

<b>Local Procedure Title</b>	<b>Home-School/College Liaison</b>
<b>Site</b>	<b>Coxlease School</b>
<b>ACS Policy number and title</b>	<b>ECS 36 Home-School/College Liaison</b>
<b>Local Procedure template reference</b>	<b>ECS LP 36</b>
<b>Local Procedure date</b>	June 2021
<b>Local Procedure review date</b>	January 2024
<b>Local Procedure Author(s)</b>	CP
<b>Local Procedure Ratification</b>	Checked and Approved by: SLT

<b>1. Introduction</b>
<p>In order to effectively implement this policy, each Education and Children's Services facility will have local procedures in place where necessary, which explain how this policy is applied and put into practice at site level.</p> <p>This policy should be used in conjunction with the related policies listed on the preceding page where applicable.</p>
<b>2. Aims</b>
<p>Education provisions work effectively together and share information appropriately to support the learning, education and well-being of each child and young person.</p> <ol style="list-style-type: none"> <li>1. To maximise active participation of the children in the schools of the scheme in the learning process and in particular those at risk of failure.</li> <li>2. To promote active cooperation between home, school and relevant agencies in promoting the educational interests of the children.</li> <li>3. To raise awareness in parents of their own capacities to enhance their children's educational progress and to assist them in developing relevant skills.</li> <li>4. To enhance the children's uptake from education, their retention in the educational system, their continuation to post compulsory education and to third level and their attitudes to lifelong learning.</li> <li>5. To disseminate the outcomes of the scheme throughout the school system generally.</li> </ol>
<b>3. Scope</b>
<p>This policy applies to all schools and Post 16 within the division, in relation to both day pupils/ learners living with their families, day pupils living in children's' homes, school care accommodation, care homes, FE Accommodation or inpatient units, and boarding pupils.</p>
<b>4. Responsibilities</b>
<p>The Head teacher must ensure that there is a clear and agreed approach to communication between home and school/ college for each individual child/ young person which will include:</p> <ol style="list-style-type: none"> <li>(a) Identification of named persons to maintain liaison and communication</li> <li>(b) The method and frequency of routine communication</li> <li>(c) The method for emergency communication</li> <li>(d) A plan for how all such liaison will be recorded.</li> </ol> <p>The Head teacher is responsible for ensuring that such arrangements fully comply with data protection legislation.</p>
<b>5. Content</b>

## Children's Services: Local Procedure Template

It is expected that home-school/ college liaison will include consideration and information relating to:

1. Attendance
2. Participation and engagement
3. Progress
4. Outcomes and projected outcomes
5. Curriculum content
6. Careers advice and work experience
7. Concerns, incidents and safeguarding issues which may impact on learning
8. Behaviour
9. Risks
10. School celebration events

Where there are Individual Education Plans or Education, Health and Care Plans in place the site/service manager must ensure that those involved in liaison have access to the relevant information.

### 6. Safeguarding Information

In instances where the child/young person is involved in other Priory Group services: If communication is being considered around a safeguarding incident then the site/service manager should consult with the appropriate Local Authority safeguarding team contact before disclosing sensitive information about young people more widely than their specific service.

If it is agreed that it is appropriate to share the information with other Priory Group services, it should be clarified as to whether the Local Authority safeguarding team will contact the other services involved, or if the individual making the referral is expected to. The agreement should be documented clearly in the child/young person's safeguarding records including the names and designation of those involved in the decision.

### 7. Monitoring

Site/service managers will include the monitoring of home-school/college liaison systems and their effectiveness and impact within routine site monitoring as outlined in the Governance policy ECS 16.

### 8. References

Care Standards Act 2000,  
Children Act 2004,  
Equality Act 2010,  
Education and Inspections Act 2006  
Children's Homes Regulations 2015,  
Children's Homes (Wales) Regulations 2002  
DfE (2015) Residential Special Schools: National Minimum Standards  
Scottish Government (2018) Health and Social Care Standards: My support, my life  
Welsh Assembly (2002) National Minimum Standards for Children's Homes  
The Education (Independent School Standards) (England) Regulations 2014  
DfE (Current version 2015) Keeping children safe in Education  
Regulated Services (Service Providers and Responsible Individuals) (Wales) Regulations 2017: Welsh Statutory Instrument No. 1264 (W.295)

#### Associated Forms:

ECS LP 36 Local Procedure: [Home-School/College Liaison](#)

Children’s Services: Local Procedure Template

<b>9. Section Title</b>
Content

<b>Contents Checklist</b> (Local Sites may add additional items – this is a core list)			

**Local Procedure Review History:**

<b>Date Reviewed</b>	<b>Reviewer</b>	<b>Summary of revisions</b>

## Children's Services: Local Procedure Template

Appendix A – First Aiders and Drivers

Appendix B – Contact Details