



## 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

