



Making the difference

Curriculum Policy: Home-School Communication Policy



HOME - SCHOOL COMMUNICATION POLICY

AIM To make communication between home and school simple, informative and relevant.

Contents

- 1) Message books - every child is given a message book for parents and all members of staff to use. These should come to school daily and go home every afternoon. Messages are informal and can cover general matters from informing one another of a child's diet or requesting equipment etc. These diaries also go to mainstream schools when there is a shared placement and also travel with the child to respite care.
- 2) Telephone calls - parents are welcome to telephone members of staff if they have queries. If a member of staff is not available they will return the call when they are free. Staff may telephone parents as and when necessary. These phone calls are logged in the class communication folder to maintain a record of contacts.
- 3) Half Termly Newsletter
The Head of Education will endeavour to send informative newsletters at least twice a term. Parents may send in contributions if they wish. Letters are also sent home regularly.
- 4) Individual Class Arrangements
Class 1, 2, 3 and 4
A timetable is sent home at the beginning of the school year.
- 5) Termly Class Letters
The Class Teacher will send home letters towards the beginning of each term about how parents can support learning at home.
- 6) Arrangements for Individual Children
Children with little or no speech take their augmentative communication systems (ACS) home with them as appropriate.

ACs include Communication Books, Boards and Voice Output Communication Aids (including Big Macks). The Big Macks are a particularly good useful tool for sharing news between home/school. For example a message from home might say 'when I left school yesterday I went shopping with Mum.' This provides a good talking point during a circle time session. These ACs also stay with the child throughout the school day and travel with them if they change rooms e.g. assembly.
- 7) Copies of IEPs and evaluation are sent home termly. Moving and Handling Plans are sent home whenever they are updated or changes are made.



8) School Escorts

The school escorts are often happy to pass informal messages to school. Please note however that this is a voluntary arrangement between the parent and escort as escorts are L.E.A. employees and not employed by us. Information about time off school and children's health should be communicated directly to appropriate school staff. Any confidential matters will be discussed directly with the parents.

9) Copies of Pupil Passports will be sent home annually or when there is a significant change.

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