Progress Reporting & Communication Framework

PROGRESS REPORTING & COMMUNICATION FRAMEWORK
Creative Makers CIC

Purpose

This document outlines the structured processes in place to provide attendance, progress and safeguarding information to parents/carers and commissioning schools or Local Authorities.

1. Attendance Monitoring

• Attendance is recorded at each session.
• Unexplained absence is followed up on the same day.
• Weekly or half-termly summaries are available to commissioning schools.
• Patterns of absence are reviewed in line with graduated response principles.

2. Behaviour & Safeguarding Reporting

• Significant incidents are recorded on the day they occur.
• Safeguarding concerns are escalated immediately to the DSL.
• Referring schools/Local Authorities are informed in accordance with statutory safeguarding procedures.
• Risk assessments are reviewed following serious incidents.

3. Progress Monitoring

Progress is monitored through:

• Engagement levels
• Emotional regulation development
• Participation in structured creative tasks
• Attendance trends
• Social interaction and relational trust
• EHCP outcome alignment (where applicable)

4. Reporting Frequency

Depending on commissioning agreement:

• Informal updates as required
• Weekly summary (if agreed)
• Half-termly written progress report
• Contribution to EHCP/TAC/review meetings

5. Communication Methods

• Secure email (AIP/OME compatible)
• Scheduled review meetings
• Telephone communication
• Written reports

6. Placement Review

Placement effectiveness is reviewed:

• At agreed intervals
• Following significant incidents
• Where attendance concerns arise
• Where needs change

Creative Makers CIC operates in partnership with the commissioning school or Local Authority and does not operate as a standalone provision.

Signed:

Rebecca Knee
Director
Creative Makers CIC

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