

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/respice 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 advise form your Line Manager or the Head Teacher

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Geoff Fitzpatrick, Head Teacher and Designated Senior Person for Safeguarding and Child Protection.