

Communication

We use many methods to ensure that our communication with parents and our families is good. We are proud to have an open-door policy in operation and will always try our best to be available to parents as soon as possible. Staff are available to speak to face to face at the end of the school day and a staff member is always on duty at the entrances doors during drop off. The headteacher is available each morning and stands near the entrance to the site to welcome the children and their families. Appointments can also be made to speak to the Headteacher/staff via the school office.

Phone/Email

If you need to contact the school please telephone our school office where you will be greeted by one of our lovely office team; Mrs Nicholls or Mrs Steer. The office opens at 8.30am and closes at 4pm. Alternatively you may contact via email; secretary@heamoorschool.co.uk

Website

We also have a school website which can be found at www.heamoorschool.co.uk



The website has been designed to ensure it is easy to navigate. The information is organised under the headings of '**School Information**' which includes school policies, staff information etc. The '**Parents**' section contains all of the information we feel will be useful for parents. This section also includes the class pages. Similarly, the '**Children**' section contains information that will be of interest to our children. There is also a '**Governor**' section and a calendar section which contains useful dates for the year and a '**School Life**' section which is used to celebrate the day to day events in school.

Social media

We have a school Facebook page set up. Please search **@heamoorschool** to find us. We use this page to celebrate the day to day life at school and our lovely children.



School Newsletters

Every 2 weeks, we send out a school newsletter. This includes celebrations of recent events, notices and useful information. The newsletters are also available on the school website.

Tapestry

In Reception, you will be given a login link to sign into our 'Tapestry' system. It is an easy-to-use and secure online learning journal helping staff and families celebrate their children's learning and development. Tapestry builds a very special record of a child's experiences, development and learning journey through their early years.



Class Dojo

We also use a messaging system called 'Class Dojo' across the school. This is an educational communication app (and website). It connects our teachers, children and families through communication features, such as a feed for photos and videos from the school day. It gives parents an opportunity to communicate with staff with specific class related queries. We also use it as a reward system, using 'dojo points' to celebrate and share positive behaviours and conduct.

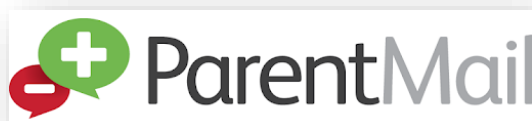


Parentmail

Our preferred method to share information / school letters is a system called 'Parentmail'.

This system is easily to set up and is linked to parent email addresses. It allows us to share information instantly, saves paper and ensures that letters don't get lost in the bottom of the children's book bag/school bags. The office team (particularly Mrs Steer as she manages the system) will be happy to help you to access this system.

The system also has a facility for paying online for school trips / swimming lessons etc. allowing parents to pay in instalments if preferred.



Text Messages

We also send school text messages so be sure to supply a mobile telephone number if you would like to receive these.