



Broadfield Specialist School, Fielding Lane, Oswaldtwistle, BB5 3BE  
Tel: 01254 381782 Fax: 01254 396805 [www.broadfield.lancs.sch.uk](http://www.broadfield.lancs.sch.uk)



## Reporting to Parents/Guardians

Individual Education Plans are developed for each student termly and shared with students and parents.

Students at Broadfield all have an 'Annual Review' and a 'National Curriculum' Report. These are written for each pupil by staff in school and other professionals, such as the Speech Therapist. The reports include information on your child's progress in all areas of the curriculum and set new targets for learning for the coming year.

You will be invited to attend the review meeting and to contribute in writing should you wish to do so. Before the review meeting you will receive a copy of written reports and these are discussed at the meeting.

We hold regular parents/information days throughout the year and keep in touch through letters which we send to give information. Classes in school have a variety of arrangements for keeping parents informed such as Home/School Diaries, Newsletters and our school website.

We greatly value the contribution made by parents / guardians to this process and do hope that you will make every effort to work with us to ensure your child achieves their full potential.

## Charging for School Activities

Under the 1996 Education Act, the Governors of the school have approved the following as 'official school activities' – Food Technology, Design Technology, day trips and visits, residential activities. Parents / guardians may therefore be requested to make a **voluntary (non compulsory) contribution** towards the cost of these activities. However, should school not receive enough voluntary contributions, it may be that planned activities have to be cancelled, although we would make every effort to avoid this situation. As school funds support this aspect of our work, it is vital that all school fund raising events are successful.

For residential visits, schools **may** charge for board and lodging and some other activities. Parents' in receipt of certain benefits may be exempt from these charges. Parents should contact the school for details if their child is involved in a residential visit.

## Procedure for Complaints

In accordance with the 1988 Education Act, complaints about the curriculum and related matters may be made in the first instance to the Headteacher. Full details of the complaints procedure are available from the school on request.