



Ogilvie School Campus

Home Communication Policy



Learning Journals

Teachers write a diary to inform parents/carers of pupil progress and events on a daily basis. It is useful for both parents/carers and staff to use a means of exchanging information, discussing immediate concerns, arranging appointments and facilitating liaison with other support agencies.

Telephone Calls

If parents/carers have specific matters of concern they should contact the school and ask to speak to the Head Teacher. If the Head Teacher is unavailable the Depute Head Teacher or Principal Teachers, will be available to assist. In the event of there being no available management to assist, please leave a message with the school office staff and the Head Teacher or Depute Head Teacher will personally contact you, on their return, to discuss issues of concern or will authorise an appropriate member of staff to speak to you directly.

Parents' Evenings/ Events

Parents/carers are invited to parents' evenings/ events throughout the academic session. Parents' evenings/ events allow for an individual review of pupil progress towards attaining identified learning targets. Appointment times will be issued prior to the parents' evening/ events.

Reporting (My planning Document)

Parents/carers receive a written school report at the end of each school term. These reports are discussed at the parents' evening/ events and CPM's held within the school session.

Annual Reviews (CPM)

Annual reviews are held for all pupils in the course of every session. Reports are submitted by the professionals supporting each child / young person and these are fully discussed with parents/carers. Parents/carers, school staff and other professionals are given notice of this meeting and are asked to confirm their intention to attend. The Annual Review Meeting (CPM) is an important event in the school calendar. Additional meetings can be arranged throughout the year if necessary.

Transition Reviews

Transition reviews, or post placement reviews, are held 6-8 weeks after a pupil starts in the school. Reports from the school and other professionals are made available to parents/carers at the meeting. The following are discussed fully at the meeting:

- How the pupil has settled into the school and the appropriateness of the placement.
- The type of curriculum most suited to the additional needs of the pupil and the individualised targets for the session.

When a pupil is between 15 / 16 years of age, the transition process begins and parents/carers are invited to a transition meeting. This initial transition meeting is followed by transition reviews which allow for monitoring pupil progress and for ensuring that suitable placement options are identified. In the final year before leaving school there may be several meetings to ensure that a positive post school plan is in place. Usually these meetings are multiagency with our partners in social work and health. This process should ensure a positive post school destination for all of our school leavers. Ensuring that the individual needs of our pupils are met once they leave school is a priority for the senior management in the school.

Parent Council

Scottish Schools (Parent Involvement) Act 2006

The system of School Boards was replaced in August 2007 by a new system of Parent Councils. The Act makes provision for all parents to be members of the Parent Forum at a school, and to have their views represented to the school, education authority and others, through a representative Parent Council for the school. The intention behind the new legislation is to support parental involvement in a much wider sense than before.

It aims to help all parents/carers to be:

- Involved in their child's education and learning
- Welcomed as active participants in the life of the school
- Encouraged to express their views on school education generally and work in partnership with the school.

The Parent Council plays an active part in fundraising for the school and has recently raised money to provide added resources to our school grounds. Joining the Parent Council is a good way to contribute to the life of the school and parents/carers of new pupils who are interested in doing this will be made most welcome. If you would like to take part in the Parent Council, please get in touch.

Total Communication at Ogilvie School Campus

We are a total communication school.

We support our pupils to have a voice, make choices and make decisions.

- AAC device
- Objects of Reference
- Photographs
- Signalong
- Symbols
- Song Signifiers



Some objects of reference examples used in school that could be used at home:

Personal Care	Nappy / pad
Taxi / Home	Jacket and school bag
Snack	Cup
Lunch	Spoon
Breakfast	Bowl
Shop	Shopping bag
Swimming	Small piece of towel
Music	Maraca
Play time	Grass
Change clothes	Own clothes or shoes
Brush teeth	Tooth brush

Objects of Reference

To be used alongside song signifiers, using a 'give and go' approach