# A logo of a school  AI-generated content may be incorrect.

# Communication

We try our best to keep you informed with school news, events, learning and successes. **Please find below a summary our communication methods.**

|  |  |
| --- | --- |
| **Communication**  | **Method**  |
| Information about class routines e.g PE days, home learning etc  | Letters sent home and then also posted on Class Dojo and the website.  |
| Updates about what is happening in each class  | ClassDojo – we will aim to add posts to the class story.  |
| Sharing your child’s learning journey  | We will hold parent teacher meetings in the Autumn and Spring terms and you will receive a school report which has details about your child’s attainment and targets in July.  |
| Whole School Newsletter  | We publish our school newsletter on a Friday afternoon, and it will be shared via email, ClassDojo and posted on the school website.  |
| Notification about educational trips / sporting events  | By letters in book bags  |
| Notifying you of an emergency closure e.g in the event of snow  | ClassDojo  |

If your phone number or email has changes, please ensure that you notify us.

**We request that you communicate with the school in the following ways:**

|  |  |
| --- | --- |
| **Communication**  | **Method**  |
| Reporting Absences  | Please phone or email the school office by 9am on the day that your child will not be attending. You need to inform the school of the specific reason why your child is unable to attend.  |
| Notifying the school that someone different is picking your child up  | Tell the class teacher at the beginning of the day or phone the office so a message can be passed onto the class teacher.  |
| Medical Appointment   | If you need to collect your child during the school day for a medical appointment, please notify the school office in advance. This advance notice allows our office staff to inform the class teacher, ensuring that your child is ready for collection upon your arrival, thereby minimising disruption to their learning.  |
| Questions for the teachers about your child’s learning and wellbeing  | Face to face at the beginning or end of the day or by appointment.  It is possible to send brief messages via ClassDojo but please note that these will not be checked during teaching hours.  |
| Booking breakfast club and wraparound  | Booking and payment through ParentPay.  |
| If you have safeguarding concerns about a child  | Please speak to Mrs Power, our Designated Safeguarding Lead or Miss Mitchell or Mrs Eva, our Deputy Designated Safeguarding Leads.  |