



THE
KING'S SCHOOL
CANTERBURY

The King's Summer School Communications Policy



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Routine Communications

A successful partnership between The King's Summer School, parents, agents, and guardians is based upon open communications. We foster links with the community, parents, students and former students.

The Director of Holiday Programmes is the first point of contact for parents if they have any questions or concerns regarding the summer school or an individual student.

Email

Wherever possible, we will always try to contact parents, guardians, and agents in writing. This will usually be via email. Students can send and receive emails from many computers in the school and remotely. Parents may wish to use email for contacting staff.

Please use summerschool@kings-school.co.uk when contacting the Summer School and Commercial Director and/or the summer school team.

We expect dual parents or guardians to communicate with each other regarding their decision to send the student to attend the King's Summer School. Unless there is a court order to the contrary, we will assume that any communication or instruction received from one parent/guardian is being given by both of you, and that any communication from the King's Summer School team to one of you will be shared with both of you.

Parents should be aware that in the event of disagreement, the summer programme will endeavour to meet the student's choices or preferences where we judge it to be in their best educational interest.

Website

Our website (<https://thekingssummerschool.co.uk/>) provides a range of information about the King's Summer School.

Telephone

Mobile phones are allowed at specific times, and you should refer to our 'Mobile Phones & Smartwatches Policy' for more details on this. Typically, they are not allowed during lessons, activities or meals.



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The school monitors the use of ICT to protect from inappropriate sites, but parents need to be aware that it is not possible for the school to filter or monitor websites accessed by students on personal mobile phones with 4G/5G internet access.

Video Calling

Those with laptops or other internet-enabled mobile devices may use video-calling services to contact friends and family at any reasonable time of day, subject to technical restrictions of the school's network.

Emergency Communications

Parents must ensure the King's Summer School always has current contact telephone numbers and email addresses so that contact can be made in an emergency.

We will attempt to contact you by telephone if your son or daughter is injured or taken seriously ill.

In the unlikely event of a more serious incident, the response will, inevitably, depend on the circumstances. The first and greatest priority will always be to look after the students. The second priority will be to give parents the fullest possible account of events as soon as possible; we will always tell you personally if your child is injured or has suffered some accident unless emergency services take this responsibility and instruct otherwise.

Additional Information

Should you have any questions, or require additional information about this subject, please contact us direct via email at summerschool@kings-school.co.uk.

Reviewed by:	Mike Pengelly (Summer School and Commercial Director)
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