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**East Dunbartonshire Council**

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**Baljaffray Primary School**  
**Promoting Effective and Positive Communication across our**  
**School Community**  
**2022/2023**



*Be the best you can!*

At Baljaffray Primary, we are committed to promoting effective communication with our whole community to celebrate the successes of our pupils, families and staff and to ensure key events and information is shared timeously.

This guidance provides an overview of how we communicate with parents / carers across the school year through the use of:

1. Groupcall
2. School Newsletter/SWAY
3. Termly Class newsletter/SWAY
4. Meet the teacher evening
5. Reporting
  - Parent Consultations
  - Written Reports
6. Progression Sways – 3 per session P4-7
7. P1-3 Seesaw
8. Pupil Surveys/Questionnaires/Forms
9. Parent/ Carer Surveys/Questionnaires/Forms

This guidance also details how parent and carers can contact the school. As a school, we value the views of our parent/carers, staff and pupils to support our self-evaluation processes to drive forward improvement in our school.

### **Contacting the School**

Our school admin staff are available between 8.30am and 4.30pm each day.

Our school phone number is 0141 955 2241.

All parents should contact the school office via phone, in the first instance. It is helpful if you can share the nature of your query with our admin staff as they will be able to prioritise queries and the member of staff best placed to deal the matter.

Email enquiries can be made to [office@baljaffray.e-dunbarton.sch.uk](mailto:office@baljaffray.e-dunbarton.sch.uk). Our school office is busy however our admin staff will check email periodically throughout the school day.

### **Contacting the school to report an absence**

All pupil absences must be reported by phone call before 9.30am on the day of the absence. If the Office staff have had no contact by 9.30am, they will make contact with families to confirm an absence. You can phone and leave a message on the answer machine, stating pupil name, class, reason for absence and expected return date. If we are unable to make contact with a parent/carer when an absence has not been reported, we will contact named emergency contacts. If we are unable to reach emergency contacts, then we will implement EDC missing child procedures. Please do not report absence by emailing member of Senior Leadership Team or through Seesaw as these may not always be viewed before 9am.

### **Groupcall**

Groupcall email is used to share information with parents for a variety of reasons. For example:

1. Reminder of upcoming events e.g. school discos
2. Reminder of deadlines to return information to the school e.g. consent forms, surveys and questionnaires

We may use Groupcall text if we want a message to reach parents/carers quickly.

Please note that Groupcall messages and email do not have a reply facility. Please do not try to reply to these messages as they do not come to the school office.

### **School Newsletter/SWAY**

The Head Teacher will share a school newsletter via SWAY monthly. These provide information and reminders about the following:

1. Our Vision, Values and Aims and the activities children have been involved in to promote these
2. Dates of upcoming events e.g. school discos, celebration weeks, fund raising events
3. Celebrate the successes of pupils and the school
4. Parent Council and Parent Teacher Association Update

The link to the School SWAY is emailed out to parents/carers.

### **Class Teacher SWAY Newsletter**

Each Class Teacher shares a SWAY newsletter each term. Class newsletters cover the following:

1. Key learning in Numeracy, Literacy and Health and Well being
2. Social Studies/STEM Topic
3. Timetable reminders e.g. PE, Outdoor Learning
4. Resources required by pupil
5. Key Diary dates
6. Useful websites which can be accessed at home to reinforce/practice learning.

### **Meet the teacher**

This event takes place in the first term. It gives parents/carers the opportunity to meet the teacher and to see their child's classroom. The class teacher outlines the curriculum, learning and classroom organisation.

### **Social Media - Twitter**

@BaljaffrayPrimary

Twitter is used to promote school events, share information with families and celebrate the successes of our pupils. Class teachers will tweet regularly to share class learning experiences.

### **Reporting**

Reporting to parents/carers on our pupils' learning takes many forms including sharing work via newsletters, social media, digital platforms and parent consultation.

### **Seesaw**

Seesaw for Schools is a digital app-based platform that allows pupils, teachers and parents/carers to complete and share classroom work.

We use Seesaw from Primary 1 to Primary 3 to share pupil work. Teachers will share learning with parents/carers on a regular basis.

Seesaw should not be used for general queries and information about pupil work, please contact the office in the first instance.

Seesaw is not a means to communicate with the teacher. Teachers will not respond to queries via Seesaw. This should be done via the school office.

### **Written Reports**

Written reports on all pupils are shared annually at the end of March. Written reports comprise information relating to literacy, numeracy and maths, health and wellbeing and other curricular areas. Attached to these reports is a feedback response sheet for all parents/carers.

### **Class progression SWAYS**

Each class shares and celebrates their learning with parents/ carers by devising their own individual SWAY which illustrates learning the pupil is proud of. These are shared once per term.

### **Parent Consultations**

We offer parent consultations twice in the session in October and May/June to report on pupil progress.

These take place in the assembly hall and parents book a time slot via online booking system. At this time parents/ carers also have opportunity to visit their child's classroom and look through pupil jotters.