



**Executive Head Teacher**  
Ms L. Johnson

**School Business Manager**  
Mrs J. Burton

### **Parent/Volunteer/ student - School Confidentiality Agreement**

As part of our school policy, we are now asking all parents/volunteers and students who support learning in school to sign a confidentiality agreement.

This means:

- Parents/volunteers/students involved in activities such as hearing children read do not discuss pupil progress or attainment with other parents. If teachers wish parents to write in reading diaries, we ask that the comments are positive and indicate the pages read.
- Involving parents (etc) in marking pupils' work is at the discretion of the class teacher. Parents should follow guidance given by the teacher, which will vary depending on the child and the task set.
- Parents (etc) who may, because of their presence in the classroom, see assessment data or other information regarding pupil performance should ensure that this is not shared with other parents.
- Parents (etc) working in the classroom should refrain from looking in pupil books, except when this involves supporting a child in the task set, e.g. as part of a literacy lesson.
- Inappropriate pupil behaviour is not discussed with other parents, but is reported to the class teacher who will deal with the matter.

The teaching staff really value all parental/ volunteer/ student support and in order to ensure a professional partnership we would ask you to sign the slip below.

Mrs L Johnson

Executive Head Teacher

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I..... parent of ..... class..... agree to the

conditions outlined in the parent/volunteer-school confidentiality agreement and understand that breach of these conditions may mean it is not possible to support teachers in the classroom.

Signed.....Date.....

Please return this slip to the head of school.