



## **Guidelines for the use of Home School Diaries and Talkers**

### **Rationale**

All pupils at Campsie View require a significant amount of support to enable them to communicate. One means of providing support is the home school diary. The principal purpose of this means of communication is to provide a focus for discussion for and with the young person. This happens in two directions. News from home allows the teacher to personalise learning and helps to give the young person a context for learning. News from school gives the parent some information about the young person's life at school and could be used to provide a topic for conversation at home.

### **Guidelines**

Please consider the following when writing in the diary.

- Diaries are often written in a hurry both at home and in school and any information of a sensitive nature would best be communicated directly with the Head Teacher, Depute Head Teacher or School Nurse.
- Entries should be kept short.
- Diaries need not be written on a daily basis.
- Diary communications will be shared with the Senior Management Team or the School Nurse as required.
- Where a talker is used the information should be recorded in the first person e.g. "I went to visit my Gran last night". As this is played at class news time information should be of a non confidential nature.

The home school diary is not a means of providing detailed information about the progress of a child or the curriculum. This information is provided by school reports, is contained in pupils' Individualised Educational Programmes, is discussed at school reviews, case discussions and at parents' meetings.