*Example paragraph to include in communication policy when identifying discussion parameters with parents.*

Our school has parents from different backgrounds, different cultures and different beliefs and as such we consider a wide range of views in developing our policy and practice.

We are obliged to create a policy to meet the needs of most children within our school community, but we are also required to provide differentiation from our policy for some individual children based on their needs. We establish our policy and plans based on legal requirements, academically researched methodology and the publicised ethos of our school. Therefore, we may not be able to align our practice with your wishes but we are committed to working with you.

We are therefore unable to discuss the plans, provision or differentiation used with any child other than your own.

We are happy to make time by appointment to discuss anything relating to your child’s needs. We are happy to listen and consider parents’ views and very much value parental input into plans, provision or differentiation used with your child or children. We actively seek your collaboration and involvement.

For staff:

If parents ask about other children’s provision or responses to other children’s behaviour staff use the following script:

‘*We are unable to discuss the plans, provision or differentiation used with any child or children other than your own.’*

Then direct the parent to write to or e-mail the office to make an appointment to discuss any concerns or worries they have for their child’s welfare or provision. All discussions about policy and practice, plans and procedures are best conducted with a degree of privacy when time has been made to prioritise listening and recording parental concerns.