



Open Door Policy

April 2025

COM-02



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Communications	April 2025	April 2028

Contents

Introduction	3
Aims and Objectives.....	3
We provide access to the school and staff by:	3
We share our knowledge of the children and their progress by:	3
We provide opportunities for stakeholders to meet and to share information:	4
We plan a series of events throughout the year which all stakeholders are invited to attend, these include:.....	4

EQUALITY IMPACT STATEMENT

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

Chalfont St Giles Infant School & Nursery
 School Lane, Chalfont St Giles,
 Buckinghamshire, HP8 4JJ

tel: 01494 872160
email: infantoffice@csgvillageschool.org

Chalfont St Giles Junior School
 Parsonage Road, Chalfont St Giles,
 Buckinghamshire, HP8 4JW

tel: 01494 873090
email: junioroffice@csgvillageschool.org



Introduction

Our school's open-door policy plays a key role in the partnership between the staff, children, parents and governors who are all involved in achieving our aims.

Aims and Objectives

Our aim is to engage with everyone so that the school community feels fully involved and informed about their child, about how they can help them at home and in the wider life of the school.

We provide access to the school and staff by:

- Ensuring staff are available and visible so that parents can approach us easily.
- Parents of the Infant School children can drop off their children each morning from 8.45 and staff are available at this time to answer any questions and deal with any queries.
- Parents of Junior School children can contact the school or visit the School Office to arrange to see the class teacher.
- On Friday's parents are welcome into the schools to read with their children and look at the class room displays and children's books. Infant (Year 1 and 2) and Junior School parents are invited to arrive at 8.45. Reception parents are invited in during the afternoon, later in the school year.
- Parents are encouraged to help in the classrooms during the school day. (See Parental Help Policy.)
- Appointments can be easily made with the class teacher to ensure quality time for discussion.
- Parents are encouraged to attend and be involved in school productions and to support us on school visits.

We share our knowledge of the children and their progress by:

- Making contact via the telephone, staff are happy to phone back and talk with parents at a mutually convenient time.
- Parent Consultation evenings are arranged twice a year during the Autumn and Spring term. Parents make appointments to have a private interview with their child's teacher.
- Targets are provided for parents so that they are aware of ways they can support their child's learning at home.
- The end of year report provides a snap shot of each child's attainment and shared information about the progress they have made.
- The end of year school report encourages comments from parents on their children's education.
- Stay and Play is held termly in the Nursery for parents of current Nursery children.
- Parents' Evening for Nursery children are held on the same schedule as the rest of the school.
- On Friday morning, when the parents are invited into school at 8.45, work books are available for parents to read written comments & next steps comments to their child so that the child and parents are aware of what has been done well and what is needed to be done to improve.



We provide opportunities for stakeholders to meet and to share information:

- We hold a year group meeting at the beginning of the school year to provide parents with curriculum information and relevant information about the year group and how to support learning at home.
- We aim to hold termly parent information meetings about different aspects of teaching and learning to support parents and provide guidance on how they can help their children.
- During the year we hold a number of events aimed at providing more insight into the everyday life of the school.
- Induction meetings are held for parents of children joining our Nursery, Reception and Year 3 classes. These are led by the Headteacher with representatives of the Governing Body and PTA.
- Each class has a class parent who meets regularly with the Headteacher and assists the Teachers with communication, and organising social events for parents.
- An open evening is held annually, in the summer term, for parents to have access to the school, under the guidance of their children.
- The Parent Teachers Association has positive communication links with the parents of the school encouraging active involvement in school events.

We plan a series of events throughout the year which all stakeholders are invited to attend, these include:

- Assemblies give parents and carers a flavour of work being covered in class and provide an opportunity to see the children perform.
- We have services held at the village Parish Church to celebrate at different times of the year and to come together as a community.
- Certain year groups put on productions at Christmas or year end.
- We have an annual sports morning for the Nursery and a sports day for The Infant and Junior Schools. Parents and family are encouraged to come and support their children and have a picnic lunch together.
- The PTAs organise a number of different social events both in and out of school time across both sites.
- Family days are held across both sites to give parents an opportunity to share work and engage in a school morning with children.
- Parents may also be invited in for other special and one-off events.
- We will give as much notice as possible for these events to allow for parents to book time off work in good time to attend events.
- The PTA offer free access to events such for children who are eligible for pupil premium.