



Thursday 8th September 2022

Dear Families

Changes

Thank you all for bearing with us as we began to update our systems this week. As ever when changes are made we encounter teething problems along the way, your feedback and comments have helped us to address problems as they arise, please continue to offer feedback as this will help us to make improvements – thank you.

As a school we are committed to reducing the amount of paper we are sending home, in order to achieve this we have looked for ways to communicate with families electronically wherever possible. This includes many things that may previously have been sent home as letters (And often found several days later scrunched in a book bag).

Thank you to the families who have made us aware that there is some confusion about the platforms we are using, this may be different to how they were used before.

Class Dojo

Here you will find:

- School events/key dates
- Letters that are sent home
- Whole school messages
- Class updates

This is also where children will collect team points which should be visible to you on the app.

Whole school messages, letters and events will be shared on Class Dojo. Your child's class teacher will also share photos and updates from their classes. We award team points through Class Dojo which should pop up on your app.

Headteacher: Laura Constanza
Deputy Headteacher: Hannah Lintern

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We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).

ParentMail

- All letters that are sent home.
- Please notify us on ParentMail if your child is absent.
- Payment for all trips including swimming.
- Booking for Parents Evening appointments.

Microsoft Forms

We have begun using Microsoft Forms for the following things:

- Booking for Breakfast club or CATTS
- School lunches
- Parent surveys

Website

The website is regularly updated with important information you may need, including:

- School policies and funding information
- Curriculum information
- Procedures we following, including how to book CATTS and Breakfast club
- Governors information, including a who's who

We would like to thank you again for your patience as we continue to update our systems and procedures in line with Government guidance.

Many thanks,

Catcott Office