

What do we expect from Staff?

We endeavor to reply to parental messages within 48 hours.

We will notify parents at the end of the day when incidents occur in school.

We promise to treat parents with respect in all communications.

We will provide a professional framework for discussions.

What do we expect from Parents?

To phone school with any concerns.

To treat all staff (including Reception) with respect and consideration.

To provide school with up to date contact details including email addresses.

To support school with aims and ethos.



MEDEN SCHOOL

Guidance for Parents on the following:

1. **Communication with school**
2. **Holiday requests**
3. **Emergency Procedure in case of school closure**
4. **Staff expectations**
5. **Parent expectations**



Meden School
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Mansfield
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NG20 0QN

Telephone: 01623 843517
office@medenschool.co.uk
www.medenschool.co.uk

Communication with School

Please contact your child's tutor in the first instance for general enquiries or their class teacher for subject specific enquiries.

Teachers can be contacted by:

- email
- writing in your child's planner
- contacting Reception.

Please phone Reception if you would like to make an appointment with a member of staff.

Please do not turn up to Reception and expect to see a member of staff without an appointment.

Communication between school and parents should be respectful at all times.

If your child is unwell during the school day we will contact parents/carers at home to arrange for them to be collected from school if necessary. Your child must not use their mobile phone to contact you themselves.



Holiday requests from January 2013

All holiday requests will need to be submitted on a holiday request form which can be collected from Reception or downloaded from the school website.

Holiday requests will be considered by the Head and will only be authorized if it is for exceptional circumstances (armed forces or police). Reasons will need to be submitted on the holiday request form.

If parents still take their child out of school for a holiday which has been unauthorized by the Head then school will refer them to Targeted Support to recommend a fixed penalty notice (**£60 if paid within a certain time frame.**)

Meden School from January will be working closely with Thomas Cook in Shirebrook to inform parents of special deals that will be available for them during school holidays. All information will be available on the school website, via text and email.



Emergency Procedures

In case of heavy snow

Meden School will notify parents through:

Local radio

- Capital FM
- Mansfield 103.2
- Radio Nottingham.

School website www.medenschool.co.uk

School answer phone message

Email or text message.

If school needs to close during the normal school working day:

Parents/carers will be contacted by text message and/or email

Students who have no pre-arranged place to go (i.e. home, a friend or relatives house) will not be permitted to leave the school without parental permission.

It is imperative that you inform us of any changes to the contact information relating to your child. Please contact Reception to do this, thank you.

