



## Home/School Contact and Information sharing

Class teachers will send home a timetable and overview of the topic for that half term at the beginning of each term.

Intimate Care and Positive Behaviour Support Plans will be shared at the beginning of the year and every time they are updated.

Annual Review paperwork including 'Listen To Us as a Family' will be sent home prior to the review.

Access To Learning Targets will be shared following the Annual Review of your child/young person's EHC plan.

Families and carers will be invited into school every term to review their child/young person's progress in all areas with the class teacher.

### **ClassDojo**

We would like to standardise our use of Class Dojo in order to manage expectations and protect our teachers' work/life balance.

- Class teachers will send out a weekly class story either outlining what will be taught or to summarise at the end of the week.
- Teachers may also message general whole class reminders as and when required.
- Individual messages may be sent about something that has happened that day that is different to what is on the timetable and if a phone call is not felt necessary.
- Teachers will respond to messages from parents as soon as they are able.
- We recognise that families of pupils in EYFS (especially those pupils new to Mayfield) and those pupils in school that are pre-verbal may need more communication than other pupils and we will be responsive to this whilst remaining mindful of teachers work/life balance.
- Teachers are unavailable between 5pm and 8am. We ask that 'quiet time' settings are respected. Any messages sent during this time will not be responded to until the following morning. Please report absences to the school office.
- Where pupils have significant medical needs, teachers may also use home school books for daily contact.