



ARUN COURT

THERAPY & EDUCATION

'Resilience and Perseverance lead to success'



HOME – SCHOOL LINKS AND COMMUNICATION POLICY

Good communication is essential to ensure that we work in a consistent and joined-up way but it can be hard to achieve. We work hard to make sure that there is good two-way traffic between school and families and try to offer a variety of mechanisms for making contact and getting a response.

We aim to ensure really positive family links with Arun Court School, and to provide services for families as a whole not just the attending student. Our Home-School Links Officer is central to this aim, and will become a familiar face to families over the time your young person is placed with us.

Daily Communication

School office – the phone is manned between 9 am and 4:45 pm each day

Teacher – There is always a teacher at the door to greet students, and gather any information required at handover. Students then go upstairs and are met by their key worker who immediately catches up with them and assesses their mood / anxiety. Key workers ensure a good handover at student departure.

Email (Teachers only) – Group teachers can be contacted by their work email. Parents need to remember that queries asked after 5 pm may not be responded to until the following day

The Home-Link Officer – you can contact the home-link officer via their mobile number between the hours of 10am and 4pm weekdays, but please remember they may be out visiting families or in classes, so be patient about getting an immediate response

Daily Diary – Each student goes home with a paper copy of the daily diary which records any achievements, issues and also how their mood has fluctuated during the day

Communication Books – some students with very high needs may need an individual communication book, which allows detailed daily notes to go back and forth between the school and the family

Weekly Communication

The Website - The school website is regularly updated and parents need to check the site for newsflashes and updates.

The Newsletter – The weekly 'round up' is used to celebrate student achievements, let parents know what has been going on with regards to academic subjects and therapy, ensure parents are reminded of key dates and to act as a global method of communication.

Regular communication at set intervals

The parent support groups (fortnightly) allow for a non-judgemental supportive space for parents to meet and for key staff to give talks, demonstrations and support

Home-Link Officer visits – our HLO will arrange to visit you at home as a family at least twice a year, and for some families this may be more often. The purpose of the visits is to get a chance to see the student in their home environment and for us to know you all better as a family unit. The HLO can also arrange for family therapy services, sibling support and also liaise with other agencies if financial help is needed, or if you need support at key meetings with other services or providers. It is also a great chance to have informal chats and start to get more involved in the social side of the school.

The chair of the Parent's Association organises regular meetings to discuss ideas for the school or wider community, and encourages the upper and lower school representatives to organise social events and meet ups for parents.

Formal meetings

Parents are invited to Annual Reviews each year, and in some cases interim reviews, to discuss progress against the EHCP or in the case of privately funding clients the family plan

Each term students work on shorter term targets and parents are invited to the 'pathway meetings' to both set and discuss targets which run in between the formal reporting slots

Parent-Teacher meetings to discuss progress – these occur in the September and Summer Terms, after the reports have been issued

Formal Reports

We provide a written report every term

Informal meetings

The two exhibition evenings each year (Christmas) (May) enable families to come and see the work students have produced and to enjoy a chat with staff in informal surroundings with adult refreshments