



Communication at Beaver Road Primary School

At Beaver Road Primary School, we want to promote and sustain the valuable relationship between parents/ carers, pupils and the school through positive, reliable and effective communication systems. This document explains the roles and responsibilities of the school and parents/ carers, explains the procedures we have in place and the different communication systems we use in school and their purpose.

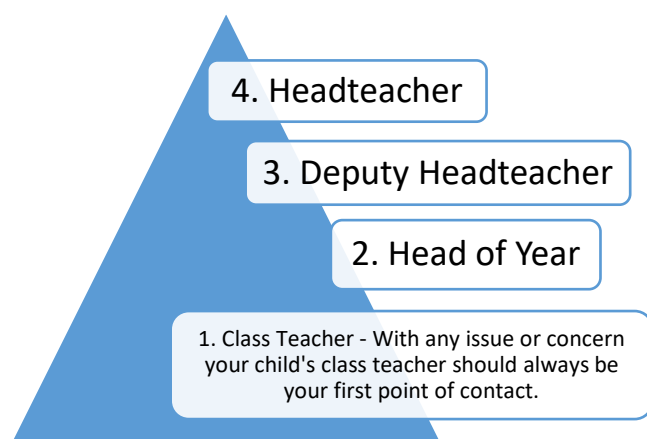
School responsibility:

- To ensure all documents relating to parents and carers are accessible and useful to the entire school community.
- To communicate the curriculum clearly to parents and carers.
- To keep the website up to date with detailed information about the school calendar, curriculum information, celebrations and other supporting resources.
- To inform parents and carers of all school events within appropriate timelines.
- To regularly keep parents informed of their child's progress.
- To inform parents and carers about the types of data that the school holds concerning pupils.

Parent and Carers responsibility:

- To read the key communications circulated by the school and respond/ act on communications.
- To visit the school website for detailed information about the school.
- To inform the school of medical conditions or allergies.
- To inform the school of any change in contact details.
- To inform the school of any change in circumstances, child protection matters, legal issues or relevant duties with appropriate documentation.
- To raise any issues or concerns with a member of staff as explained below.

In the first instance, parents should approach the following members of staff who are responsible for your child in the following order:



In the unlikely event that an issue or concern cannot be resolved with the class teacher, it will be progressed to the next level of the pyramid as appropriate.

Class teachers will be available to discuss a pupil's progress or a concern before school and at the end of the school day. Meetings should always be pre-arranged at a mutually convenient time. If parents urgently need to have a meeting with a member of staff, for instance if there is a serious family emergency or a child protection issue, please phone the school office and the reception staff will do their best to find a senior member of staff to see parents. Lessons will not be interrupted to accommodate parents needing to speak to a teacher.

For non-urgent meetings between parents and a member of staff, the school will aim to meet parents within five working days. The school will determine the level of urgency in requests for meetings, which will aid in managing multiple demands.

For general enquiries, parents are required to phone the school office on 0161 4459337 from Monday to Friday

8.15AM to 3.45PM at the Junior School

8.30AM to 4PM at the First School.

For non-urgent enquiries, parents and carers can email the school using admin@brps.net or adminjuniorsch@brps.net. All emails to the school should specify the member of staff that the query is addressed to. All emails to the school will be treated as confidential, unless there is a specific reason not to do so. Parents and carers should expect a response to emails within 3 working days from the school admin team.

At Beaver Road we use the following methods to communicate with parents and carers.

- School Spider app
- Email and smartphone messages
- Phone calls
- Parent Consultation Meetings
- Information evenings such as the Curriculum Induction evening
- Learning at home grids
- The School Website
- Tapestry or Seesaw
- Schoolgrid



School spider is an electronic communication application which can be downloaded to any smart phone. It is utilised to achieve effective and consistent communication with parents and carers. Only school staff are able to access and use the messaging system. School spider is used to send letters, urgent smartphone messages, surveys and to book parent consultation appointments.

Learning at home grid

Each half term, class teachers will share learning at home grids which explain how parents and carers can support pupils' development and progress through activities to be completed at home. These are downloadable from the relevant class page of the website. Children can either share their work with the teacher on Tapestry or Seesaw or bring it in to school.

The School Website <https://www.beaverroad.org.uk/>

The school website will be utilised to communicate information regarding the following:

- Curriculum Coverage and support resources
- Enrichment activities
- Extended school provision
- Family support and Guidance
- Governance
- Parent Teacher Association
- Policies
- Pupil Safety
- Special Educational Needs
- School hours and calendar
- School meals
- School Performance
- School uniform



For Nursery and Reception children Teachers will communicate with families about their child's progress and celebrate their achievements through Tapestry, whilst the teachers from Year 1 to Year 6 will share some of the highlights of the children's learning in class through Seesaw. Our remote learning expectations in relation to Tapestry and Seesaw can be found on the Curriculum page of the website. <https://www.beaverroad.org.uk/page/beaver-road-remote-learning-expectations/82335>



School Grid is an online account for parents and carers to order and pay for their child's school meals. It saves time for both school and parents/ carers whilst enabling families to discuss with their children what they would like to eat in school. Parents and carers of children in Years 3 to 6 should sign up to direct debit payments.