

## Parent / School Communication Summary 2020 - 2021

We will keep you informed of news, information, diary dates and important events by a number of methods and we ask you to keep us informed as well. This is a short overview of how we will communicate with you and the methods that will be used.

<b>Manor Field School – main contact details:</b>	
<b>Email:</b> <a href="mailto:office@manorfield.w-sussex.sch.uk">office@manorfield.w-sussex.sch.uk</a> <b>Phone:</b> 01444 233 368 <b>Website:</b> <a href="http://www.manorfieldschool.org">www.manorfieldschool.org</a>	
<b>Reason</b>	<b>Method of communication</b>
My child is ill and will not be in school today	Download <b>MyEd</b> app and use the system for absences relating to sickness only. Alternatively, call the school office selecting option 1. You need to report your child's absence before 8.30am.
I have an urgent message	Call the school and speak to the receptionist who will contact the relevant member of staff.
I have information that might affect my child's behaviour today	Use Class Dojo and inform the teacher as soon as possible.
I am concerned about my child's progress / my child is not happy / is having problems at school	Contact your child's teacher via Class Dojo.
My contact details have changed	Please complete our Change of Details Form available from the office. Alternatively, email the school office with the details.
I would like to book a club for my child	Submit a Booking Google Form located on the After school club schedule which can be found on our website under Parents / After School Clubs.
I need to check the date of an event taking place in school next week	Visit our website check the diary page - you can link our calendar with your own.
My child would like to share their out of school achievements with the school	Send your pictures for the <b>Children in the Spotlight</b> section of the newsletter to the school email address before the first Friday of every month.
I need to pay for my child's school trip	Our preferred method is online payment system <b>ParentPay</b> – you will be issued your username and password after your child starts at Manor Field School. Please keep these safe.
<b>Communication Method</b>	
<b>Email</b>	Our preferred method of communication – please ensure that we have your email address.
<b>Class Dojo</b>	Communication between class teacher and parents about academic progress only. Please do not report your child's absence via the dojo. Thank you.
<b>Text Message or a MyEd</b>	A quick way to contact you to tell about a last minute cancellation. We may use MyEd messaging system as well.
<b>Google Forms</b>	You will be emailed a link to a google form for most school trips, clubs, residential.

<b>Secure Black Dropbox</b>	Avoid the queues in the school office by posting your payments or printed slips in the secured postbox located in the foyer just before you enter the main school office.
<b>Monthly Newsletter – sent on the first Friday of every month</b>	Information about future events / assembly dates. Celebrating pupils' achievements and communicating with all families about whole school events.
<b>Website</b>	General information about the school and school staff, information to support parents, information about the curriculum, a calendar of important school dates, information about after school clubs.

### **What information can you expect?**

#### **General Information about news and events:**

- Regular information sent via email and uploaded onto the website about events that may involve your child.
- Monthly newsletter (paper copies are available upon request).
- Important dates for your diaries will be emailed and included on the website

#### **Information about the learning your child will experience over the term:**

- A 'Meet the Key Stage Leader and team' meeting in the two weeks of the school year. During this meeting parents will be introduced to staff and be given information about what they can expect for their child during the school year.
- An overview of the term's learning uploaded onto the school website each term.
- A regular update on the class's learning via Class Dojo.
- A class assembly during the year which will provide an insight into your child's learning.

#### **Information about my own child's progress:**

- An annual written report sent to parents during the Summer Term
- Parents' Evenings in the Autumn Term and Spring Term

***In you have any concerns regarding your child's progress at any time, please contact the class teacher via Class Dojo and request a meeting at a time suitable to all parties.***