

Home / School Book Policy

January 2022



Policy prepared/reviewed by: School Leadership Team

Date of next review: January 2024

This policy is to ensure there is clarity over the purpose of a Home / School book and how it should be used.

Who decides if a Home / School Book is needed?

- It is the Senior Leadership Team who decide if a pupil is to go on to a home / school book.

Why would a child go onto a home / school book?

- A Home / School book will only be put in place if **both** Home and School feel it is necessary.

How Long Should A Home / School Book Run for?

- A Home / School book is not intended to run indefinitely. It will only run for a period of two weeks initially to be extended to four if necessary. Any extension of this would only be in very rare circumstances, agreed by the Senior Leadership Team at the school's suggestion.

What should a Home / School Book Be used for?

- It should only be used to provide a snap shot of what is happening at home and school over a short period of time. It is NOT intended to be used as a diary.

If a Home / School book is in place then the class teacher and teaching assistant should not be expected to go through verbally what is in the book.

Who should fill in the book?

The book remains the property of the school at all times and the child's class teacher remains responsible for it. The class teacher may delegate some entries to the teaching assistant.

Supply teachers, students and PPA teachers should not fill in the book.

The book should not add an onerous workload to members of staff, it should be in bullet point format only.

Parents should keep their entries to bullet form.

The book should only be used for its intended purpose. Questions or queries should not be raised in the book, the correct channels of communication should be followed for these purposes.