



Home School Book Policy

Version Control

Version	Date	Page Number	Section	Amendment
2	09.11.2021			Minor adjustments to formatting and grammar Addition of 5.4 Class teams will remain aware that some parents will receive home school communication in a language which is not their first language, and so more complex or sensitive information should be made by phone and with the support of the school translation service as required.

1.0 Preamble

1.1 Most pupils / students at Ickburgh school are unable to let their parents / carers know how their school day or weekend went, because their cognitive impairment is such that speech, language, communication, and memory is significantly impaired

1.2 Most pupils and students also travel to school using school transport and therefore parents / carers are unable to pass information in person to their child's teacher, and vice-a-versa.

1.3 The home / school book therefore acts as a bridge between home and school, and a channel for communication.

2.0 Aim of Policy

2.1 This policy aims to improve the quality of home / school information so that parents/ carers have a more accurate account of their child's achievements, conduct, activities / experiences, health and well-being.

3.0 Purpose

3.1 The home / school book supports daily communication between the school (teachers) and home (parents / carers).

3.2 The home / school book is a vital means of ongoing communication for teachers as well as for parents/carers and, has a primary role in ensuring maximum benefit for the pupils.

3.3 Teachers and parents/carers record important information about a pupil's / student's achievements, conduct, activities / experiences, health and well-being. Information shared in the home / school book adds to continuity of approaches at home and school for the benefit of each child.

4.0 Strategies

4.1 Teachers will make an accurate day to day record of the following:

4.1.1 Conduct (behaviour/ engagement)

4.1.2 Activities/ experiences/ achievements

4.1.3 Health (lunch, medication, seizures, toileting)

4.1.4 Wellbeing (happy, sad, unwell, alert, tired)

4.1.5 Because information to parents/carers is child specific, parents will be asked to complete a tick chart to signify the areas they would like to receive regular information on from the class team.

4.2 Teachers will take note and act on, where necessary, parents / carers submissions each morning when a child arrives in class,

4.3 For operational and record purposes parents/ carers will be encouraged to pass on all day to day information through the home/school book, including news about their child's weekend so that it can be shared.

4.4 Where there are important confidential issues to address parents/carers are encouraged to call the school or write a letter or inform the class teacher, school nurse, department head or senior leader.

4.5 Teachers and teaching assistants will receive training to ensure that there is a culture of improvement fostered in the schools communication with parents / carers.

4.6 The quality of home / school books will be reviewed twice a year in departmental and/or teachers meetings.

5.0 Urgent and important information

5.1 From time to time information which is deemed urgent and important may need to be passed onto to parents / carers as soon as possible. This is usually conveyed through a telephone call to the main carer, as recorded in a pupil / students admissions papers.

5.2 The call should be made at the time of the incident usually by the class teacher or a nominated person. The class teacher remains responsible for the content of the call and the call being made at a timely moment.

5.3 The substance of the call should be recorded in the home / school book, on the day of the call or as soon as is practicably possible, and the class teachers or nominated person remains responsible.

5.4 Class teams will remain aware that some parents will receive home school communication in a language which is not their first language, and so more complex or sensitive information should be made by phone and with the support of the school translation service as required.

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Date: 9th November 2021

Approved by: Pupil, Parent and Curriculum Committee Meeting

Chair of Committee: Pat Corrigan

Signature: 

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