



## Communication with Parents/Carers at St Paul's CE Primary School

If you need any information or can't find what you are looking for, please ring the school office and we will be happy to either direct you to the right place or answer your questions.

We endeavour to communicate as much information with parents if any changes occur in routines or structures however there are times when unforeseen circumstances impact on the time in which we can communicate details.

### How do we communicate with parents/carers?

Parents may be contacted by phone in relation to... Behaviour and welfare, First aid and Attendance

**School website:** <https://www.stpaulswithington.co.uk/>

Our website is full of useful information and is regularly updated. It includes policies, calendars, staff lists, menus, our curriculum, resources for parents, performance data and much more.

### Text and Email

Parents nominate two text numbers and email addresses for the office to use and this is our main way of communicating information to all parents. We ask parents to make us aware of any changes to these numbers or addresses.

### Letters [often via email]

Parents receive regular letters during the year, these include whole school ½ termly newsletters with updates on dates and celebrating events and activities; termly team letters for years 1-6 informing parents about our curriculum and team information and early years regular update parents/carers with letters.

### Parents Evenings/End of Year Reports

You will be invited to meet your child's teacher, either face to face or remotely, two times during the school year.

During this time, you will have the opportunity to discuss their progress, attitude to school and ask questions. Parents of pupils with additional needs may meet with teachers and our SENDCO on a more regular basis. You will receive a written report at the end of the school year.

### **Transition Meetings**

When your child is entering a new key stage you will be invited to meet the new team of teachers. This presentation evening is where the staff will share all new routines and activities it is also a chance to talk with the new team – please find these on the website.

### **Friday Open Mornings**

Every Friday, parents are invited into your child's classroom to look at displays, books and any other work your child wishes to share with you. This isn't a time to meet with the teacher but feel free to wander around the classroom and discover all the excellent work our pupils produce.

### **Google Classroom**

This is the platform that St Paul's uses to share homework with pupils in Years 5 and 6. Pupils will all have access to this platform and know their log in details at the start of every year. If support is needed with technology, please contact class teachers.

### **Seesaw**

This is the platform that St Paul's uses for our children to share our learning and our school experiences. Our families will have access to the platform, and they will be able to look at, like and comment on their child's experiences that are taking place in school. Parents will be given log in details at the start of each academic year. If support is needed with technology, please contact class teachers. Please see Seesaw Policy for further information.

### **Workshops and information giving**

There are several workshops planned during the year to help parents/carers support learning these will include: Reading in EYFS, Internet safety, Curriculum and SATs meetings plus much more. Dates and times will be sent as and when these workshops are happening.

Look out for our parent surveys for your chance to share your thoughts and views on St. Paul's.

## How can parents and carers communicate with school?

There are several ways you can communicate with the school:

- Email/phone the school office T: 0161 359 5316/E: [admin@st-pauls-pri.manchester.sch.uk](mailto:admin@st-pauls-pri.manchester.sch.uk)
- Contact the school office to schedule a meeting with a member of staff [see the table below to help identify who you should contact].

For any **urgent messages** during the schools operating hours (8.30am – 4.15pm, Monday - Friday), please contact the office on 0161 359 5316

Who should I contact?	
Topic	Who you need to talk to
My child's learning/class activities, etc	Your child's class teacher
My child's wellbeing/pastoral support/inclusion	Your child's class teacher
Special Educational Needs	Mr Rizvi [SENDCO]
Family Support	Miss Simms [Family Support Worker]
Changes to collecting your child from school	School office
Payments	Admin Team/School office
Attendance and absence requests	Reporting your child's absence, call the school office. If you want to request approval for term-time absence, contact the school office
Behaviour concerns	Your child's class teacher
Complaints	See complaints procedure