

Communication Summary – Weston Primary & Nursery School

The school keeps its communications with parents and carers under review. These reviews have concluded that different pieces and types of information are best communicated in different ways (for example, short messages can be sent as texts, but the software used in school limits the number of characters, so longer messages have to be emailed).

We have produced this booklet to explain how we communicate with you.

Weston News

Several times a term you will receive our newsletter as an email with a link to the website where all newsletters are posted.

The newsletter includes:

- TIP**
- news/educational information
 - dates of upcoming events
 - stars of the week
 - pupil achievements outside school
 - reminders
 - FoWS dates & events

Previous editions of the newsletter can be found on the school website under the Parents tab.

<https://www.weston.herts.sch.uk/newsletters-weston-weekly-weston-news/>



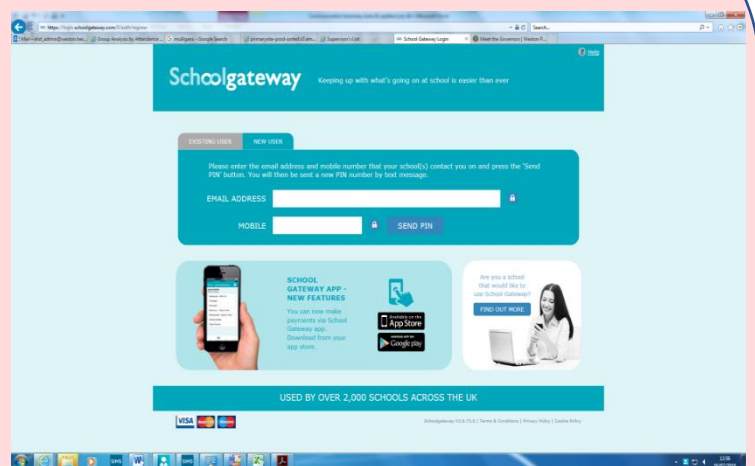
We currently use **App** messaging to send **short reminders & messages**. We no longer text.

Please download Schoolgateway App, click on the icon below or launch the following website and click on New User.

<https://login.schoolgateway.com/0/auth/register>

Parents also use the App to pay for school trips, music lessons, donations etc as well as paying for and choosing your child's lunch.

If you are unable to download the Schoolgateway App you can make payments via the school gateway website.





Longer messages – will be sent to you as emails

- term dates
- urgent news
- FoWS events
- forthcoming clubs in conjunction with a google booking form
- payment requests (trips, dinner money etc)
- online parent questionnaires
- school dinner menus
- details of whole school events (sports day etc.)
- how to help your child make the best possible progress
- curriculum information
- full details of sports events (for those children selected)
- details of performances (with ticket request slip)
- events/workshops for parents eg dads parenting groups, SEN support groups, resolving conflict
- holiday club/community information

If you wish to email the school, please use admin@weston.herts.sch.uk .



Printed letters

Paper copies of the following will be given to your child/placed in their book bag to bring home;

- your child's annual report (in a sealed envelope)
- your child's SATs & other statutory test results
- confirmation of your child's place in a club
- letter confirming that your child has received a bump to the head/facial injury requiring 1st aid (+ App message for phone call for more serious head injury)
- parent letters

In addition, a paper copy of our Induction Pack is posted to parents/carers of new pupils due to start in Nursery or Reception if they are unable to attend the new parent meeting.



Phone calls

Please call the office on 01462 790317 (the office hours are Mon – Thurs 8.30am to 4.00pm & Fri 8.30am to 3.30pm – please leave a message outside of these hours or if there is no answer) to:

- book an appointment with your child's teacher, the SENCO, the Deputy Head or the Head Teacher or to request that the teacher calls you back (outside of class hours). They will call you back if they are not available at the time.
- to let the school know if your child is off sick – by 9.15am each day please.
- to make enquiries or advise of anything important about your child.

The school will call you if;

- Your child has received a serious bump to the head/receives a facial injury
- Your child is ill and needs collecting

Facebook

The school has a Facebook page to keep the local community up to date with school events and to help attracting potential new pupils. To communicate with the school, please use the range of methods described in this booklet (please do not use Facebook to communicate with the school).

School website

Our website is a great source of information for you:

- **Individual Class Pages & Home Learning** www.weston.herts.sch.uk/class-pages/

This includes: guidance on how to help your child make the best possible progress with their learning; curriculum information about the current learning in class. **This information will be updated by 3.15pm on the first day of each term (or half term for some classes).**

TIP

- **School Calendar**

www.weston.herts.sch.uk/diary/list/ – dates

of terms, INSET days, occasional day, trips, sports events, sports day, performances, class open days. **To make things a little easier you can link the school's calendar to your own electronic calendar meaning that all school dates are automatically populated into your own personal calendar**

TIP

www.weston.herts.sch.uk/diary/subscribe/

- Ofsted inspection report www.weston.herts.sch.uk/inspection-reports/
- School policies www.weston.herts.sch.uk/topic/key-information
- FoWS events www.weston.herts.sch.uk/friends-of-weston/
- List of school clubs <http://www.weston.herts.sch.uk/school-clubs/>
- Dinner menu www.weston.herts.sch.uk/school-lunch-menu/
- Confirmation of school closure (e.g. for snow)
- Information about the work of the school's governors www.weston.herts.sch.uk/meet-the-governors/



Notice boards

On the school notice board by the vehicle entrance on Maiden Street you will see;

- term dates,
- this half term's Christian Value
- other information eg events for children outside of school, village library, Children's Church

The Early Years notice board by the door to the Early Years Unit shows;

- Information about the EYFS curriculum and how to help your child with their learning.



Emergency School Closure

We will post information on our website and message parents directly using the Schoolgateway App.



Meetings.

To learn more about your child's progress at school, we provide (see Weston News for dates);

- Parent Evenings where you meet your child's teacher for a 10 minute appointment and view some of your child's work in their books.
- Class Open Days when your child can show you the work in their books in more detail and when you can also see their classroom.

If you wish to speak to your child's teacher at another time, please choose one of the following options;

TIP

- ask to speak briefly to the teacher after school (please avoid Wednesdays, since this is our staff meeting day).
- for a longer discussion, book an appointment (or ask the teacher to phone you outside of class hours) by speaking to the teacher or by contacting the office.

If you wish to arrange a meeting with the SENCO, Deputy Head or Head Teacher please email to admin@weston.herts.sch.uk or call 01462 – 790317.

As an additional means to pass messages to staff, either the Head Teacher or Deputy Head and a member of the Early Years staff greet all children as they enter the school. Please pass on any messages to these staff.



Reading record

Each child will have a reading record booklet.

- Please write the date and sign or initial every time your child reads their school reading book at home. Also record the book title, pages read and comments if you wish.
- Please note that we will use this booklet to see how often your child has read at home and may not respond to questions or comments written in this booklet. Therefore, please use another method to inform us of questions or comments which require a response.

TIP



ClassDojo

Our Reception & Nursery class use ClassDojo for the following:

- Positive rewards
- Overview of the weeks' learning
- Families can share outside activities\achievements with the class
- Short messages relevant to the events taking place in the class
- Sometimes sharing photos of class activities

Our Year 1 / 2 Class use ClassDojo for the following:

- Overview of the weeks' learning

ClassDojo is not used to share school information or for parents to share important information about their child eg absence, change of personal details etc.