



**BRETHERTON ENDOWED CE
PRIMARY SCHOOL**

South Road
Bretherton
Lancashire
PR26 9AH

Tel/Fax (01772) 600431

Email: head@bretherton.lancs.sch.uk

*“Learning together, growing together, achieving together, caring together
within our Christian family”*

Dear Parents

BOOKING PARENT’S EVENING

At the start of the year, we welcomed you into school for our ‘Meet the Teacher’ to support your child in settling into their new class. So this half term, we will be holding our first Parents’ Evenings of this school year to give you the opportunity to look at your child’s work and discuss their progress with their teacher.

The times and dates are as follows:

- **Monday 18th November 2019 from 5.00- 7.00 pm**
- **Wednesday 20st November 2019 from 3.30 – 5.30 pm**

You will be able to book on for a date and time using the School Spider App or by logging into the Website on 4th November 2019 from 9.00am until 15th November 2019 at 5.00pm. Once logged in, you can go to the ‘Parents Evening’ tab and choose the date and time. If you have more than one child, you can access the diary of the different class teachers at the same time. Please allow for some time inbetween appointments for reviewing their books. Last year, parents booked onto their sessions quickly and easily and it offered a good level of flexibility. The School Office, Mrs Moxham and Mrs Clarke will be happy to help and answer any questions that you may have.

ON PARENT’S EVENING

On arrival at school please make your way to the Hall where your child’s work will be available for you to look at. You will then be invited by a member of staff to your appointment in your child’s classroom - please wait in the hall until a member of staff approaches you. This process is well organised by staff and will work to keeping appointments to time where possible. Each appointment will last five minutes. As year 6 is an important year in preparation for their statutory assessments and transitions to high school, we are able to offer 10 minute appointments. If you feel there are still matters you wish to discuss then please arrange another meeting with the class teacher or contact school to arrange a further appointment. I will be available throughout both evenings if you would like to speak to me.

The class teachers will be available in the following locations:

Mrs Williams (Class 1) will be in Class 1

Mrs Clarke (Class 2) will be in Class 2

Mrs Allchurch (Class 3) will be in the Wilson Suite

Mrs Smith (Class 4) will be in Class 4

I hope that you have an enjoyable and informative meeting as the partnership between home and school is vital for children to learn, progress and succeed. We want your children to be happy and enjoy learning in school and parent meetings are important in this. If you have any questions, please do not hesitate to contact me on 01772 600431 or email at head@bretherton.lancs.sch.uk. If you feel that your family needs separate meetings for parents, please contact the office to book. We are looking forward to seeing you in a couple of weeks.

Thank you for your continued support.

Mrs Moxham

Mrs Alison Moxham
Headteacher



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Dear parents,

Communication is important to us and there are many things we need to communicate with you over the school year. We appreciate that you lead busy lives and so we have been working to try and streamline the flow of communication from us and find more efficient ways to keep you in the loop. So I thought I'd take the opportunity to remind you of the four main communication streams.

Website

Our website is the window into our school and all information can be found here. Through the website you can view blogs, letters, newsletters, prospectus and information about our curriculum and policies.

School spider app/parent log in area of the website -whether you log in using your parent log using the school spider app or school website, you can access booking of parents evening and complete any questionnaires that are available. The benefit of the app is that there are notifications that prompt you to log in and look. If any parents don't want the app or would rather not use will be emailed a reminder to log in to the website for the same result.

Any sporting events that your child may have been chosen for or any offers of staff run clubs can be accessed through the options above. As above, if you have the app it will be a notification or if not, an email. Once logged in, you will see a letter with all the details contained (eg. location, times, equipment or kit needed) and it will prompt you to complete the survey to give consent and details of who will be collecting etc.

For a club, you will be prompted to the fact there is a club on offer, ask you to complete the survey if you want your child to attend. We will then text to confirm they have a place and at this time, we will then ask you to send the cost of the club into school in a named envelope.

Using the website, class teachers can choose to message parents of children in their class for class specific items eg collecting cereal boxes etc and set homework tasks for the children.

Texts

Texts will continue to be the way that we communicate from the school office. They are used for a number of key activities:

- Reminders about school events
- Updates on payments due through school money
- Acknowledgement of children on clubs
- Alerts about school
- Requests for help
- Advise you of any timely events eg. arrival time if on trips

School Money

This is the product we use for payment into school for school lunches, trips and the Hub. We don't send invoices due to the cost of production and administering. The transaction history is visible once you've logged in. However, if you have any discrepancies, please don't hesitate to contact us as we can review our registers to clarify it. We are able to provide up to 4 weeks to settle the payments and will use texts as reminders if you are nearing or have passed this time.

Newsletter

Our newsletter is sent every fortnight by email and will typically contain key information such as:

- A description of events coming up in the next 2-4 weeks
- Thank you or reflection on events past.
- Celebrations or congratulations
- Key school policy items spread over the year.
- Reminders of processes and policies
- Links to the community
- The value we are focusing on
- Charity events / requests for donation
- Diary of upcoming events
- And more

A few copies of the current newsletter are always available in the entrance hall.

Any extra documents (posters, links etc) will be attached to the newsletter email and just so you know, the email can be sent to all parents and any other members of our school community that would like to keep in touch. For example grandparents or childminders. Let us know if you know anyone else who would like to receive it.

In addition from time to time, letters may come home with your child. They can relate to whole school issues, the start and end of year letters, from class teachers for their class parents or sometimes from the pupil voice groups. However, we are trying hard to reduce our paper use so these will be few as letters will also be uploaded onto our website.

On another note, the PTFA communicate directly with parents through their facebook page and now have a notice board outside the entrance for posters and their newsletter.

Finally, we have a Twitter account that you can follow yourself or see on the website that allows us to celebrate some of the great things we have going on in school – especially celebrating our fantastic pupils successes in sport.

We want to get communication right for everyone, so if you have an suggestions or request we will always try to help and would love to hear your views.

Many thanks,

Mrs Alison Moxham
HeadTeacher