phone the school for entry.
- At no time should parents raise their voices at staff, particularly in front of children. Aggressive or threatening behaviour is also unacceptable. Anyone who misuses the Open Door Policy may be asked to leave the school premises and future meetings will only be held after a prior appointment is made.

Families

- Families are encouraged to share insights about their child with staff
- Family members are encouraged to share skills and cultural experiences with the children and staff
- Families are to be kept informed on what is happening within the school through discussions with staff, fortnightly newsletters and the website

QA6 Open Door Policy-Families

- Family members are welcome to make suggestions at any time either anonymously by submitting a written suggestion into the suggestion box within the foyer at the Nth Balgowlah campus or by discussing the matter with the Head of School who will convey the message to other relevant staff
- Families are to be kept up to date with their child's development and interests throughout their time at the Centre.

Source

- The Early Years Learning Framework
- National Quality Standards

1

Policy Review/Creation Date
May 2017 New Logo 2018