



## Gladstone Park Primary School

### How to communicate with the school

*A guide for parents & carers*



This document has been created to make it easier to communicate with the school. Our communications policy is to be paperless (exceptions listed below) so you will see how digitally focused we are becoming. Please use **Google Translate** if English is not your first language – text can be copied and pasted directly.

Communication	Used for	Comment
<b>Class Dojo – stories</b>	Primary tool for sharing information and updates	Please check regularly for everything Photos should not be shared externally
<b>Class Dojo – direct message</b>	1:1 communications with your class teacher	Direct any questions and concerns here
<b>E-mail general</b> <a href="mailto:admin@gladpark.anthemtrust.uk">admin@gladpark.anthemtrust.uk</a>	Contacting the school for general enquiries	General enquiries and questions, concerns, feedback
<b>SMS/text message from 'Groupcall'</b>	Only in emergencies – school closure, pandemic etc	Please ensure we have the correct phone number for you in order to receive these messages
<b>E-mail to report absences</b> <a href="mailto:ssharan@gladpark.anthemtrust.uk">ssharan@gladpark.anthemtrust.uk</a>	Telling the school that your child will be absent – please send message before 9am	Please do not expect a personalised response to your message
<b>Telephone</b>	Emergencies and urgent queries only <a href="tel:02084521350">020 8452 1350</a>	The most efficient way to communicate with the school is via Dojo or email
<b>Newsletter</b>	Monthly wrap up of school news	Sent on email, available on website
<b>Coffee mornings</b>	Open invitation for parents to drop in and meet the school's senior team	Twice per term Dates advertised on newsletter & website
<b>Parents evenings</b>	Teacher to share feedback on child's progress with parents	Twice per year, in person
<b>Curriculum evenings</b>	Updating parents on the curriculum for the year and what to expect	This is a useful way to support your child's progress
<b>Ad hoc educational workshops</b>	Specialist subjects (eg Maths, Phonics) to support parents' understanding	This happens periodically and will be advertised on newsletter & Dojo
<b>WhatsApp (class specific)</b>	Inter-parent communications only – helpful to answer questions	The school does not operate or mediate any of the WhatsApp groups
<b>School survey</b>	Annual collection of parent feedback & suggestions	Sent on email – please take the time to share your feedback
<b>School gate</b>	Face to face queries to Senior Team	Each school gate has a member of the Senior team in attendance
<b>Website</b>	Term dates & inset days School contact info News & updates	Newsletters are also shared here and general information about the school for current & prospective parents
<b>Paperless exceptions – letters sent home</b>	School trip permission (signed) Special items	We try to avoid printing where possible so please help us communicate digitally!