

School Communication Log

About this tool

Supporting your child at school involves include emails, phone calls, meetings and informal conversations with school staff. Recording key details can help you remember what was discussed and agreed.

This tool provides a simple way to keep track of these communications.

When to use this tool

You might use this log after:

- speaking with teachers or school staff
- attending meetings
- sending or receiving important emails
- having informal conversations about your child

How to use it

1. After a conversation, meeting, or email, record the key details.
2. Note what was discussed, any actions agreed, and any next steps.
3. You may choose to record only important discussions or keep a brief record of all communications.
4. If you are using the Word version, you can adapt the template to suit your needs.

School Communication Log

Date	Communication type (email, phone, meeting, informal conversation)	Who was involved	Topic or concern	Key points discussed	Next steps / follow-up