



## How we communicate with you...

### School Telephone

0161-702-3669

Used for informing school that your child will be absent.

Use this if you need to contact school quickly about any other issue, or where you need to arrange to speak to a member of staff.

### School email address

admin@pikefold.manchester.sch.uk

Used for any query for which you would have previously gone to the office window.

Monitored at intervals throughout the day.

Use if you would like a message to be passed to a member of staff or if you have any queries or questions.

### School Website

www.pikefold.manchester.sch.uk

Official school website .

Covers information about school, including dates, policies and procedures, parent's section etc.

Has copies of all letters sent home.

### Class Dojo

Used in school to give praise dojos to your child.

Updates about your child's class and what they have done that week, what homework has been set as well as allow you to message your child's teacher directly. *(This is not monitored on a daily basis please ensure any urgent messages get passed via the office.)*

The messaging function replaces the informal chat with your child's teacher at the door.

Use for quick queries about class, or updates about your child for that day.

### Twitter

@PikeFoldPrimary

Social media for school.

Used for school to share positive updates, photos and news.

Parents can reply to tweets and can share their own updates, tagging in school.

Not used for questions or sharing of personal issues

### School Spider app

(Smart Phone Notifications and emails)

Instant text messages from school about urgent issues, reminders etc. Only used for school to contact parents – can't be used to reply.

Emails of letters, newsletters, department information etc.

### Google Classroom

Homework is uploaded onto here.

This is the online learning system we use for when children are not able to be in school.

Use this for your child to upload their work and add messages to their teacher and class about what they have been working on.

Used when your child is not able to be in school and is learning at home.

Messages on here can be seen by everyone in the class.

Needs a user name/password .

### Evidence Me

Used in school by EYFS staff to add to a child's learning journey if they are in nursery or reception.

Allows parents to contribute to learning journey with observations & experiences from home.

### Children's Planner

Brought into school daily and checked daily by the adults in the classroom.

### Operoo

Used for completing forms and consent slips that would have previously been sent via paper.

Parents will have an individual log-in and be made aware if there is a form/consent that needs completing.

### Studybugs

Used to report your child's absence from school.

Parents will have their own log-in and password.

### Information Screens

Used to inform parents and children of key information and to celebrate the achievements in our school.

There are 2 digital signage screens in school, one in the main reception area and one near the main staircase.