

Communication

I hope that the tables below make our means of communication during 'normal' times clear.

Coronavirus adaptations

Face-to-face contact is more restricted, so we have built in the following adaptations:

1. Teachers will be outside at the beginning and end of the day for quick 'socially distanced' conversations. For longer conversations, parents can telephone. Teachers will respond as quickly as they can, but please do not expect a reply in the evening or over the weekend.
2. Julie can see people at the 'hatch', but only for urgent messages. Please telephone or email for anything that is not urgent. I am usually outside at the beginning and end of day and am happy to take messages.
3. We are not able to do Parents' Assembly, which is a shame and missed by many. I will write a weekly assembly post for the school blog, which will include birthdays, Rainbow Awards and a celebration item from each class.
4. We are also missing the blackboard in the yard. On Fridays, I will write a shorter weekly newsletter with information for the week ahead and any important notices. We have also just started using the ParentMail events facility for all school events.

Parents: Who do I contact and how?

Reason	Who to contact	Methods
General information Specific information and questions relating to: <ul style="list-style-type: none">• lunches• medical conditions and medication• absence and attendance• changes to pick up arrangements	The school office	Absences: via the ParentMail app or leave a message on the school answer phone. Other enquiries: <ul style="list-style-type: none">• The school website has lots of information and may answer your question. www.greshamvillageschoolandnursery.moonfruit.com• Face-to-face with Julie at the hatch.• Telephone: 01263 577349. You can leave a message, if your call is unanswered.

<ul style="list-style-type: none"> • urgent messages • breakfast and after-school club • extra-curricular clubs 		<ul style="list-style-type: none"> • Email: office@greshamvillage.co.uk
Questions about events and school dates	ParentMail Events	<ul style="list-style-type: none"> • We update events regularly and you should find the information you need here. If not, please contact either your class teacher for class events or Julie for whole school events.
Questions about the curriculum, newsletters, nursery and after-school club fees.	The school website www.greshamvillageschoolnursery.moonfruit.com	<ul style="list-style-type: none"> • The website is regularly updated and has links to past newsletters, terms-on-a-page, other curriculum documents, nursery and after-school club times and costs and lots of other information.
Specific information and questions relating to your child's education and welfare (nursery- year 6). This includes questions about school visits and specific incidents.	In the first place, your child's teacher. If there is a longer- term problem the Headteacher.	<ul style="list-style-type: none"> • Face-to-face at the beginning and end of the day. • If it is urgent or if you need a longer or private discussion, please telephone the school office and Julie will either be able to help or will ask your class teacher to call you back.
My child is in nursery or reception and I want to share significant milestones that have happened at home.	Tapestry	<ul style="list-style-type: none"> • Please share on Tapestry. We love to see these milestones. Please do not use Tapestry for any other use.
Special Educational Needs	Class teachers Mrs Leah, our SENDCo	<ul style="list-style-type: none"> • Please use one of the methods above to contact your class teacher. • If you would like to contact Mrs Leah, her email address is gleah8nrq@nsix.org.uk.
A safeguarding concern	Our Designated Safeguarding Lead is Mr Goodliffe	<ul style="list-style-type: none"> • Please contact the DSL or Deputy DSL. Full contact details for all members of the team or what to do if you are worried that

	<p>head@greshamvillage.co.uk.</p> <p>The Deputy DSL is Ms Coombs dcoombs@greshamvillage.sch.uk.</p>	<p>a child is at immediate risk of harm are available on the school website www.greshamvillageschoolandnursery.moonfruit.com</p>
--	---	--

School: How do we communicate with parents?

Reason	Who is responsible	Methods
Day-to-day conversations with parents regarding children's health and welfare, progress and attainment, behaviour etc.	Class Teachers, Teaching Assistants, Senior MSA.	<ul style="list-style-type: none"> • Face-to-face at the beginning or end of the day. • Telephone • Arranging a special appointment
General information and notices	The school office	<ul style="list-style-type: none"> • General information and notices will be published in regular newsletters through ParentMail. • There is a Newsletters section in 'Parents' on the school website, where you can find pdfs of past newsletters.
Specific notices and letters to parents	The school office	<ul style="list-style-type: none"> • All letters are sent via ParentMail. When we require a response, this will be as a form.
Trips and events	<p>The school office for whole school events</p> <p>Class teachers for class events</p>	<ul style="list-style-type: none"> • We will post all events on the Events section of ParentMail. This should include all details and any changes we might make. • Letter via ParentMail with details. Parents to return permission form for out-of-school-hours events.

		<ul style="list-style-type: none"> • Text for last minute reminders, if required.
Reporting class news and events, celebrating success.	Class teachers	<ul style="list-style-type: none"> • Parents' Assembly • Regular posts on the school blog.
Safeguarding concerns	Designated Safeguarding Lead or Deputy	<ul style="list-style-type: none"> • Face-to-face • Telephone
Information about children in Early Years' progress and attainment	Class teacher, Nursery Leader, Teaching Assistants	<ul style="list-style-type: none"> • 'Focus child' meetings with parents once a term. This will include focussed observations recorded on Tapestry by school and home in the week prior to the meeting. • Other observations of 'significant moments' will be recorded as and when they happen. • Foundation Stage Profile and end of year report in July.
Information about the progress and attainment of children in Key Stages 1 and 2 (years 1- 6)		<ul style="list-style-type: none"> • Termly Parent- Teacher Consultations. • Annual Report to Parents in July. • Mid-year mini-report prior to Spring Parent- Teacher Consultation.
Information about the progress and attainment of children with SEND or Pupil Premium entitlement.		<ul style="list-style-type: none"> • Parents will be offered an extended consultation each term and teachers will contact parents for a 'catch up' in November and April, either face-to-face or by telephone.