



Newfield

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Home-School Diary Protocol

The following protocol provides a guideline for the purpose of school 'home-school diary' and the type of information that may be likely to be included.

Purpose

- To give home/respite an overview of the day, which may include detail about the curriculum, events, daily skills or care information.
- The comments in the diaries should be positive wherever possible, but truthful.

Who should write in the diaries?

Any permanent member of the class team or long-term supply staff, may write in the diaries but the class teacher is responsible for ensuring that content falls within the guidelines.

Do's

- *Aim to write in the diaries every day, but at least three times a week.*
- Remember that other people read the diaries therefore respect confidentiality.
- Always put the correct date when you place an entry into the diary.
- Ensure that information is correct. As with all written documents these diaries can be used as sources of evidence.
- Refer any sensitive issues or issues of concern directly to your line manager or the Head Teacher.

Don'ts

- Mention other children by name.
- Discuss sensitive issues in the diary. If the parent/carer raises issues, respond via the telephone or a reply in a sealed envelope. Please make sure your line manager is aware of such issues.
- Use negative or inappropriate comments to describe children or their actions.

If you need any clarification regarding the content of a 'home-school diary' or a message that you wish to write, please seek further advice from your Line Manager or the Head Teacher

Equality Duty

Newfield School complies with the general and specific duties of the Equality Act (2010). In accordance with the duty we publish information that demonstrates that we have due regard to the need to;

- Eliminate unlawful discrimination
- Advance equality of opportunity
- Foster good relations

These specific duties have been considered in relation to all our policies and procedures in school. Our objectives will be reported on and published as part of the Governance public documents available for inspection under the Freedom of Information Regulations and Data Protection duties and in the school newsletter to parents.

Safeguarding

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request.