



Family and School Communication Policy - Draft

Why do we need this policy? This policy lists what information should normally be shared between families and school, and their connected partner agencies.

Intent

- That Family and School Communication is focused on sharing and celebrating pupils' achievements, learning and wellbeing in school and at home.
- That information from families is shared between Class Staff and School Leaders.
- That information is shared with other school partners (including the NHS, Social Care, Respite Care) as appropriate, and within the guidelines of our GDPR Policy.



Learning and progress

Families should expect to receive and reply to information about their child's progress and responses to their school work. Some examples of how this information might be shared include:

- Work or photographs
- Home School Diary
- Telephone conversation
- Media privately on www.Seesaw.me

Implementation



Learning information and media sharing

- Where possible, photos, video and audio will be focused and framed on one pupil. Where this is not possible or sensible, staff should try their best to get permission from other pupil and their families.
- You should not share information or media outside your trusted family and friends.



Seesaw Media Sharing <https://web.seesaw.me>

School is using an information sharing app called Seesaw.me.

- Seesaw is a digital portfolio for pupils and their families.
- Seesaw can help families and teaching staff share information about class and home activities.
- Photos, sound, video and documents can be shared on Seesaw.
- Seesaw is private and used one-to-one.



Functional Information

Functional Information refers to information about eating, drinking, toilet visits, personal care, clothing and belongings. Families should expect to be sent Functional Information when there are changes to the routines and plans that Class Teams agreed with families, or something out-of-the-ordinary has happened e.g. refused dinner. Occasionally class teams will provide regular updates, for example when a pupil has a specific eating or toilet training goal.

- Functional Information is shared directly with families by class teams by talking, written messages, drawings or phone calls. This should be outside of work and lesson times.
- Messages should not be sent via transport staff.



Medical Information

Medical information, for example relating to changes in medicines, seizure activity or respiratory conditions will be shared on the same day. For further information relating to Medical Information, record keeping, and communication read the school's *Medical Conditions Policy*.

- Medical information is shared directly with family members using the best method available.
- Messages should not be sent to school using transport staff.



Child Protection, Welfare and Safeguarding Information

Instructions about communicating information connected to a pupil's protection, welfare or safety are detailed in the school's *Child Protection and Safeguarding Policy* on page 6.



Sharing information: The Right Time, Right Place, Right Person

It is important that pupils, families, staff and partner agencies share information at the right time and with the right people. For families Class Teachers are the recommended school contact in the first instance, but please be prepared to contact other professionals directly.

Families and teachers should communicate between 8.00am - 5.30pm weekdays. Teachers and class teams are unlikely to respond to calls and messages during lesson time unless it is an emergency.

Please do not hesitate to contact us in an emergency.

Impact

- Family and School Communication is focused on sharing and celebrating children's achievements, learning and wellbeing in school and at home.
- Families have a greater awareness of what their child is working towards and how.
- Families are interested and active in their child's learning and progress.
- Achievements and learning at home and at school are shared by families and school staff.
- Children learn more and can use their skills and knowledge in a range of places.

Policy draft by Matthew Riley. For review:

SLT [Date: 03/10/2021]

Referenced Policies can be found at: <http://www.oakfieldschool.org.uk>