



Mid Calder Primary School

Effective Home/School Communication Strategy

TECHNOLOGY BASED COMMUNICATION		
Email/Phone call	Two way communication	All information will be sent from school via email Groupcall system. We welcome email communication and deem this to be highly effective. Please direct all emails to the school office who will direct your email to the relevant member of staff. Please note that a response may not be immediate, but we will reply and aim to do so in a timeous manner. We aim to have all correspondence replied to within 5 working days.
WL Parent Portal		The single point of access for online school payments (iPayImpact) and a variety of additional services to support you and your child. All Parents/carers should register for this portal to link with their child.
'X' formally known as Twitter		We use 'X' in line with West Lothian Council policy. Teachers share snippets of learning from school to give a flavour of the exiting learning opportunities that take place. We also use 'X' to share school successes and achievements. PLEASE NOTE: A child's name should never appear alongside a picture of them to comply with child protection procedures.
P1-P3 SeeSaw		Online Platforms for pupils to access learning tasks from home or at school. Parents can use the Seesaw Family app to view their child's profile.
P4-P7 Microsoft Teams		Online platform used for our P4-P7 classes to access learning tasks from home or at school
Microsoft Forms		You will regularly receive electronic forms asking for your feedback. We kindly ask that you do complete these as it helps us improve the school. The forms should normally only take a few minutes to complete.
Website	One way communication	<p>Here you will find an abundance of information about the school. Please familiarise yourself with our website and use this as a point of reference when needed.</p> <ul style="list-style-type: none"> • Contact details • School staffing • Newsletters • School Documents • Uniform • Lunch menus • Term Dates • Policies and Procedures
E-Newsletters		You will receive a link via email to access our E-Newsletter which is issued monthly. This newsletter should keep you up to date with the life of the school, current initiatives, school and pupil achievements and current calendar dates.
GroupCall – TEXT MESSAGE		This is used if we need to contact you with urgent information e.g winter weather school closure.