

HOLMBUSH PRIMARY ACADEMY

Hawkins Crescent
Shoreham-by-Sea
West Sussex
BN43 6TN

Telephone 01273-592471

Tel/Fax 01273-592660

Email office@holmbushprimaryacademy.org.uk
www.holmbushprimaryacademy.org.uk

Head of Learning: Ms Rebecca Jackson BEd Hons, MA Ed, NPQH

Wednesday 17th May 2017

Dear Parents/Carers,

I just wanted to take the opportunity to clarify (and hopefully help) with a few questions regarding our use of IT to communicate with you. We apologise if sometimes you receive messages by more than one medium – we are really trying to make sure that everyone knows what is happening.

Class Dojo: The purpose of this app is to keep you informed of what is happening in school and celebrate our school. We post pictures and updates for several reasons including celebrating children's work; showing you what we are doing in school so that you can talk about it with your children and to pass on information. Through the messaging service, we are able to communicate with you directly but we do ask that if you have any problems then please speak to the class teacher directly as we cannot promise when these messages will be picked up and they are not seen by all staff. Class Dojo is not for worries or complaints. We would like you to speak to us face to face about these. **Tip of the Day...If you are using Class Dojo on an iPhone, make sure you double click the home button and close down the app by swiping it upwards. This means that when you get notifications, the app will have updated.**

Orbit: This is an app **purely for parents of children in Reception**. It allows you access to information regarding their progress and the observations that staff have made about how your child works. You are also able to send your own 'postcards' that we can add to their profile to show how they are using their learning at home.

CareMonkey: This is a password protected method of storing all children's medical/emergency contact details. We are really pleased to be able to use this because it means that you will be able to keep the information up to date more easily (which will help us to keep the children safe and meet their individual needs) and staff will have instant access to pupil details wherever they are in case of emergency. We will also be able to notify you of trips your children may be part of and for you to give authorisation for your child to attend.

Website: For detailed information about the school. This is the place you will find letters etc.

Text: If there is a **particularly important** letter/message (eg clubs, reminders) that we need to ensure is read by everybody or a group of parents then, we send a text to either alert you or give you the information.

Paper Letters: We now rarely send these out. However, the exception to that at the moment is for sporting events. The reasons for this are that we need to be sure that the correct parents have received the information about the event, that we know if your child can attend and who will be picking them up. We ALWAYS write the child's name on the letter and (for younger children) make sure they have put the letter in their bookbag. We are phasing out these letters and will be using Care Monkey for authorisation in future.

Many Thanks

Miss Susan Stickley
Deputy Headteacher