



Mid Calder Primary School - Effective Home/School Communication Strategy



Our Aim: to ensure that we have effective systems in place to promote highly effective communication between home, school and the community.

OVERVIEW

Over the last few years the way in which a school communicates with parents and carers has changed. All communication will be paperless as far as possible.

At Mid Calder we will primarily use GroupCall, which uses email to the main named contacts to ensure effective lines of communication between home and school. This will be such things as school letters/updates, links to newsletters, forms and teacher correspondence.

In the event of an emergency at school parents/carers will always be contacted via telephone.

It is the responsibility of the parents/carer to ensure that the school has an up to date phone number and email address at all times.

CONTACTING THE SCHOOL

You can contact the school via telephone, 01506 882 092 or by email. All email should be sent via the school office:

wlmidcalder-ps@westlothian.org.uk

We kindly ask that parents/carers do not send emails to class teachers directly.

If you would ever like to arrange a meeting in person, please contact the school office to arrange this for you.

TECHNOLOGY BASED

- School Website: <https://midcalderprimary.westlothian.org.uk/>
- Email: wlmidcalder-ps@westlothian.org.uk
- WL Council Parent Portal: <https://www.westlothian.gov.uk/article/44151/parentsportal-scot>
- Twitter: https://twitter.com/midcalder_ps?lang=en
- Monthly Newsletter: <https://midcalderprimary.westlothian.org.uk/article/17318/School-Newsletters>
- P1-P3 SEESAW - Learning Platform
- P4-P7 Microsoft Teams - Learning Platform
- Parent/Carer/Parent Council Meetings Online Consultations/meetings

IN PERSON

- Meet the teacher/Parent appointments/PSA and Parent Council
- Curriculum Sharing sessions
- Scheduled Events
- GIRFEC Meetings (arranged where necessary)
- Requested Meetings

PAPER BASED (SCHOOL BAG MAIL)

- End of year Summary Reports
 - Promotional Leaflets
 - Occasional permissions letters
- Where possible we are trying avoid paper based correspondence.