

## **Communication**

Here at Blakesley we have always tried to provide Parents with as much information and support as possible to ensure that they and their children have a positive experience at Blakesley Primary school.

I hope that the following will re-assure existing Parents and inform new ones, of the communication options available.

Some of these options use technology, as I am sure all of you are aware technology is not always reliable and is only accurate if updated regularly. We will do our best this end but please ensure that you keep us informed of any changes in address, telephone numbers or e-mail addresses.

### **Options available:**

Monthly Calendar  
Termly Newsletter  
Telephone  
Fax  
Secure Red Box on wall outside office for payments  
Letters (paper and e-mail) copies on Website and in Yellow Folder in School Entrance  
E-mail  
Website  
Parent's Evenings  
Prospectus/School Handbook  
Home/School Diary (these will be available soon)  
DB Primary  
Achievement Folders  
KS1 communication books  
Appointments with Staff/Head  
Parent Forum  
Governors  
End of Year Report to Parents  
Village Newsletter (This is a few paragraphs about events and achievements written by Chair of Governors)  
Notice Board on School fence

### **Monthly Calendar**

This details a month in advance (where possible) events and clubs that are taking place. This can be e-mailed, received as a paper copy or viewed on the school website. Copy also in yellow folder.

## **Newsletter**

This details in advance (where possible) events that are taking place during the term. It will also give an update on events that took place during the previous term. It will publish pupil's achievements inside or out of school. And other general information that the Head wishes to impart to Parents. This can be e-mailed, received as a paper copy or viewed on the website. Copy also in yellow folder.

## **Letters**

These give full details of events or clubs and imparts important information to Parents. These are received either by e-mail, as a paper copy or on the website. Copies also in yellow folder. Paper copies if required will be sent home in pupils' book bags. In Reception and KS1 letters are put in and taken out of pupils' book bags by a member of staff. In KS2 pupils are expected to put letters in and take letters out themselves. Staff will prompt pupils at registration time to hand in any relevant letters/slips/trip money. This is to help promote a sense of responsibility in each pupil in readiness for secondary education.

## **E-mail**

This communication is used by school to communicate with Parents and Parents can use it to contact school. E-mail is checked on a daily basis during term time (except weekends) and at intervals during the holidays. E-mails will be responded to as soon as possible. Please ensure that we have up to date e-mail addresses. Unless an e-mail 'bounces back' we have no way of knowing if they have been received. If you are worried you haven't received anything for a while please contact the office.

[bursar@blakesley.northants-ecl.gov.uk](mailto:bursar@blakesley.northants-ecl.gov.uk)

## **Telephone/Fax**

01327 860257 (for both)

If there is no-one to answer your call please leave a message. Messages are picked up at regular intervals.

## **Parent's Evenings**

These are usually held 2 times a year. Early and late appointments are available on 2 separate days this hopefully means that we can be available as near to your most convenient time as possible. Slips should be completed and returned promptly so that staff can work out their appointments and let Parents know their slot as soon as possible. We ask Parents to keep to the 10 minute slot so that other Parents are not delayed. If more time is required a subsequent appointment can be made.

Pupil's school work will be available for Parents to view before your appointment.

### **Home/School Diary**

Details will follow shortly

### **Website**

This has recently been completely redesigned by me. Details of how to use it and what information is now available will follow on a separate communication.

[www.blakesleyprimary.com](http://www.blakesleyprimary.com).

### **DB Primary**

This is our 'virtual learning environment'. Information was sent out recently.

### **Parent Forum**

This is a group of Parents who are willing to collate views of Parents on various issues and then present them to the Head. Their Terms of Reference, names of committee members and minutes of meetings (when available) can be found on the School website.

### **Appointments**

If you have any concerns or issues, we ask that you make an appointment with your child's Class teacher in the first instance. They see your child on a daily basis and are best placed to discuss any issues. If you are not happy with the outcome or the Class teacher feels that they are unable to deal with your query then an appointment should be made with the Head teacher. If the Head is unable to satisfy your requirements then the Governing Body should be contacted. Their details can be obtained from me as Clerk to Governors or from the School website.

### **Prospectus/School Handbook**

These have also been recently re-designed. All new Parents received a copy at the end of last Summer Term. They can be viewed on the School website. Now that it is available online any changes in school procedures, uniform etc can be changed without having to re-print the whole thing.

We are always looking at how to improve communication, the amount of information available, the speed at which it gets to Parents and the relative costs of those means. We trust that in the above we have a communication option that is convenient for everyone but please remember there is still only me to receive and process all admin that comes in to the office.

This is only one aspect of my job and although I will aim to answer your queries as quickly as possible at times they will have to be prioritised along with my other admin and finance duties.

If you wish to receive letters by e-mail please complete and return the slip below.

Anne Carter  
Secretary

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I wish to receive letter via e-mail.

My address is.....Child's Year Group .....

Name (please print).....

Signed.....