SCHOOL SUPPORT AND MEETINGS | ENGLAND

Home-School Communication Diary

Free download · My SEND Friend Shop

A calm, low-burden diary for useful home and school updates, designed to support ongoing conversation rather than lengthy daily reporting.

Agree with school how it will be used, and stop or simplify it if it becomes another source of pressure.

Who this is for

Families and settings who want a simple shared diary for a child who benefits from regular, short updates.

What is inside

- An agreement page
- Five weekday pages
- A weekly summary

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Using this diary lightly

Short notes are enough: what went well, what was hard, sleep or mornings if relevant, and anything the other setting should know for tomorrow. Avoid comments about other children.

Child's name

Week beginning

Class or teacher

Anything home and school have already agreed about using this diary

Monday

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Mornings and arriving

Only if useful.

What went well

What was hard, and what helped

Message from home to school

Message from school to home

Tuesday

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Mornings and arriving

Only if useful.

What went well

What was hard, and what helped

Message from home to school

Message from school to home

Wednesday

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Mornings and arriving

Only if useful.

What went well

What was hard, and what helped

Message from home to school

Message from school to home

Thursday

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Mornings and arriving

Only if useful.

What went well

What was hard, and what helped

Message from home to school

Message from school to home

Friday

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Mornings and arriving

Only if useful.

What went well

What was hard, and what helped

Message from home to school

Message from school to home

Weekly summary

The pattern this week, and anything to review

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

mysendfriend.co.uk · My SEND Friend Shop · Supporting families together