

Exporting Individual Communication Logs

Menu → Students → Select Student → Comms → Complete Log → Save → Share →

Select internal/External Recipient → Send

Anna Louisa Arandelle
School: Aunim-Baile CIC
Group: Year 5
Year: 13

Student Alert
Peanut allergy only to eat what she brings in from home

Progress | Logs | **Comms** | Attendance | Behaviour | FSA | Targets | Curriculum | ISQ Engagement | Files

11/03/2026

Communication Log Entry

Contact Name: [input field] Enter communication log for 11/03/2026

CONTACT TYPE: [dropdown menu] [Browse]

[Save Communication Log]

Name: see Blogs
Type: TELEPHONE CALL
Cannot parent to update on her behaviour
Date Range: 11/03/2026 - 11/03/2026

[Edit] [Delete] [Share]

Communications Log - Share

Please check that recipients are authorised to receive this information. Data shared externally must be carefully checked to ensure compliance with your data sharing agreement(s).

Select staff members to share communications log with

Select external partners to share communications log with

PDF creation complete

The communications log has been converted to a PDF. Click the button below if you would like to view the report now.

[View PDF]

[Send]

Menu → Logs → Communications → Select Student → Select Date From → Select Date To → Search

Searching Communications Logs

Communication Logs

Anna Arandelle | --- SELECT --- | Search | Date From | Date To | Search | Print

Name: Joe Bloggs
Type: TELEPHONE CALL
Log Entry:
called parent to update on her behaviour

—
[Go to Entry](#)
Student: Anna Arandelle
Claire Bishop 11/03/2026

Name: Alex Gray
Type: TELEPHONE CALL
Log Entry:
Called mum to update - she will discuss when he gets home.

—
[Go to Entry](#)
Student: Anna Arandelle
HIS Support 09/03/2026

Name: Alex Gray
Type: EMAIL
Log Entry:
asdfgtyhujikol

—
[Go to Entry](#)
Student: Anna Arandelle
HIS Support 04/03/2026

Name: alex
Type: EMAIL
Log Entry:



Menu → Settings → Comms Log →
Comms Log Settings → Fill in Comms
Log Type Name → Add

Communications Log Settings for Drop Down Menu

Anna Louisa Arandelle
School: Autism Ambere CIC
Group: Year 5
Year: 12

[Incident](#) [Safeguarding Concern](#) [Snapshot Report](#) [View Details](#)

Student Alert
Peanut allergy only to eat what she brings in from home

Progress Logs Comms Attendance Behaviour FSBA Targets Curriculum Engagement Files

17/03/2026

Communication Log Entry

CONTACT TYPE

--- CONTACT TYPE ---

Enter communication log for 17/03/2026

Save Communication Log

Comms Log Settings

Comms Log Type Name [Add](#)

Name [Active](#)

TELEPHONE CALL	Edit	Delete
IN-PERSON MEETING	Edit	Delete
Online Meeting	Edit	Delete
LETTER	Edit	Delete
VOICE NOTE	Edit	Delete
EMAIL	Edit	Delete
SAFEGUARDING CHAT	Edit	Delete
CONVERSATION IN PERSON	Edit	Delete
TEXT MESSAGE / WHATSAPP	Edit	Delete

Communications Log Sharing Settings

Menu → Settings → Organisational
Preferences → Log Sharing → Display: Yes
→ Save

Log Sharing

<p>Communication Logs Sharing</p> <p>Enable communication logs to be shared.</p> <p>Display : <input checked="" type="checkbox"/> Yes</p>	<p>Communication Logs Sharing externally</p> <p>Enable communications logs to be shared with referring partners.</p> <p>Display : <input checked="" type="checkbox"/> Yes</p>
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