

Arun Court School: Policy Number 12F

Arun Court School – HOME-SCHOOL LINKS – last updated January 2021

Ratified by main EMAT meeting:

Signature (+ date) Chair of EMAT: Mr Paul Phillips

Signature (+ date) Proprietor:Mrs Beverley-Sarah White

Signature (+ date) Principal of SchoolVicki Williams

Date of next review: August /September 2021 (Reviewed annually)

Our special context

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. Many of our parents report poor communication having been an issue in past settings, so we know how frustrating and vulnerable this has made people feel in the past and aim to support parents so this is not the case in our setting.



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.

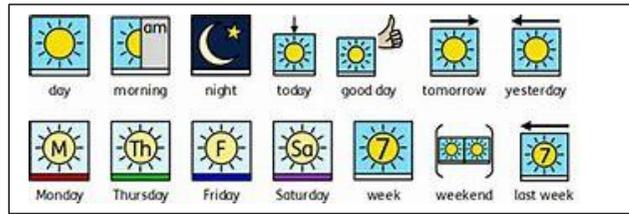
Email (Teachers only) – Group teachers can be contacted by their work email. Parents need to remember that queries asked after 5 pm may not be responded to until the following day

Well Being Leader (associate Principal of School)– you can contact Hannah via email or the school office, but please remember she 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. These are now blank A4 pages allowing for much more detail than the sheets we used to use. Students are encouraged to also comment throughout the day on what staff note down about them.

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. This is usually when there is a specific behaviour issue or welfare concern, and is normally for an agreed set period of time.

Phone Calls – if there has been an issue or if you want to call in to check on your child this is of course acceptable, but it may be that the reception staff get back to you (having checked in with a teacher, therapist or SLT to find out information), as the core staff will be directly working with students



Regular communication at set intervals

The Website - The school website is regularly updated and parents need to check the site for newsflashes and updates. We have a new school website address

Newsletters

The bi-weekly 'round up' from the Principals of the school 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.

The monthly Proprietor newsletters aims to give parents a feel for the monitoring taking place and wider strategic aims within both the school and also developments in the educational community

Subject Leaders and individual practitioners also send out letters aimed at specific groups of students to let them know about events, subject updates and more. The core subjects leaders have introduced a regular newsletter for students heading towards exams.

Support Groups / workshops

Start of the year cohort meetings. These are led by the SLT and aim to involve parents in understanding the stage their young person is at, what the curriculum will be and who the key staff members involved with their young person are

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

Home visits

Well-Being Leader or a member of the senior team will arrange to visit you at home as a family at least once 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. We 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.

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. Families receive a copy of the resulting reports and targets as mini-reports throughout the year.

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

Formal Reports

We provide a written report every year in the summer which is a detailed annual summary of achievement.

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. These events are sometimes combined with fairs or other events if appropriate.