

Quick reference guide for school communications

We hope this handy guide helps, but do remember you can always make an appointment with the class teacher to speak directly with them face to face.

❖ Emails to staff members (including Headteacher) need to be sent via the Lower & Upper site email addresses below, this will ensure that they are forwarded to be actioned and are not missed.

Ways you can contact school

	Email Lowersite@brinkwortheardanbys.wilts.sch.uk Uppersite@brinkwortheardanbys.wilts.sch.uk	By Phone School Office (01666 510406)	See Saw
What do you want to tell us	<ul style="list-style-type: none"> • Raise questions, concerns or query child's learning • Change of collection arrangements (advanced notice) 	<ul style="list-style-type: none"> • Inform us of absence • Change of collection arrangements (short notice) 	<ul style="list-style-type: none"> • Share learnings/homework/events from home

Ways school will communicate with you

	Newsletter (sent fortnightly, by email & on our Website) This is our main way to communicate. Please make sure you read them. Sent out on alternate Fridays.	Email	By Phone	ParentPay	Website	See Saw	Text
Information school will share with you	<ul style="list-style-type: none"> • Messages from Mrs Walch • Term dates • Diary dates & Events • Updates re staffing • Value of the term information • Celebrating Star learners • Spotlight on (different themes) • BEDSA information • Community information 	<ul style="list-style-type: none"> • Specific info – letters • Specific info relating to your child – answers to queries etc. 	<ul style="list-style-type: none"> • Significant medical emergencies • Any specific things that may have happened that day or to organise a meeting 	<ul style="list-style-type: none"> • Group messages trips, assemblies, charity days etc. • Request for contributions for trips etc. • Consent request for trips • Booking info re parents evenings 	<ul style="list-style-type: none"> • Lots of school information re curriculum • Help guides eg Online Safety • School policies • Ofsted report • Safeguarding Info • SEND info • Ethos and values info • Governance info 	<ul style="list-style-type: none"> • Class information re topic plans • Pick & Mix homework info • General info/photos about child's day to day learning • Changes of day eg. PE 	<ul style="list-style-type: none"> • Emergency notification esp. school closure