



HOLISTIC CHILDCARE AND EDUCATION
CLOSEBURN HOUSE AND MABEN HOUSE SCHOOL
POLICIES AND PROCEDURES



Pathways Policy for Young People and Children

Communication Pathways Policy for Young People and Children with ASN including Autism and Attachment Disorders.

Given that communication is a core difficulty for children and young people with autism and attachment disorders, it is not surprising that communication breakdown is often an issue. It goes without saying that parents whose children cannot communicate to or with them are going to be more anxious and stressed about what may have happened within the school day. The usual communication systems e.g. letters in bags etc. may not be enough for any young people with autism and consequently alternative communication structures may need to be agreed.

Good communication is a mainstay of positive relationships and effective partnerships. Without it there is an increased likelihood for misinterpretation, misrepresentation and misunderstanding. Communication with families should be empathetic, respectful, transparent, and confidential and have a bias towards the positive, achieving and future actions. It is important parents know that their contribution is valued and used to support the young person.

Communication is a two way process and the school should be made aware of significant home events that may impact on the child. In the same way parents need information regarding what is being taught, as they are best placed to check understanding and provide opportunities to generalise and consolidate learning.

When parents feel informed they and their children are likely to be more prepared and less stressed.

Key to effective communication is clarifying the types of information to be communicated between school and home and vice versa as well as agreeing the frequency and methods. The type of information may vary considerably for different individuals but may include:



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- information taught within the school day, up to date class timetable
- any forthcoming events
- changes to the usual routine both at home or school e.g. staying at gran's, non-uniform day, changes to timetable, visitors in school
- achievements in generalising skills across both environments to consolidate learning
- levels of anxiety within the day
- diet
- interactions or friendships
- time spent in mainstream classes
- topics for the term and/or significant curriculum changes – different aspects of Home Economics, Science, PE, PSHRE
- the difficulties a young person is experiencing

Some parents may require a higher level of contact or involvement than others.

Closeburn House School will endeavour to ensure that a wide range of communication options is open to parents/carers including:

- websites, parent teacher meetings, learning conversations, open days, newsletters, GIRFEC meetings, CSP meetings
- Informal chats:
 - These can be planned at times, rather than ad hoc when things are going badly.
 - Regular telephone contact to share information
 - This method is quick and useful. However, depending on previous experiences, some parents may associate a telephone call with 'bad news' e.g. being called to the school because of disruptive behaviour.
 - Utilising technology such as email, digital photographs as an alternative to phone calls.



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Our Commitment to Communication

- We will carry out an annual Communication Survey each academic year and utilise this information alongside our experiences to review our 'Commitment to Communication.
- We will provide Pupil Attainment Data for all our pupils so that learning is readily shared and understood by all
- We will share the individualised education plan when one is used.
 - We commit to do our very best to ensure there is clear communication around the needs of each young person
- We will provide education reports as requested
- We commit to sustaining relationships of trust and respect with Local Authority partners
- We commit to following all of our Policies and Procedures
- We will listen to the views of Local Authority Partners in the shaping of our practice and in the ethos and implications of our approaches to Communication with Parents
 - We strongly commit to an open door policy
 - We commit to sustaining relationships of trust and respect with parents
 - We will provide regular phone call or email updates from school if required by parents. We will also welcome parents to contact us if they would like a further update
 - We work collaboratively with parents to share in their child's learning
 - We work closely with our Advisory Board and Parent Advisor to ensure parents are aware of the most up-to-date information about the school
 - We encourage parents to join us in developing our whole school curriculum learning experiences



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Where communication becomes strained or negative Closeburn House School may review and increase communication structures until communication improves.

Closeburn House School will discuss with parents what information is shared and how information is shared.

Date Reviewed	Reviewed By	Comments
February 2019	Yvonne Turner – Head Teacher	
February 2019	Kirsty Penny – Director of Care	