



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