

Create a new incident for the child and write a very brief summary of conversation (example given below).

Tick 'Communication' box and select 'Telephone call'

Add names of any linked students in the family if known.

← Back

Incident

All well and healthy. Accessing online work. No issues. Spoke to XXX.

Categories

- ☐ Attainment ☐ Attendance ☐ Behaviour Related Log ☐ Bullying / Friendship Related Issues ☐ Cause for Concern ☐ Child Contact
☐ Child Protection ☒ Communication ☐ Contact with External Agency ☐ Medical Issues ☐ Parental Contact ☐ Safeguarding ☐ SEND
☐ Team Teach Incident ☐ Verbal & Aggressive Incidents

Communication Subcategories

- ☐ Email ☐ Home Visit ☐ Meeting / Parent's Evening ☒ Telephone Call

Linked student(s)

Begin typing a student's name

Type a student's name to link them to this incident.

Body map

Show all

