








## Communication routes at Emersons Green Primary School

 <b>Website</b>	 <b>Arbor</b>	 <b>ParentPay</b>	 <b>Google Classroom</b>	 <b>Texts/emails/ phone calls</b>
Whole school information	Personal data updating	Payments – lunches/trips	Class newsletter – termly overview of learning, key dates and routines	School newsletter (emailed) – key dates, important messages, celebrations, events, PTFA
Policies	Attendance check	Booking lunches	Class information – learning, activities, events	Texts - Last minute changes, parent help requests
Curriculum	Free trip/visit permission granting – swimming/photos	Paid trip permission granting	Quick messages from class teachers	Emails – longer school messages, external information, trip information, school reports
Class newsletters	Parents evening booking	Charity donations	Homework	Pupil absences, early/late pick up, medical appointments
Governors information			2 way sharing platform – linked to learning	
Vacancies			Presentations – SATs, parent workshops	
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## **FAQ's**

*Where do I find the class newsletter?*

Class newsletters are posted onto Google Classroom and the School Website by the end of the first week back each term.

*How do I know what my child is learning?*

Photos and examples of children's learning are posted onto Google Classroom each week.

The class newsletter provides an overview of the learning for each term and can be found on Google Classroom or the school website

*How do I pay for a school visit?*

School visit information is sent out in a letter via email, with payment and consent given through ParentPay

*How can I contact the class teacher?*

You can contact class teachers via email to [admin@egps.org.uk](mailto:admin@egps.org.uk) /phone calls/messages at drop off/pick up/pre-arranged meetings

*Who do I contact if my child is absent from school?*

You can email or call the school office. You may get the answer machine so be prepared to leave a message stating your child's name, class and reason for absence.

*How do I book a learning meeting appointment?*

Learning meetings are booked via Arbor, you will need to download the app and create your account using the personal, private login details provided by the school office.

*How do I book and pay for my child's school meals?*

School meals are booked and paid for using ParentPay, they can be done up to three weeks in advance. The booking portal closes at 8.00 but if you haven't booked in time just pop into the office at drop off and we can sort it for you. You will need to create an account on ParentPay using the login details provided by the school office.

*Where can I find the school's curriculum and policies?*

Curriculum and policies are displayed on the school website –

- Whole school curriculum information can be found under the 'Key Information' tab
- Year group information can be found under the 'Children' tab
- Policies and other important documentation can be found under the 'Key Information' tab