



School Communication Plan

Ways we will contact you:	Class Dojo	School Ping	Email	Phone	Facebook	Newsletter	Website
	It will be used to send key information, short messages or reminders only. It will be used primarily for giving praise for your child's work or attitude in and around school.	This is our main source of communication with parents by staff and the office. (Please contact the office if you need help with this) School ping link. Please keep your details up to date with us.	We use email to respond to an email enquiry from you. Not during teaching hours (for teaching staff) and in school hours only. The office will use it to send out key information if you do not have access to School Ping or if there is an issue with School Ping.	The office will phone to check absences if a message hasn't been left by 9.30 a.m., lunches or if your child is ill. Your class teacher will phone you if a message needs to be given that day or to feedback on behaviour.	Used to promote and celebrate children's achievements and events at school.	Used to promote and celebrate children's achievements and events at school. It also updates the school calendar. This is sent by school ping as well as published on the school website which can be translated.	Used for urgent/emergency information Communication of Important and upcoming dates/events Copies of letters/newsletters Curriculum information is detailed here. Staffing information Policies and key documents are accessible from here
Ways you can contact us:	Class Dojo	Aspens Select	Email	Phone	Parent Pay	Reading Record	Parents evening
	Class Dojo can be used for short messages or giving feedback on praise that has been given. For all other discussions or enquiries, an appointment must be made through the office.	This is the system for booking school meals. Remember they need to be booked before 8:15 am each day.	office@christchurchprimaryschool.org This email address is a good way to contact us ensuring the emails states FAO. Please be aware we may not be able to respond to these that day. We will acknowledge receipt where possible within 1 day and fully respond within 5 days.	01934 620738 Contact the school office to report absences (before 9.30a.m.) and messages and if you want to book an appointment with the class teacher.	This is our system for payment for school trips etc.	Reading records are only used to record a child's reading times.	There are 2 parents evenings each year where you can discuss your child's progress.

If you have a concern please follow this system.

Step 1: Contact the class teacher first (most things can be easily sorted this way) the class teacher will then decide the appropriate person for the enquiry such as the SENCO, Learning Mentor, Deputy Head or Head Teacher.

Please be aware that staff will respond to you as quickly as they are able to. (They have teaching, duty, training and meeting commitments throughout the day and after the children leave)
There is a cut off time of 5pm, after this, any correspondence will be made the following day.

Catching a teacher on the playground is suitable for a quick message but not for a more detailed discussion – they are responsible for their class. Please make an appointment with the office in this case.

All forms of communication must be conducted respectfully and calmly.

Adult Conduct Towards Staff and Pupils Policy: https://www.kaleidoscopemat.co.uk/uploads/9/4/7/2/94728976/adult_conduct_towards_staff_and_pupils.pdf

Home-School Communications Policy: https://www.kaleidoscopemat.co.uk/uploads/9/4/7/2/94728976/home_school_communication_policy_2023.pdf