St. John's Primary School



Home School Communication Book Policy

Thinking learning Caring

Aims of this policy

- To ensure there is consistency in Home School Communication books.
- To support communication between school and parents where needed (i.e. communication needs, social and communication delay etc).
- To ensure roles in completing Home School Communication books are clear.

The purpose of Home School Communication books

The purpose of a Home School Communication book is to effectively share information with parents whose children may not be able to communicate to the same degree as their peers. It may also be used to support specific SEN pupils, whose parents would benefit from a daily reflection. School and parents should both agree to a communication book before it begins. Communication should be recorded from school and from home.

Content on Home School Communication book

Home school communication books should contain some/ all of the following information:

- Date
- Key learning information from the day
- Information about learning behaviour/ engagement
- Information about eating/ diet/ medical
- Information about toileting/ personal hygiene

Home school communication should not include information about:

- Other pupil's
- Behaviour incidents - these should be shared by the class teacher at the end of the day through a face-to-face meeting, a phone call or an email
- Complaints/ opinions

Who Should Complete Home School Communication books?

Any adult working with a pupil can write in their communication book. The class teacher **MUST** read and initial the Communication Book before it goes home at the end of each day.

How do Home School Communication books get shared

Home School Communication books should be sent between home and school in book bags or back packs. The upmost care must be taken to ensure it is put in the correct pupils' belongings. If a Home School Communication book goes home with another child in error, it must be reported as a data breach to the school's Data Protection Officer (DPO)- Mr Jamie Hazley.

Change History

Version	Date Issued	Issued by	Reason for Change	Presented To	Approved by:	Date
1.1	Sep 2025	S. Walker	New policy	Jamie Hazley	J. Hazley	18.9.25