

St. Joseph's Specialist Trust
Amlets Lane, Cranleigh
Surrey GU6 7DH

Website: www.st-josephscranleigh.surrey.sch.uk

Family Involvement Guidelines



Christ in our Lives
'No limits ... just possibilities'

Last Reviewed: June 2026
Cycle: Annual

WEBSITE GUIDELINES

St. Joseph's Specialist Trust

Family Involvement Guidelines

Introduction

St. Joseph's Trust has an 'open-door' policy. We recognise the pivotal role families play in the education of their children. We encourage all families to be fully involved in their child's formal education and in the life of the school. We recognise that we must work in partnership with all families, keeping them fully apprised of their children's achievements and the workings of the school. We have introduced effective strategies for active involvement.

- Families are offered a visit to the school in order to help support their child's transition to St. Joseph's.
- Families are given a tour of the school by a member of staff, who will answer any queries they may have.
- Families are encouraged to bring their child with them, once it has been agreed that we can meet need. This may require planning, dependent on the needs of the prospective student and pupil.
- We ensure that all families are given a copy of the school prospectus when visiting the school and directed to the school's website.

Communication

At St. Joseph's we have introduced a wide range of communication strategies, including:

- A regular newsletter
- Link file
- Individual letters to the family when the need arises
- Weekly direct telephone calls or emails as agreed with the family by Education Staff
- Home visits (as necessary)
- Annual Review/EHCP
- EHCP Interim Reviews
- Target setting
- Reward systems
- Questionnaires
- Education, Therapy and where applicable Care Link Workers who liaise with the family
- Presentation evenings
- Skype offered for meetings if unable to attend
- A referral to the school's Family Link Worker

We believe that it is essential to form strong links with our students' families and seek to develop a free flowing two-way communication process.

In order to promote positive and effective relationships with families we actively encourage families to come to the school and partake in open evenings, workshops and sports & fun days.

Families and staff alike work together to develop strategies which will assist students and their families in achieving objectives and ensuring each student achieves their goals during their time at St. Joseph's.

School Day

The school is divided into Pathways. Transition programmes are in place to ensure successful transition through the school/college and to future provision.

Exercise, Movement Breaks and a personalised sensory diet are used to focus students throughout the school day.

For residential students there are daily morning and evening handovers to ensure care/education staff are kept fully informed of student's needs.

Family Support

Here at St Joseph's, we believe that it is of upmost importance that as well as promoting communication between the school and families, that we also provide support to our families outside of the school setting.

In order to achieve this, we have in place a Family Link Worker. The Family Link Worker is a key role in our preventative strategy, where we seek to support families and children before there is a need for a more intensive intervention from the statutory agencies. Our Family Link Worker is able to provide advice, support and guidance to families and children and help to identify their needs.

The Family Link Worker also seeks to provide consistent approaches across all environments by maintaining and promoting effective communication between families and school as well as liaising with key individuals and exchanging necessary information.

The Family Link Worker also sources local support networks and supports the family with their search for future placements.

Monitoring Effectiveness of these Guidelines

These guidelines will be reviewed indirectly at every annual review; a full review will take place on a 3 yearly basis by the Headteacher.

How the Family Involvement Guidelines enhances learning

By involving all the family and carers in our student's education we believe this will encourage learning and the meeting of objectives. It will ensure every student has consistency across the waking day curriculum in order to maximise their potential.

Link Policies & Guidance

Communication with Families Guidance

Home School Agreement Policy

Useful documents and websites

Please refer to Family Link Worker for up to date web sites and sources of support.

Date Guidelines Reviewed

Updated	Changes	By	Version
October 2009	Unknown	Alan Day	v1
September 2011	Introduction – major changes	Alan Day	v1.1
May 2013	Minor Changes	Alan Day	v1.2
September 2014	Minor Changes	Alan Day	V1.3
February 2016	Minor Changes – Add Links, Documents and Websites	Alan Day	V1.4
February 2017	Learner changed to Student Home School Link Worker changed to Family Link Worker	Alan Day	V1.5
July 2018	Minor changes	Simon Jaggard	V1.6
December 2019	Reclassified from Policy to Guidelines	Alan Day	V1.7
October 2020	No Changes	Alan Day	V1.8
November 2021	No Changes	Alan Day	V1.9
January 2023	Advised no changes	Alan Day	V1.10
June 2023	No changes	Alan Day	V1.11
June 2024	No Changes	Alan Day	V1.12
June 2025	No Changes	Alan Day	V1.13
June 2026	No changes	Annie Sutton	V1.14