



Getting in touch with the school

Pastoral Care

e.g. Death in family,
Parents separation

Contact the school office
and ask to be put through
to Head Teacher.

The Head Teacher will
discuss with you the next
steps and support

Care & Welfare

e.g.
Broken
Bones

Contact
the school
office who
will advise.

Write a note in your child's
Homework Diary and tell
them to show it to their
teacher.

The Teacher will follow
this up and write a note
back as required.

e.g
Reluctance
to come to
school,
friendship
difficulties



Outside of the Classroom

e.g. lost property,
school dinners

Write a note in your child's
Homework Diary and tell
them to show it to their
Teacher.

The teacher will follow this
up and write a note back
as required.

If the concern requires
further input, the Class
Teacher will contact a
member of the
Management Team.

Learning and Teaching

e.g. Maths. Literacy, other
curriculum areas ,
a difficulty learning,
homework

Write a note to the Class
Teacher in the
Homework Diary.
The Teacher will
respond. He/She will
speak with child and
help,
speak with colleagues or
make arrangements to
speak with Parent as

Throughout the school year we communicate regularly with any updates affecting your child's education. This is done using a variety of sources including social media, text and email.
If any parent has particular needs please contact the school office. Tel:01698 283727

8.45 - 9.15am and 2.45 - 3.15pm
Drop in, without appointment, to see a member of the Management Team

What do we

Pupil progress.
 Progress in class.
 Current curriculum
 Individual children.
 Successes.
 School performance.
 Pupil achievements.
 Key dates.
 Goals and ethos.
 Behaviour for learning.
 Particular activities.
 Concerns in a class.
 School events.
 Meeting pupils needs.
 Our faith.
 Activities that will require organisation by parents.
 Fundraising events
 Connecting with parents
 Forthcoming events
 Extra-curricular activities.
 Resources for parents
 Emergency information
 Surveys results
 Pleas for Support
 Weather problems.
 School closures.
 Sacrament meetings.
 Events at Church.

How do we

Letters
 Telephone calls
 Email
 Website
 Homework diaries
 Local media/ press
 Pupil post
 Facebook
 Texts
 Visits to the school
 Church bulletin
 Face to face meetings
 Newsletter
 Pupil reports
 Awareness sessions
 Focus groups
 One to one meetings
 Class teacher Information meetings
 Flyers
 Letters to individuals.
 Formal parent interviews.
 Specialist review meetings
 Plasma Screen in entrance

When do we

Start of session:
 Key dates for year
 Class assemblies
 Medical update
 Permission for trips, for photographs/video
 Contact details update
 New to school

Termly
 Dates for the diary
 Curriculum information
 Visits and visitors
 This term e.g. school show, Sacramental and Sports day

Monthly: newsletter with dates for diary information on events

Daily: calls , texts regarding pupil attendance.
 Notes in Homework diary

Who do we

Parents and Carers
 Families
 Pupils
 The Church
 Multi disciplinary agencies
 Social work
 The Community
 The Media / Local Press
 Education Resources
 Learning Community
 Local Councillors
 Community Police
 Other Schools and Nurseries
 Diocese
 All Key Stakeholders
 South Lanarkshire Council
 School Staff
 Visiting Bodies ie Drama Groups etc
 Travel Companies

As becomes available:
 dates for religious events
 Competitions, events e.g. Rotary Competition, Rose Bowl, Chess tournament

