BUDMOUTH ACADEMY
WEYMOUTH

Principal Sara Mashike
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1st October 2026

Dear Parents and Carers,

RE: Home to School Communication Procedure at Budmouth Academy

At Budmouth Academy, we firmly believe that Special Educational Needs (SEN) is everyone's responsibility, therefore every member of our staff is committed to supporting every student to reach their full potential. To ensure that support, interventions, and daily communications are handled effectively and consistently, we have established a clear Home to School Communication Procedure. We ask that this procedure is to be followed by all parents and carers, regardless of their child's specific needs or level of support.

1. Purpose of the Communication Procedure

Open and structured communication between home and school is vital for student success. By establishing clear lines of communication, we ensure that:

- Queries and concerns are directed to the staff members who know your child best on a day-to-day basis.
- Information is shared efficiently without unnecessary delays.
- All staff maintain high standards of care and academic oversight for every pupil.
- Specialist support staff, including our Special Educational Needs Coordinator (SENCo), are involved at the appropriate stages to provide targeted guidance and advice to all staff.

2. Communication Channels & Tiered Steps

To help us respond promptly and effectively, please follow the staged process found on the last page of this letter when contacting the school.

3. Key Principles for Parents and Carers

- **First Contact:** Always start with the Form Tutor or Subject Teacher. As classroom teachers lead daily learning, they are best placed to address immediate queries or observe classroom behaviour and needs.
- **Universal Responsibility:** Because SEN is the responsibility of all teaching staff, classroom teachers adapt learning for all students. Contacting teachers directly ensures that support strategies are applied seamlessly in every lesson.
- **Escalation to SEN Team:** If a concern remains unresolved after discussing it with the classroom teacher or School Team, or if there are specific diagnostic and EHCP review matters, the SEN team will be brought into the discussion by the relevant staff.
- **Response Times:** Staff will aim to acknowledge communications within 72 school hours during working term-time days

We appreciate your cooperation in adhering to this procedure. Working together in partnership ensures that all students at Budmouth Academy receive the highest quality education and support.

Yours sincerely,

The Senior Leadership Team

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Stage	Point of Contact	Contact Details	Nature of Communication / Focus
1	Tutor or Subject Teacher	Contact Directory	Day-to-day classroom updates, general academic queries, subject-specific progress concerns, pastoral well-being, or minor daily concerns.
2	Your child's School Team, including the Head of School (HoS), Pastoral Support Leader (PSL) or Behaviour and Ethos Coordinator (BEC)	Attenborough: HoS: jhooper@budmouth-aspirations.org BEC: eallen@budmouth-aspirations.org PSL: mfox@budmouth-aspirations.org Hawking: HoS: jwebber@budmouth-aspirations.org BEC: tparkes@budmouth-aspirations.org PSL: groberts@budmouth-aspirations.org Shelly: HoS: mstafford@budmouth-aspirations.org BEC: Ldelahaye@budmouth-aspirations.org PSL: arogers@budmouth-aspirations.org Turing: HoS: crogers@budmouth-aspirations.org BEC: krendell@budmouth-aspirations.org PSL: dkirby@budmouth-aspirations.org	Unresolved classroom queries, broader pastoral or SEN matters, initial safeguarding concerns, concerns across multiple subjects, specialist external referrals and behaviour or attendance concerns.
3	SENDCo	Faith Harrell fharrell@budmouth-aspirations.org	To discuss review of Education Health and Care Plans (EHCP) or unresolved SEN concerns.
4	Assistant Principal - Inclusion & Safeguarding	Natasha Sibley nsibley@budmouth-aspirations.org.uk	Unresolved concerns linked to SEN or safeguarding.
	Vice Principal - Standards (including Alternative Provision (AP), Attendance and Behaviour)	Peter Pring ppring@budmouth-aspirations.org	Unresolved concerns linked to Alternative Provision (AP), Attendance or Behaviour