



Home-School Communication "Books"

Additional home school communication might be necessary at any point in a child's education where it is felt that a stronger link between home and school would be of benefit to those concerned.

This may arise for a variety of reasons affecting either setting, including:

- Homework issues
- Anxiety
- Behaviour
- Medical Issues
- Where the child cannot be relied on in order for necessary information about either setting to be shared effectively to support the child.

Due to the individualised nature of the home-school set up, families and staff will decide on a suitable method to transfer the information between themselves on a case by case basis.

This may be in the form of a **book**, however

- No surname will be written on the book.
- No school name will be written on the book.
- No home address will be written on the book.
- The family and school will decide on a reasonable plan about how and where the book will be written in/transferred between home and school, it is a likely expectation that the child will be involved in this process and each party must accept a margin for error at the outset.
- Parents and staff should consider whether/how much information of a highly sensitive nature should be recorded in the book.

This may be in the form of **Email**, however

- These will be checked weekly during PPA time, although parents may write more frequently.
- Parents must be aware of and accept the non-secure nature of this method.

In either scenario, we ask parents to sign to say they have accepted the method of communication and its limitations.

Additionally, both teaching and support staff are briefed regularly about the appropriate care of the home school book and will take reasonable steps to ensure its use and safe transfer.

Parent/carer signature..... Dated.....