

## The Island Project School

Diddington Hall  
Diddington Lane  
Meriden  
West Midlands  
CV7 7HQ



Telephone 01675 442 588

Email [admin@ipschoo.co.uk](mailto:admin@ipschoo.co.uk)

*Serving the needs of children with autism and related communication disorders in Warwickshire & the West Midlands*

---

14<sup>th</sup> November 2017

Dear Parents and Carers

### **POLICIES AND PROCEDURES**

We have reviewed and updated several of our policies and procedures which are published on our website.

I would like to draw your attention, in particular, to the changes made following on from my letter of 11<sup>th</sup> August 2017. This letter notified you of changes to the parent/carer contact information as a result of the Report by the Coroner to the Education Secretary following the death of a 4 year old boy.

The School has adopted the following recommendations by the Coroner :

- a. Schools should hold at least three different numbers for different adults;
- b. Schools should immediately send a member of staff to the home when contact cannot be made by phone with the parent of an unexpectedly absent child; and
- c. If there is no answer when staff visit the home, the police should be called immediately.

These recommendations have been included in our updated Child Protection Policy and Pupil Attendance, Absence and Sickness Policy

If you would like hard copies of these, or any other policies, please contact the School Office who will arrange for these to be sent out to you.

Kind Regards

Yours sincerely

Sarah Gallagher

**School Principal**

Email : [s.gallagher@ipschool.co.uk](mailto:s.gallagher@ipschool.co.uk)

Mobile : : 07971 543 832