



ASPIRE: Lifeskills Learning Centre

HOME SCHOOL COMMUNICATION POLICY

PURPOSE

To promote the partnership between ASPIRE: Lifeskills Learning Centre, parents and students through efficient and effective communication.

PRINCIPLES

ASPIRE: Lifeskills Learning Centre believes that families have a crucial influence on the education and development of our students; and effective partnerships between the Lifeskills Learning Centre and home will have a positive impact on student learning.

It is important that parents/carers have access to relevant information and that they receive our support, guidance and help quickly and effectively.

It is important that parents are consulted and given opportunities to provide feedback to ASPIRE: Lifeskills Learning Centre.

ASPIRE: Lifeskills Learning Centre recognises the important role played by parents, other adults, siblings and peers as key educators; and the importance of effective systems for facilitating communication - not only to support the learning and well-being of our students, but also to reinforce our reputation as a “welcoming Lifeskills Learning Centre”.

DETAIL

ASPIRE: Lifeskills Learning Centre will endeavour to resolve any issues that concern parents as quickly and effectively as possible; and all communications will be acknowledged as soon as possible, even if it is not possible to deal with the matter immediately.

ASPIRE: Lifeskills Learning Centre will use a variety of methods to respond to communications received – email, telephone, a meeting, or letter. We will use a variety

of methods to communicate information to parents – Parent Mail, Newsletters, Website, Email, Letters, Reports, Telephone, Parent Information Evenings, Home-School Contact Book, Annual Reviews, Parent Lunches and Parent Surgeries.

All letters sent will be monitored by a Senior member of staff before they are duplicated and distributed.

Communication on issues that affect the safety or wellbeing of a student(s) will be treated as a priority.

A calendar of important dates, including parents evenings, trips, assessment, closure days, etc, will be published on the school calendar, website, newsletter and sent out via Parent Mail.

Please refer to the Data Protection and E-Safety Policy for details of how to access information.

If a complaint is received by ASPIRE: Lifeskills Learning Centre then the procedures contained in the Complaints Policy will be followed.

The Learning Centre will consult with parents and provide opportunities for feedback through parents' surgeries, questionnaires and other means.

ROLES AND RESPONSIBILITIES

The Head Teacher is responsible for:

- Ensuring that ASPIRE: Lifeskills Learning Centre has effective communications with all its stakeholders.
- Ensuring that all letters, Newsletters and other relevant information is sent out via Parent Mail.
- Ensuring that parental contact information is accurate and current.
- Ensuring that any communication for publication on the website is passed to ICT Support.
- Ensuring that copies of letters are placed on students' files.
- Evaluating the effectiveness of the Home School Contact book and this policy.
- Ensure all communication works in line with GDPR Policy and procedure.

Staff are responsible for:

- Responding to communications as soon as possible and for acknowledging them promptly, should it not be possible to deal with the matter in the short term.
- Regularly checking the student's home-school diary for any communication from home.
- Using the home-school diary as a means of communicating positive comments with home. Any issues regarding behaviour or incidents during the day should be communicated directly with parents/carers via email or telephone.
- Ensure all communication works in line with GDPR Policy and procedure.

The IT Co-ordinator is responsible for:

- Ensuring that the website information is up to date.
- Informing parents and staff of IT developments which enhance communication.
- Ensure all communication works in line with GDPR Policy and procedure.

Parents are responsible for:

- Ensuring that ASPIRE: Lifeskills Learning Centre is informed of known absences of their child(ren).
- Ensuring that all contact information for them held by ASPIRE: Lifeskills Learning Centre is up to date.
- Leaving messages of availability and telephone numbers for contact if they want the school to respond by telephone.


MONITORING AND EVALUATION

The Head Teacher and ASPIRE: Lifeskills Directors will evaluate and monitor this policy through meetings with parents and feedback from staff and students.

ASPIRE: Lifeskills Learning Centre will collect evidence of the perception of parents through questionnaires and will act upon this evidence as appropriate.

POLICY REVIEW STATEMENT

This policy will be reviewed every year or earlier should legislative change or other event require it.

SIGNED:... 

POSITION:.....DIRECTOR

DATE:.....1st May 2026

REVIEW DATE:....1st May 2027

FOR & ON BEHALF OF

ASPIRE: Lifeskills