

# COMMUNICATION: HOW TO FIND OUT

## How will I receive news?

*Up and coming events* will be on the Friday Flyer with a reminder sent via email & SIMs Parent app close to the time.

The annual calendar is also on the Friday Flyer & website.

## Website - [www.skeltonprimaryschool.co.uk](http://www.skeltonprimaryschool.co.uk)

Here you will find:

- School calendar
- Your child's year group page with info on the staff, class activities, the curriculum and key dates
- Information on staffing, curriculum, forms to complete, archived newsletters, meals trips, ordering uniform, safeguarding, policies and lots more!

## Has your phone number or email changed?

Please let us know.

## Did you know?

If you request all adults with parental responsibility to be set as 'Priority 1' contact, all correspondence will go to both adults.

## What is the Weekly Friday Flyer?

- A newsletter each Friday from the staff containing all the important messages of the week.

## Where do I find the Friday Flyer?

- A link will be emailed and sent to the SIMS Parent App
- Added to the website weekly

## Facebook

Will be used for celebratory informative news about your child's class. *Please note that Facebook Messenger is not monitored regularly.*

## What is SIMS Parent App?

When your child starts school, you will receive a link via email to register on the SIMS Parent App. When your SIMs request has been validated by email, you will find the app to be a one stop shop. Please install it on the device you use most frequently and speak to the office for any help needed. You can

- Change your contact details including phone number and email
- See your child's attendance data and most recent report
- Book after school clubs
- Receive the Friday Flyer
- Receive letters (including permission slips for visits / trips)

## How is my child's attainment and progress reported?

### Autumn Term

- Open Evening offered to all parents from Reception to Year 6
- Nursery parents will have a 1:1 meeting with the teachers to discuss progress and next steps in learning.

### Spring Term

- Nursery and Reception parents will have a 1:1 meeting with the teachers to discuss progress and next steps in learning.
- Year 1 – Year 6 will receive an electronic report via SIMS Parent APP about the progress and attainment of your child and offered the opportunity to discuss this with the class teacher

### Summer Term

- Electronic reports will be sent via SIMS Parent App for all children
- When your children exit EYFS, Y1, Y2, and Y6 they will have statutory assessments and we will share the written results with you.

**You can make an appointment to meet with your child's teacher at any time.**

## COMMUNICATION: HOW TO GET IN TOUCH

Platform	Use	When to expect a response
<b>Email/ phone</b> <a href="mailto:office@skeltonprimaryschool.co.uk">office@skeltonprimaryschool.co.uk</a> 01287 650689 Mrs Hare Mrs Jolly Miss Chadwick Mrs Mitchell	Please ring us to <ul style="list-style-type: none"> <li>Report absence &amp; share information on attendance matters</li> <li>Collection arrangements</li> <li>Medication</li> <li>Lunches</li> <li>Enquire</li> </ul> We may ring or enquiring about an absence or specific situation in school We will share forms and surveys, consultations and letters via email and SIMS app.	You can expect a response 8:00am – 4:00pm
<a href="mailto:FS1@skeltonprimaryschool.co.uk">FS1@skeltonprimaryschool.co.uk</a> <a href="mailto:FS2@skeltonprimaryschool.co.uk">FS2@skeltonprimaryschool.co.uk</a> <a href="mailto:Y1@skeltonprimaryschool.co.uk">Y1@skeltonprimaryschool.co.uk</a> <a href="mailto:Y2@skeltonprimaryschool.co.uk">Y2@skeltonprimaryschool.co.uk</a> <a href="mailto:Y3@skeltonprimaryschool.co.uk">Y3@skeltonprimaryschool.co.uk</a> <a href="mailto:Y4@skeltonprimaryschool.co.uk">Y4@skeltonprimaryschool.co.uk</a> <a href="mailto:Y5@skeltonprimaryschool.co.uk">Y5@skeltonprimaryschool.co.uk</a> <a href="mailto:Y6@skeltonprimaryschool.co.uk">Y6@skeltonprimaryschool.co.uk</a> <a href="mailto:nurture@skeltonprimaryschool.co.uk">nurture@skeltonprimaryschool.co.uk</a>	Contact year groups directly	8:00am – 4:00pm  <i>Please keep in mind that class teachers will be with the children and will contact you as soon as they are able.</i>
<b>Ms Walker/ Mr Newton</b> <a href="mailto:headteacher@skeltonprimaryschool.co.uk">headteacher@skeltonprimaryschool.co.uk</a>	Headteacher	8.00am – 4.30pm
<b>Mr Newton/ Mr Woolf</b> <a href="mailto:s.newton@skeltonprimaryschool.co.uk">s.newton@skeltonprimaryschool.co.uk</a>	Deputy Headteacher	8:30am – 4:30pm
<b>Mr Woolf</b> <a href="mailto:a.woolf@skeltonprimaryschool.co.uk">a.woolf@skeltonprimaryschool.co.uk</a>	Assistant Headteacher- contact for Special Educational Needs or Safeguarding concerns	8:30am – 4:30pm
<b>Mrs Allan</b> <a href="mailto:l.allan@skeltonprimaryschool.co.uk">l.allan@skeltonprimaryschool.co.uk</a>	Chair of Governors	8.30am – 4.30pm