

The Federation of Follifoot & Spofforth Church of England (VC) Primary Schools
Headteacher: Mr Paul Griffiths



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Friday 28th April 2017

Dear Parents and Carers

Communication - A Two Way Process

As a school team we all work incredibly hard to ensure we communicate effectively with pupils and their families. Below is an outline of the wide range of strategies we employ to ensure pupils and their families are kept well informed about the life of the school and their progress of pupils:

- 1 A weekly newsletter e-mailed directly and available on the website is sent every Friday. Paper copies are available on request and from the rack in the main entrance lobby.
- 2 Additional e-mails giving important reminders.
- 3 Text messages giving important reminders or messages re. changes e.g. due to weather.
- 4 An app service 'Marvellous Me' available to all parents delivering information regarding pupils directly to parents and family members.
- 5 Our school website and blog giving information about all aspects of school life and parent guides.
- 6 A termly class learning newsletter emailed and on the website outlining children's learning for the term.
- 7 An outdoor notice board (at the top of the steps) displaying the next two weeks' school diary highlighting events.
- 8 Staff collect and hand over pupils at the start and end of each day and are available for passing messages to.
- 9 Weekly sharing assembly providing an insight into school life and pupils' learning.

It is important that families do their very best to access and respond (where needed) to the range of information provided to ensure the effective and efficient running of daily school life.

Having to chase permission slips which have not been returned in time and payments not made by assigned deadlines accounts for a significant amount of time. This time could be spent more proactively working on behalf of the children. For example, the office staff spent a considerable amount of time on the day of the bunny bounce ringing parents who had not returned consent forms for their children to take part so that they did not miss out.

We ask that you support us in helping us to work efficiently and effectively for you and your children by:

- 1 Carefully reading all communications.
- 2 Returning slips and making any payments within agreed timeframes.
- 3 Ringing to notify school when your child is not well enough to attend, including ringing each day of the absence period

Yours sincerely

Mr Paul Griffiths. Headteacher of Follifoot and Spofforth CE (VC) Primary Schools