



Church Drive Primary School
"Together we Belong, Believe and Achieve"

Port Sunlight, Wirral, Merseyside CH62 5EF

Headteacher: Mrs J Jones Website: www.churchdriveprimary.co.uk
Telephone: 0151 645 5527 schooloffice@churchdrive.wirral.sch.uk



Monday, 6th March 2023

Dear Parents/Carers

I am writing to remind you of our 'Respecting School Staff at Church Drive Policy', following a number of recent reported incidents by staff regarding parental/carer behaviour towards them.

School sought advice from HR to produce the policy, which combines our school values and outlines school expectations. I have attached a copy for your information.

Staff at Church Drive are dedicated and committed to all pupils and promote equality and diversity for all. School addresses and manages areas of concern promptly and within the reasonable framework of two weeks. If school needs further support, then school will seek external advice, which can take additional time and can be beyond our immediate control.

School cannot for GDPR reasons share information regarding another pupil, however, if you feel the actions of another child or the actions of a staff member are impacting upon your child then please follow the procedure below:

- Step 1** - is to request a meeting initially with the class teacher or phase leader
- Step 2** - is to meet with Deputy Head /Head
- Step 3** - is to complete the 'Complaint Form', which can be accessed from the School Office or Website. This will be reviewed and addressed independently by the Governing Body.

During my time as Head of Church Drive, the staff and I have strived to develop whole school community links and collaborative partnerships between home and school. It is disappointing to learn that both Teaching and Non-Teaching Staff are being addressed in a manner that is causing personal distress.

Staff are happy to discuss any concerns or issues that arise regarding your child, however, this needs to follow the above procedure. You will appreciate, that school needs to be given appropriate time to fully investigate and action support if deemed necessary.

May I also please remind you that staff should not be contacted via their personal mobile number regarding school matters. ALL questions and queries must be submitted via Arbor in-App messaging, emails to schooloffice@churchdrive.wirral.sch.uk or by telephoning the School Office on 0151 645 5527.



*Happy and Safe
Respecting
Ready to Achieve*

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website: www.churchdriveprimary.co.uk

Child Protection Contact at School: Joanna Jones Telephone: 0151 645 5527
Data Protection Officer at School: Craig Stilwell (Judicium)



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I would like to take this opportunity to thank those parents/carers who already work collaboratively with the school, to ensure the correct outcome for your child is achieved. Together as a team, we can ensure your child is happy, safe and secure to enable them to access inclusive learning opportunities to achieve their true potential.

Yours sincerely,

Mrs J Jones

Headteacher



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