**Communication with parents**

We understand the importance of good communication with parents and are constantly striving to ensure that this is as effective as possible.  Below is a short summary of the different ways in which we communicate with you.

**Electronic Letters**

All of the school letters that are sent home are sent via email and published on our website.  This system has been effective and reliable, ensuring parents receive letters as soon as possible. It is also much more environmentally friendly and saves school a considerable amount of money that can be spent on the children’s education instead. The only paper letters we still send are those requiring a reply. If you would prefer to receive your letters by paper, please speak to the main office.

**Communication Books**

For day to day communication between school and home, every child is issued with a Communication Book. If you have written a comment or asked a question in the book, we ask you to put them in a tray outside the classroom in the morning. They are given back to the children before the end of the day. If there are no comments, they remain in your child’s book bag. These books can be used to explain if your child is being picked up by someone else, if you need to make an appointment to see a member of staff, etc.

**School Website**

Our school website gives parents and prospective parents an overall view of our school. The site includes links to various policies, reports and curriculum information. When your child starts at the school, they will be issued with a user name and password, which allows access to a much greater amount of information. For example:

* Individual class sites with access to photographs of the children, spelling lists and homework.
* School calendar of events
* Copies of letters that have been sent by email
* Subject specific information and documents e.g. Maths calculation policy
* Links to online software for children to use at home. (e.g. Sumdog, Education City and Purple Mash)

We like to take photos of the children learning and upload them to the school website. This allows parents to log in and see what their children have been doing. We need your consent to do this, and this is explained on the Media Consent Form.

**Finstall App**

For all Smart phone and tablet users, there is a Finstall App! This can be found by searching for the Finstall First website on your Smart phone/Tablet. On the front page you will find a link to download the E-Schools Finstall App. This gives instant access to all school letters, your child’s attendance summary and quick links to contact school. (Please ensure you allow notifications when downloading the app).

**Payments to school**

Finstall First School uses an online payment system called ‘Payment for Schools’. This system allows you to make fast, secure payments to school for everything from school dinners, orders for milk and, of course, all educational visits. This is our **preferred method** of payment as it is a very straight forward system to use and removes an unnecessary administrative job for the office staff.

Within two weeks of your child starting at Finstall, you will be issued with a user name and password to allow you access to the payment system. The software will also be demonstrated at the welcome meeting in September.

**Vital Information Line**

In instances of extreme weather, there is also a vital information line that you can call to see if school is open. Please call this rather than the normal contact number for the school office.

The vital information line number is: **0871 2246121**

**Newspapers and Parental Permission**

To celebrate school events, we regularly invite the press to take photographs of our pupils for publication. Examples of this include drama productions, sports events and other special events. For this, we need your consent on the attached Media Consent Form.

**Target Tracker**

We use a system called ‘Target Tracker’ to assess and track the children’s progress. Part of this software allows us to send updates and photos to parents, as part of our recording of what the children are learning in school. More details about how you access this information will be explained at the open evening on Thursday 14th September and in future correspondence.

 **APPENDIX A - Parent AGREEMENT**

**Media Consent Form**

**Pupil Name: ……………………………………………… Class: ………………**

I give permission for my child’s photograph to appear in a newspaper report in relation to a school event.

**YES / NO**

I give permission for my child’s name to be printed in a newspaper report in relation to a school event.

**YES / NO**

I give permission for my child’s photograph to appear on the internal website that requires a password.

**YES / NO**

I give permission for my child’s photograph to appear on the public areas of the school website.

**YES / NO**

**Parent/Carer:**

Print Name: ………………………………………

Signed: …………………………………………… Date: …………………

# Finstall E-safety rules – Appendix B

At Finstall First School, pupils **are expected to**:

* Only use ICT on the school premises for studying purposes.
* Use the class or school e-mail address when sending or receiving emails.
* Only open email attachments from people known to them or people who the teachers have approved.
* Make sure ICT communication with other pupils and adults is polite and responsible.
* Be responsible for their behaviour while using ICT.
* Inform their class teacher of anything they see online which makes them feel uncomfortable.
* Understand that their use of ICT can be checked and that parents/carers will be contacted if a member of school staff is concerned about a pupil’s e-safety.
* Be careful when using computer equipment and treat it with respect.
* Abide by the rules regarding bringing personal devices into school.
* Seek the advice of a teacher before downloading material.

 Pupils will **not**:

* Try to bypass the internet settings and filtering system.
* Share passwords.
* Delete or open other people’s files and documents.
* Use other people’s accounts.
* Send any content which is unpleasant. If something like this is found, such as inappropriate images or the use of offensive language, pupils will report it to their teacher.
* Share details of their name, phone number or address.
* Meet someone they have contacted online, unless it is part of a school project and/or a responsible adult is present.
* Upload images, sound, video or text content that could upset pupils, staff and others.
* Try to install software onto the school network.

Parents **will**:

* Support and uphold the school’s rules regarding the use of school ICT systems.
* Act in accordance with the school’s policy when using the internet in relation to the school, its employees and pupils.
* Understand that any photos they take are for their own personal use and that photos of other children must not be shared on Social Media.

**RE: Acceptable use agreement**

Dear parent,

The use of ICT, including the internet, email, mobile, social networking etc. has become a crucial part of learning and we want all pupils to be safe and responsible while using these valuable resources.

Please discuss these e-safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some clarification, please contact **Mr Mason.**

**✂**

**Parent/carer signature**

We have discussed this and ……………………………………..........(child’s name) agrees to follow the e-safety rules and to support the safe use of ICT at Finstall First School.

Parent/carer signature …….………………….……………………………………

Child’s class …………………………………. Date ………………………………