



15 November 2019

Dear Parents/Carers

The Beaconsfield School Communications Guidance Note

In line with many schools, we are clarifying our communications guidance to support the interests of students, parents and all those who have links with our school. As you are all aware from the media and from your own experience, professional workload is a major contributor to the pressure on staff and often cited as a reason for the loss of good staff from schools.

As a school, we are mindful of the needs of our students, their parents and carers and also our staff. We aim to offer our staff the best possible environment to work in. As part of our work in this area, we have developed the attached guidance in line with the Department for Education national guidelines, using research on reducing teacher workload and feedback from our staff team.

A key finding is that the need to communicate with parents and carers within a very short time frame places a significant demand upon our teachers within their busy teaching day. As a school, we appreciate the need to manage both parental expectations of teachers' response times and also ensure high standards of home-school communications.

I am therefore writing to you to outline some guidance about communication that the school is going to follow. I believe that it will lead to a reduction in the day-to-day pressure to respond to general parental emails outside of the working day. This will ensure that work and home boundaries are clearer and also that parents and carers better understand the context in which teachers are working, and can modify their expectations of an immediate response.

By signalling your first ports of call, we are determined to ensure that communication is distributed and directed more appropriately across the staff team.

Yours faithfully

Mr J Fletcher
Headteacher

