

Purpose and Format of Home School Communication

At Pens Meadow we recognise that effective home school communication is essential to achieve the best outcomes for all of our pupils. We work together in partnership with families. We encourage families to take an active interest in their child's education, and parents are welcomed into school at any time. In school all pupils have a keyworker who is a member of the class team and who acts as the first point of contact for families. We are flexible in our home school communication and utilise the following systems and methods.

When Your Child Joins Us...

When starting school there is a range of information that is shared with families. This will include key policies, including health care plan, permission forms and the home school agreement (Appendix 1). We ask that this is signed and adhered to throughout your child's time at school. This process is supported by our Family Outreach Team and class staff.

Annually...

We hold two parent consultation evenings during the school year, one in the autumn term and one in spring. An annual report is issued in the summer term. An annual review of EHCP is also held – parents are informed of the date of this in advance. Class lists and timetables are shared at the start of each academic year and updated as appropriate.

Throughout the Year...

A copy of your child's timetable will be sent home. We involve parents in home learning opportunities through curriculum newsletters which include an overview of the termly topic, links to appropriate website links and suggested ideas for activities to complete at home. We actively encourage families to feedback on positive experiences they have shared with their child at home. In school we use a number of documents to inform personalised classroom provision. These include Individual Education Plans (IEPs) and Behaviour Support Strategies (BSS). We ask for parental contribution towards these to assist us in working towards shared goals.

Day to Day...

Home School Communication Book

As you will already have your child's timetable this is not a diary but rather communication between home and school for sharing information and exceptions to the norm. This will vary from child to child and may not be completed every day. These books are checked daily by the class team. Parents are required to call school if their child is ill or absent. If there is a message in the book from school, could you please sign to indicate you have read it?

Telephone Calls and Emails

At times, staff may telephone parents to discuss particular issues or concerns. Likewise, parents may choose to telephone school. Any telephone conversations are recorded and kept in pupils personal files.

Face to Face

We consider links with parents to be a vital part of the work that we do at Pens Meadow. We operate an open door policy and this is supported by our Family Outreach Team. Any face to face conversations are recorded and kept in pupils personal files.

Social Media including School Website and Parent Mail

Regular information is posted on both the school website and Facebook page. We also encourage parents to sign up to parent mail as this is an effective way of sharing information.