

## COMMUNICATING WITH PARENTS OF LEARNERS

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<b>Policy Approved by:</b>	<b>Strategic Management Team</b>	<b>070/5/03</b>	<b>Minute 768</b>
		<b>12/04/11</b>	<b>Minute 1943</b>
	<b>Academic Board</b>	<b>06/05/03</b>	<b>Minute 226</b>
	<b>Curriculum &amp; Quality Panel</b>	<b>06/05/11</b>	<b>Minute 460</b>
	<b>Operational Management Team</b>	<b>09/05/03</b>	<b>Minute 23</b>
	<b>Curriculum and Quality Committee</b>	<b>19/5/03</b>	<b>Minute 68</b>
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<b>AOS Aim 2</b>			
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## **Preamble to the Policy**

### **Equal Opportunities**

The College shall comply with all statutory duties in respect of equal opportunities in the areas of sex, race, age, disability, sexual orientation, transgender, religion, belief, pregnancy, maternity and paternity, marriage and civil partnership and the rehabilitation of offenders. The College shall also comply with the Human Rights Act 1998 and any subsequent enactments or modifications.

#### **1. Introduction**

- 1.1 This policy aims to give clear guidance on how the College will communicate with parents set against a complicated legal background. The College values the contribution parents makes to their children's education and also respects each individual's right to privacy, as reinforced by legislation such as the Data Protection Act.

#### **2. Definitions**

- 2.1 **Learner** – A learner is anyone who is or was enrolled on a course at Coleg Morgannwg.
- 2.2 **Child** - The College recognises that a person is a child, in law, until they attain the age of 18 years.
- 2.3 **Parent** – Parents will be the natural parent or those who have been granted the same legal status.

#### **3. The Law**

- 3.1 **Data Protection Act.** The College is obliged to work within the Data Protection Act. Individuals have a right to expect that their details are kept secure and only revealed to those who have a legitimate right to view them. College learners must consent to anyone, including parents, receiving their information.
- 3.2 **Education (Pupil Information) Regulations 2000.** These regulations allow parents to receive information about their children whilst in school. However, these regulations do not state that the same permission extends to Colleges.
- 3.3 It is apparent that the law requires the College to seek the permission of learners before information is passed to parents or any other person.

- 3.4 The College, in order that it can involve parents in the education of their child, will make it standard that a learner who enrolls agrees to a statement allowing release of information to their parents up to the age of 18. However, it will be possible for learners to refuse this release of information and still enrol.

**4. Communication with Parents: Guidelines for school-link pupils and full-time learners**

- 4.1 Communication with parents of learners who are 18 and under varies across the College. Even with young learners over 18 years of age, learner services and faculty staff have communication with parents.
- 4.2 With school link pupils all communication with parents must be through channels and procedures agreed with their secondary school.
- 4.3 With learners 18 and under the College through its staff should have due regard to keeping parents informed of their children's attendance, progress and behavior in the way that secondary schools do.
- 4.4 With learners over the age of 18 the College must heed the requirements of the data protection legislation. It is therefore recommended that curriculum areas, with the advice of the Learner Services, agree a means of explaining to parents the constraints imposed on the College by data protection on communicating information on learners' progress. Parents must be made aware that it is for their daughter/son to agree with the College that they will allow direct communication on learner affairs.

**5. Ways of and reasons for communicating with parents**

- 5.1 Involving parents in the admissions process by, for example, attending interviews and open days. This will involve the parent in the process of advising the child on their choice of course.
- 5.2 Invitation to parents to attend a pre-course meeting with their son/daughter. Curriculum areas sometimes hold pre enrolment information sessions. Involving parents ensure they get information first hand which will aid them in supporting the learner, especially in the early part of the course.
- 5.3 Copies of progress reports.
- 5.4 Invitation to attend exhibitions and displays of learners' work.
- 5.5 Involvement in disciplinary, grievance and complaints cases.

**6. Monitoring and Review**

- 6.1 This policy will be monitored and updated where necessary in line with experience or changes in law.
- 6.2 A formal review of this policy will be carried out every five years.