

How We Communicate At Saltford

Letter

Email and Text

contactus@saltfordschool.org.uk



Event Info

Chuckles booking forms

Communicate with office and staff

School Development Plan

Chuckles After school club

Event Info Reminders

Urgent Information

Message from Headteacher

Event Reminders

Photos/videos of school activities

Twitter



@SaltfordPrimary

Newsletter link published on Twitter

Community Events



Saltford School Newsletter

Important contact details

Letter Library

Permission Slips

Sports Events Reminders

Emailed to parents

Key Dates Calendar

Available on Website and Twitter

Produced Weekly

News Updates

Everything you need to know about Saltford

Updated on weekly basis

Medical Forms

Pupil Achievements

Event Reminders



PTA Facebook

Curriculum

www.saltfordschool.org.uk

Dedicated year and club pages

Current and past newsletters

Online Calendar



Phone:

01225 872185

Fairs

Meetings

Opportunity to raise and discuss ideas

Cake Sales

Discos

Parent Council

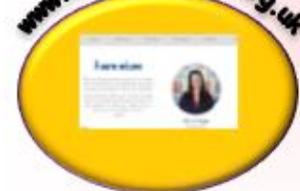
School Updates

School Meals



Website

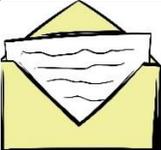
Pay Function for trips & dinners





Saltford C of E Primary School

COMMUNICATIONS SUMMARY GUIDE

COMMUNICATION METHOD	PURPOSE/OVERVIEW	SALT FORD GUIDELINES/INFORMATION
Website	 <p>Saltford CofE Primary School</p> <p>Our school website is the main information point for parents/carers and the wider community.</p> <p>All information about our school will be posted to this site: https://www.saltfordschool.org.uk/</p>	<ul style="list-style-type: none"> All information about our school will be shared via the website. If you spot something missing, then get in touch. The website will be updated as frequently as possible but if there are inaccuracies then please let us know.
Newsletter	 <p>Saltford C of E Primary School Newsletter</p> <p>Newsletters will be published EVERY THURSDAY and contain a summary of news, information and dates. This will be emailed home, posted on the website and linked on our twitter page.</p>	<ul style="list-style-type: none"> Newsletters will not be sent as a hard copy so please ensure your email address is up-to-date or check our website.
Text (School Gateway)	 <p>Text messages are used, where we have mobile numbers, to:</p> <ul style="list-style-type: none"> Notify you about non-urgent information As reminders for payments or events taking place 	<ul style="list-style-type: none"> Text messages are useful for making contact when we notify you of information so please ensure your numbers are up-to-date Please download the 'School Gateway' App
Email (School Gateway)	 <p>We email all letters via School Gateway as long as we have an email address registered for you.</p> <p>If a parent/carer wishes to email a member of staff at the school, initial contact can be made at contactus@saltfordschool.org.uk</p>	<ul style="list-style-type: none"> Emails are monitored daily. However, an urgent message should be passed on by contacting the school directly on 01225 872185 Staff are NOT expected to respond 'out of hours' so please be patient if emailing in the evening. Please remember that teachers cannot reply immediately if teaching.
Letter	 <p>We send out hard copies of letters occasionally.</p> <p>All letters that we send out will also be published on the school website.</p>	<ul style="list-style-type: none"> Letters are used to specifically notify you of an event or visits Hard copies of letters usually mean an urgent response is required.
Twitter	 <p>Our school twitter account will share highlights and celebrations from learning and activities at the school. It will be used to help us engage in wider events e.g. charity days, sporting events etc.</p> <p>If a parent/carer wishes to follow us on twitter, search for the handle: @SaltfordPrimary</p>	<ul style="list-style-type: none"> Twitter is a forum to share information and celebrate our work within the wider community. This is not the way to send individual messages to staff. Our twitter account is locked so only those accounts following us can see our posts.
Other: PTA Facebook page	 <p>The PTA facebook page is used to communicate PTA organised events that take place throughout the year.</p>	<ul style="list-style-type: none"> Please note the PTA facebook page is not run by the school.
Parent Forum	 <p>The Parent Forum is an annual event and is hosted by the Governors, led by the Co-Chairs.</p>	<ul style="list-style-type: none"> The Parent Forum is not attended by members of staff