



## Worle Village Primary School Communication Plan



If you have a concern, please follow this system:

1. Contact the class teacher first (most things can be easily sorted this way)
2. Contact SENDco, SLT or Head of School.
3. Contact Executive Head.

Any **safeguarding** concern please either fill in the form on the school website or email: [safeguarding@worlevillage.co.uk](mailto:safeguarding@worlevillage.co.uk)

	School Ping	Email	Phone	Facebook	Newsletter	Weekly class bulletins	Website
Ways we will contact you:	This is our main source of communication with parents by staff and the office. (Please contact the office if you need help with this) <b>Please keep your details up to date with us.</b> Also an easy calendar function for reference	We use email to respond to enquiries from you. Emails will usually be sent within school hours 8-4pm.  The office will use it to send out key information if you do not have access to School Ping or if there is an issue with School Ping.	The office will phone to check absences, lunches or if your child is ill.  Your class teacher will phone you if a message needs to be given that day or to feedback on behaviour.	Used to promote and celebrate children's achievements and events at school-with parental permission	Used to promote and celebrate children's achievements, events and share the school calendar. This is sent by school ping.	This is from the class teacher/ phase to instruct the pupils of homework and relevant information for the week ahead.	For information about the curriculum and school policies.
	<b>Swift Kitchen</b>	<b>Email</b>	<b>Phone</b>	<b>School Comms</b>		<b>Reading Record</b>	<b>Parents Evening</b>
Ways you can contact us:	This is the system for booking school meals. Remember they need to be booked before 8:15 am each day. Please cancel if your child is ill.	<a href="mailto:office@worlevillage@n-somerset.sch.uk">office@worlevillage@n-somerset.sch.uk</a> This email address is a good way to contact us ensuring the emails states FAO. Please be aware we may not be able to respond to these that day. We will acknowledge receipt where possible within 1 day and a full respond within 5 working days.	01934 512200  Contact the school for to report absences and messages and if you want to book an appointment with the class teacher.	This is our online system for payment for school trips etc.		You can use your child's home school reading record to pass on messages. Please make sure your child puts it in the box or hands it to the teacher	There are two parent evenings each year where you can discuss your child's progress.