

## Communication Information for New Parents

Welcome to Tigers and to Baslow St Anne's School, we are looking forward to seeing you all in September and to working with you as your child starts on their school journey. Having good lines of communication with you is a hugely important part of our role and to try and cover all possibilities we use a variety of lines of communication and I know it can all seem a bit overwhelming. The following hopefully will give you an overview and things will become even clearer as time goes by I promise!

### Why/ Who you might need to contact:-

Urgent Matter/ General school matters Please ring the school office in an emergency/ urgent matter. For general school matters you should be able to get answers from the school office during school hours - contact them by phone (01246 583298) or email ([enquiries@st-annescofe.derbyshire.sch.uk](mailto:enquiries@st-annescofe.derbyshire.sch.uk)).

General Matters regarding Tiger class - ask myself (Mrs Whitfield) or the Teaching and Learning Assistants (TLA) Miss Pettett (Monday and Tuesday) or Mrs Beardshaw (Wednesday, Thursday, Friday)

Specific matters about your child - Your first port of call should always be the Class Teacher (Tigers = Mrs Whitfield), I am very happy to talk to you about anything! good or bad and would always prefer you came to me first. If I am unable to help you then I will be able to advise you on who to contact.

### What lines of communication do we use:- (further details about these are in the table below)

In person at drop off and pick up - catch me for a quick chat or ask one of the adults to pass on a message

Email:- [tigers@st-annescofe.derbyshire.sch.uk](mailto:tigers@st-annescofe.derbyshire.sch.uk) secure and private form of communication

Class Dojo:- a forum for sharing photos and quick general messages - not for confidential discussions, you will get an invite to join via your email

Home School Reading Diary :- a physical 2 way communication about your child's reading journey

School Newsletter :- this is written by Mrs Clark and is emailed to you, it gives news information about the school and events that are coming up

Website:- [www.baslow.school.co.uk](http://www.baslow.school.co.uk) anyone can look at this - gives information about the school in general and if you look on Tiger class page you will see that week's weekly update with written information and usually a photograph montage (piccolage) showing some of that week's activities - a great thing to share with your child to discuss what they have been up to that week or to share with grandparents.

## Parent to School Communication in Tigers

<b>Media</b>	<b>How to access</b>	<b>How to use it</b>	<b>When to use</b>	<b>When is it checked</b>
<b>Class Dojo</b>	The parent whose email I have is sent an invite to join. If the other parent wants to join they just need to provide me with their own email. Ideally put on a smart phone for ease of use.	You can send me a quick general message and/or photos of your child's achievements at home you wish to share which you put on your child's profile.	You put on at any time. Don't use for confidential messaging but general quick messages ok.	I check every day before 8.30am and then again at 3.00pm in case of urgent messages but not in between times
<b>Email</b>	Anyone can email me <a href="mailto:tigers@st-annescofe.derbyshire.sch.uk">tigers@st-annescofe.derbyshire.sch.uk</a> Please make it one of your contacts so emails don't go into your junk!	This is secure and private and if we can't speak in person this is the best way to communicate.	You can email me at any time - but please don't use for any matters that need an immediate reply.	I check it regularly outside of school hours and will always reply as soon as I can
<b>Home School Reading Diary</b>	A physical diary kept in your child's red book bag. To be written in by any adult who works at home with your child	Use to tell us what you are doing with your child at home with regard reading and to ask any reading related questions.	We will set this up within the first 3 weeks, once in your child's bag please use daily - adult at home to write down what they have done with their child each day eg 'went through all sounds in wallet -knew all but j'	We check the diary regularly and write in it when working individually with your child. We don't write every time we do reading activities with your child as this wouldn't be practical!
<b>Website</b>	Anyone can view this <a href="http://www.baslow.school.co.uk">www.baslow.school.co.uk</a>	Viewing only	To find information and see life at Baslow school and Tigers in particular	Tiger Class page updated weekly. If you have any comments about the website please do contact the school office.
<b>In person</b>	At daily drop off/ pick up OR At a prearranged meeting with myself	Daily - morning pass on any quick message/query. At end of day once all the children safely out - pop in and see me.	If you need an immediate quick answer ask in person at drop off. Or pop in after school to see me or organise longer discussion - easiest is to email me and we can sort out a suitable time.	Please use tiger email or ask adults in class for Mrs Whitfield to contact you if you have a specific enquiry about your child

## School to Parent Communication in Tigers

Media	How do we use it	When do we use
Class Dojo	<ul style="list-style-type: none"> <li>I send individuals or whole class a general message eg bring a sun hat today</li> <li>I send you a photo of an activity or piece of work your child has done in school</li> <li>In school the children get points throughout the day to promote motivation and behaviour and are linked to our behaviour/ rewards( you will get information about this separately)</li> <li>We hope you use it to send us quick messages and share your child's home activities</li> </ul>	<ul style="list-style-type: none"> <li>Every day the children can gain points to promote motivation and good behaviour.</li> <li>Messages as and when needed</li> <li>Photos - when I can - if we can't run our open door ( when parents/ carers can come into see their child's work) then I will send more</li> <li>Checked daily at 8.30am and 3.00pm</li> </ul>
Email	<ul style="list-style-type: none"> <li>I send information to all or groups or individuals</li> <li>I use to discuss just with you any private and confidential matters regarding your child if we can't speak in person through this secure email.</li> <li>To answer individual queries/ questions</li> </ul>	<ul style="list-style-type: none"> <li>You can email me at any time - I will respond as soon as I can but this will not be during school hours (8.40am - 3.15pm)</li> </ul>
Home School Reading Diary	<ul style="list-style-type: none"> <li>We will write in here when we do individual reading related work with your child</li> <li>We hope you will write in it to tell us what your child has done at home</li> </ul>	<p>We will set this up within the first 3 weeks, once in your child's bag please use daily - adult at home to write down what they have done with their child each day eg 'went through all sounds in wallet -knew all but j ' . We check daily and answer any questions.</p>
Website	<ul style="list-style-type: none"> <li>EYFS information</li> <li>Information relating to Tigers - I will aim to put a weekly sheet on a Friday giving you an insight into what has happened in Tigers over the past week</li> </ul>	<ul style="list-style-type: none"> <li>We aim to update Tiger Class page every Friday during term time.</li> </ul>
In person	<ul style="list-style-type: none"> <li>Mornings - Quick message pass on / check in</li> <li>Longer chat available either after school or via prearranged time</li> <li>Open Door - twice weekly event - quick questions/chat</li> <li>Three times a year - individual parent evenings</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> <li>As and when needed - organise longer meetings                             <ul style="list-style-type: none"> <li>Open Door is twice weekly</li> <li>3 x a year at parent evenings +</li> </ul> </li> </ul>