

The Beacon Communication and Reporting Framework

Communication between parents and school

Our aim is to ensure that methods of communication are clear and structured, so that parents and staff know and understand how best to liaise between home and school. We understand the need for communication between the Beacon and home to be bespoke and different to the whole school framework, however, must remain in line with whole school expectations, to ensure that communication is reasonable and manageable within working hours.

The school has a zero-tolerance policy to physical, verbal, written or social media abuse of staff. Staff will report any abusive communication and have been asked not to respond.

What communication can you expect from the school?

How we communicate with parents			
Who?	How?	When?	Individual/ Group / School
MAB team	Positive Passport	Daily in book	I
MAB team	Record of achievements and behaviour points on Edulink	Ongoing record which can be accessed at home by student and parents.	I
Relevant member of MAB team	Individual incidents of dysregulation	Dealt with on an individual basis. Phone call/ email home to parent as appropriate	I
Relevant member of MAB team	Incidents requiring immediate attention	Phone call home as required	I
Contributions by MAB team sent by the administrative assistant	Information about upcoming topics and events	Weekly sway via Edulink	G
MABCO	Termly Keep in Touch Meetings with parents	To be arranged termly between MABCO and parents	I
MABCO	Annual Review of EHCP	To be arranged termly between MABCO and parents Date determined by EHCP	I
School SLT	School wide communication	Weekly Bulletin, Newsletters, event specific communication	S

How can parents communicate with the school?

How parents can communicate with us	
How?	Why?
Positive passport	Sharing positive comments from home can support conversations in school, build on a shared approach between home and school
Email	Non urgent communication: As is school policy, all emails will be acknowledged within 1 working day. Any actions needed may take longer to complete. The MABCO should be the first point of contact: z.taylor@cwlc.email
Phone call to reception	Urgent communication: If you urgently need to get a message to a member of staff or a student within the Beacon you should phone the school reception: 01905 423906. A message will be taken and relayed as soon as possible. This is the only way to get urgent messages to staff and/or students.

Please be aware that the Beacon team are primarily based in the classroom with students. Therefore, staff are unlikely to be able to attend to emails during the school day (9:00am – 3:00pm).

Reporting to Parents on Progress

Our reporting plan has been written to align with the school reporting calendar with additional opportunities to discuss progress during annual / termly reviews.

How we report to parents		
What?	When?	Who?
AET baseline assessment	Autumn Term (or in the first months a student starts at The Beacon) Review Spring 2 / Summer 1 (dependent on term dates)	Relevant member of the MAB team
Termly Keep in Touch reviews	To be arranged termly between MABCO and parents	MABCO
Annual Review of EHCP	Determined by EHCP	MABCO
Progress Report of core subjects	Summer term	MABCO