Luccombe Hub This document forms part of the policy handbook and is intended for use at Luccombe Hub	
Title:	Luccombe Hub School Policy on drop in visits from parents/ carers/others
Applies:	Immediately
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Sponsor:	Henri Monier-Williams
Contact:	Centre Lead – Henri Monier-Williams
Email:	office@Luccombehub.com

LUCCOMBE HUB SCHOOL POLICY ON DROP IN VISITS FROM PARENTS/CARERS/OTHERS

1. The Luccombe Hub has specific guidelines regarding drop-in visits from Parents/Carers/others.

2. These visits are not generally encouraged, as the school prioritises maintaining a consistent and supportive environment for its learners, many of whom have experienced trauma or struggle with anxiety and social skills. The school focuses on providing a stable, therapeutic setting where learners can feel secure and not overwhelmed by unexpected changes.

3. Parents who wish to visit are typically required to schedule appointments in advance. This approach helps the school to manage disruptions and ensure that visits are beneficial and structured to support the learners' well-being.

4. If you are a parent and wish to visit, please contact the school directly to arrange a suitable time.

5. When documenting meeting minutes at The Luccombe Hub, it is important to adhere to a structured approach to ensure clarity and accountability. All meetings should be formally minuted, especially those that fall under the 2:1 meeting format. This means that every decision or discussion point during such meetings should be recorded in detail, ensuring transparency.

6. The Luccombe Hub discourages impromptu or quick chats from being treated as official meetings. Instead, we recommend using email or telephone communication as a more appropriate initial method for discussions or queries that don't require a formal meeting.

7. This approach helps maintain a clear record of communications and decisions, avoiding the ambiguity that can arise from undocumented quick conversations.

8. For any detailed inquiries or to arrange formal meetings please contact the office via email or telephone to ensure proper scheduling and documentation.