

## Keeping Parents Informed Policy

The Ribble Autism School



<b>Procedure for</b>	<b>Keeping Parents Informed Policy</b>		
<b>School</b>	The Ribble Autism School	<b>Signature (Author)</b>	Natalie Woods Deputy Headteacher
<b>Issue Date</b>	February 2024	<b>Review date</b>	Reviewed September 2024 Updated January 2025 Updated March 2025 Updated June 2025

### Purpose

This policy outlines the commitment of The Ribble Autism School to maintain open, transparent, and timely communication with parents and guardians to ensure they are well-informed about their child's education, activities, and well-being.

### Scope

This policy applies to all staff, including teachers, administrators, and support personnel, and covers communication related to academic progress, behaviour, school events, and emergencies.

### Policy Statement

The Ribble Autism School recognises the importance of strong partnerships with parents and guardians. We are committed to providing regular, clear, and accessible communication to keep parents informed about their child's progress and school-related matters.

### Communication Methods

#### 1. Regular Updates:

- **Newsletters:** Half termly newsletters will be sent via email and/or printed copies, detailing school events, achievements, and updates.
- **Email and Text Alerts:** Important announcements, such as school closures or event reminders, will be sent via email and/or SMS.
- **Daily Diaries:** completed at the end of the school day, and has information such as activities participated in, engagement, well-being, personal care, diet and any other important information.
- **Weekly information sharing emails-** teacher sends weekly updates to parents and guardians, these will include brief overview of the week and photographs

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### 2. Academic Progress:

- **Impact documents:** Issued at the end of each academic year, detailing academic progress, behaviour data, attendance, progress made towards EHCP targets and SCERTS data.
- **Parent-Teacher meetings:** Scheduled at least twice per academic year, with additional meetings available upon request.
- **Parent-Therapist meetings:** Scheduled at least twice per academic year, with additional meetings available upon request.
- **Annual review meetings:** Scheduled once each academic year with the purpose of ensuring the child's EHCP remains appropriate and new targets for the next academic year are set.
- **Individualised Communication:** Teachers will contact parents promptly regarding significant academic or behavioural concerns.

### 3. School Events and Activities:

- Parents will be informed of school events (e.g., performances, sports, or fundraisers) at least two weeks in advance via newsletters, emails, and the school website.
- Volunteer opportunities will be communicated through the newsletters.

### 4. Emergency Notifications:

- In case of emergencies (e.g., safety incidents, health concerns, or unexpected closures), parents will be notified immediately via phone calls, text alerts, and/or emails.
- Emergency contact information must be kept up-to-date by parents

## Accessibility and Inclusivity

- Communications can be provided in other languages, where applicable, and accommodations (e.g., large print or translated materials) will be made upon request.
- Staff will ensure communication is clear, concise, and free of jargon to ensure accessibility for all parents.

## Responsibilities

- **Staff:** Teachers and administrators are responsible for timely and accurate communication, adhering to the methods outlined above.
- **Parents/Guardians:** Parents are expected to provide current contact information, review communications, and engage with staff as needed.
- **Administration:** The school administration will ensure systems are functional and monitor compliance with this policy.

## Feedback and Concerns

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- Parents are encouraged to provide feedback on communication practices through termly questionnaires.
- Concerns or questions can be directed to Lisa Sharrock Headteacher  
[Lisasharrock@aspriscs.co.uk](mailto:Lisasharrock@aspriscs.co.uk)

### **Review and Updates**

This policy will be reviewed annually to ensure effectiveness and alignment with community needs. Updates will be communicated to parents promptly.

### **Contact Information**

For questions about this policy, please contact Lisa Sharrock Headteacher  
[Lisasharrock@aspriscs.co.uk](mailto:Lisasharrock@aspriscs.co.uk)

*Last updated: [ June 2025]*