

# Communication Script — B.P.F. (Brief • Polite • Factual)

A tactical playbook for high-stress communication in co-parenting, school, and court-adjacent contexts. Designed for UK family-law settings but usable anywhere. Keep messages BRIEF, POLITE, and FACTUAL to protect credibility and reduce conflict.

## 1) B.P.F. Fundamentals

B — Brief: 4–6 sentences (or 80–120 words). One clear ask or outcome.

P — Polite: Neutral tone; no sarcasm or moral labels. Assume disclosure.

F — Factual: Dates, times, locations, actions. Avoid adjectives and diagnoses.

Do

- Lead with the child's best interest/outcome for the next 7–14 days.
- Timestamp facts (YYYY-MM-DD HH:MM) and keep receipts/screenshots.
- Offer two viable options and ask for a reply by a clear deadline.

Don't

- Threaten, shame, or speculate on motives.
- Send late-night essays. Keep SMS to logistics; escalate nuance to email.
- Post about the case online.

## 2) 10-Second Tone Check (before you send)

- Would you read this aloud to a judge?
- Can every sentence be verified by an independent adult?
- Is there exactly ONE ask?
- Does the message still work if forwarded without your context?

## 3) Email Skeleton (copy/paste)

Subject: [Child Name] — [Topic] — [Date]

Hello [Name],

On [YYYY-MM-DD] at [HH:MM], [brief fact]. To support [child's best interest], I propose:

- Option A: [specific time/date/place]
- Option B: [specific time/date/place]

Please confirm your preference by [deadline, e.g., 12:00 on YYYY-MM-DD].

If neither works, suggest two alternatives within the next 7 days.

Kind regards,

[Your Name]

## 4) SMS Skeleton (logistics only)

Pickup today 17:30 at Elm Street entrance. If delayed >10 mins, I'll wait until 17:45.

Please reply "OK" to confirm. (Moving details to email if needed.)

## 5) After a Missed Hand-Over (template)

Subject: Missed handover — [Child Name] — [YYYYMMDD]

Hello [Name],

At [location] on [YYYYMMDD], I arrived at [time] for handover. I waited until [time].

The handover did not occur. For continuity, I can do:

- [Option A: date/time/place]
- [Option B: date/time/place]

Please confirm by [deadline].

Kind regards,

[Your Name]

## 6) Safeguarding Concern (neutral, minimal, action■focused)

Subject: Safeguarding note — [Child Name] — [YYYY■MM■DD]

Dear [School/GP/Safeguarding Lead],

On [date/time], [child] reported/was observed: [fact■only observation].

No accusations are made. I am recording this for safeguarding and ask that this be noted on [child]'s file.

Please advise any next steps you recommend. I am available at [your number].

Thank you,

[Your Name], [relationship]

## 7) School/Teacher Coordination

Subject: [Child Name] — Attendance & Homework — [Term/Week]

Dear [Teacher],

To support [child]'s consistency, please copy me on attendance/behaviour notes and upcoming deadlines at [email].

If a parent evening booking is limited, I'm flexible on time and can attend virtually if easier.

Kind regards,

[Your Name]

## 8) GP/Health — Information Consistency

Subject: [Child Name] — Health Information — [NHS number if applicable]

Dear Practice Team,

Please ensure both parents are listed for clinical correspondence where lawful.

If preferences or contact details differ between records, I request a reconciliation and confirmation to this email.

Sincerely,

[Your Name]

## 9) Social Worker / CAFCASS — Update Format

Subject: Update for [Child Name] — Neutral Log — [YYYY■MM■DD]

Dear [Officer Name],

Since [last date], key facts:

- [YYYY■MM■DD HH:MM] — [event][location][witness if any].
- [YYYY■MM■DD HH:MM] — [event][attachment ref].

Ask/Outcome sought (child■focused): [one sentence].

Attachments: [1] attendance.pdf, [2] messages.pdf (B.P.F.■redacted).

Regards,

[Your Name]

## 10) Witness Statements — Asking for a Short Note

Subject: Short note re: [Child Name] — Attendance/Conduct

Hello [Witness Name],

If you're willing, could you provide a brief factual note (2–4 lines) about what you've personally observed regarding [child] and my involvement (e.g., pickups, events, homework)? Dates help. No opinions or predictions needed.

Thank you,  
[Your Name]

## 11) Voicemail Script (30–40 seconds)

Hello, it's [Your Name] regarding [child].

I'm calling to confirm [date/time/place]. I'll also send the details by email.

If another time suits better this week, please reply with two options. Thank you.

## 12) “No” Without War — Boundary Script

I'm not able to agree to that change at this time.

If you propose two alternative slots within the next 7 days, I'll review them promptly.

## 13) Evidence Log Table (keep one per month)

DATE (YYYY■MM■DD) | TIME | CHANNEL | FACT (no adjectives) | ATTACHMENT

2025■10■05 | 18:40 | WhatsApp | Hand■over missed; waited 18:40–19:05 | IMG\_5402.jpg

2025■10■06 | 08:15 | Email | Teacher confirmed homework submitted | homework.pdf

## 14) File■Naming Convention (credibility booster)

Use ISO dates + topic + counterparty:

YYYY■MM■DD\_topic\_counterparty.ext (e.g., 2025■10■06\_teachers■note\_mr■smith.pdf)

## 15) Before/After Tone Cleanups

BEFORE: “You’re always late and disrespectful.”

AFTER: “On 2025■10■05, I waited 18:40–19:05 at Elm St. The hand■over didn’t occur.

I can do Wed 18:00 or Fri 18:00—please confirm by 12:00 tomorrow.”

BEFORE: “You’re lying about school stuff.”

AFTER: “Please copy me on attendance/behaviour messages so both parents receive the same information.”

## 16) Court■Day One■Pager (print)

- 3 Headlines (child■focused outcomes).
- 1 Specific Ask (order, timetable, contact method).
- Facts supporting the ask (3–5 bullet points, each verifiable).
- Box■breathe 4x4x4x4; one prayer line: “Jesus, carry me; I choose trust.”
- Post■hearing: journal 10 lines; send child a 60■second hopeful voice note.

## 17) BPF Review Checklist (weekly)

- All messages under 120 words, one ask each.
- Dates/times/places verified; screenshots filed.
- Options offered with a clear reply■by deadline.
- No adjectives, no diagnoses, no late■night sends.
- Escalated complex matters from SMS to email.

## 18) Appendix — Quick Phrases

- “For [child]’s stability next week, I propose...”
- “Please confirm by [time/date]. If neither works, suggest two alternatives.”
- “Noted. Logging this for safeguarding and continuity.”
- “Moving detail to email to keep a clear record.”
- “I appreciate the update. Here’s how I can support...”