



## TEACHERS & LINKS CODE OF UNDERSTANDING

1. This code of understanding aims to develop a shared appreciation of what linking involves in order to sustain a healthy relationship and mutual support between class teachers and the Links.
2. All Links can access *The Links and Parents Handbook* and all policy documents on the Michael Oak website and on request from the office.
3. All Links will be told about the year planner which is available on the website on our Google calendar at the first Links meeting so they know when Links Meetings and other school events are scheduled. They will also be sent a copy of the catering calendar so they are clear what events their class is responsible for catering for.
4. **Teachers agree to:**
  - a. Acknowledge, with appreciation, their parent Links.
  - a. Let parents know at the start of the term, how best to set up a meeting at a time that is convenient for you both. Some teachers prefer talking in person before or after class, and others prefer to communicate by email, phone and/or SMS. Teachers agree to respond within two days even if it is to acknowledge receipt of a message.
  - b. Respond efficiently and appropriately to concerns/grievances brought to them on behalf of other parents.
  - c. Seek help and support from colleagues should they need to do this before responding to parents.
  - d. Discuss agenda items of upcoming Parents' Evenings with their Links.
  - e. Respect the 24 hour and the 5 day rules:
    - Any minor request to Links should be made at least 24 hours before the required support. Genuine emergencies that could never have been predicted should be treated as such.
    - Any request that might require class parents to give of their time should be known at least five days in advance. This includes all transportation requests.
5. **Class teachers and Links could consider:**
  - a. The possibility of having more than one class Link to share roles and tasks more equitably (see the Parents and Links Handbook).
  - b. Setting up an e-mail communication network in the class.
6. **The following issues need to be discussed openly with the class:**
  - a. Communication with the class community should go through the communication link, although communications will also come from the teacher.
  - b. Email is best used to share information and make practical arrangements and is not to be used for discussing contentious issues or airing grievances. (See *Communication Guidelines* and *Email Policy*).



**7. Links should ideally be chosen:**

- a. In the fourth term to provide continuity from one year to the next.
- b. For a set period so that all parents get a chance to be involved.
- c. In such a way that there is a smooth handover period so current Links can offer to provide support and advice to the new Links.

Teachers may call for volunteers or parents may elect the class Links at a parents' evening. Having the time, willingness to share, contribute and communicate are essential criteria.