

# Staying Connected at Potters Gate Primary School

There are many ways that we all communicate within the school opportunity and this can often become overwhelming at times trying to keep up. The following guide will hopefully signpost you where to find information and what we use the various applications for.



The **school website** is a great place to look for all school and curriculum related information. All of the latest Policies can be found here, as well as information on staff, Care Club, Admissions, Local Committee, newsletters, parent Information, dates and general school information. There is also a section called 'Year Groups' - a one-stop shop for information on your child's year group.



**Emails** will be sent out to keep parents informed about school events, scheduled school closures, school surveys, class activities, school trips, PTFA communications and after school club information. If you need to email school, please use [school@potters-gate.surrey.sch.uk](mailto:school@potters-gate.surrey.sch.uk). We ask you not to email the teachers directly—the School Office will forward on any emails.



**Text Messages** may be sent to parents via Teachers2Parents regarding payments, short -notice information regarding the school, day, emergency school closures and reminders. A Teacher2Parents app is available to download should you wish.



**Phone Calls** are made to parents to inform of things such as illness / medical issues, behavioral concerns and celebrating positive achievements at school.



**Homework Records** All home reading and reading within school is expected to be logged on Boomreader. Year 6 pupil's have a homework diary, in which they make notes of homework or activities for their week.



**Meetings** We hold three parents' evenings per year. During these meetings, parents can talk with teachers about their child's achievement and progress, the curriculum, their child's wellbeing, or any other area of concern. There is a chance to see your child's work and in Year 4, 5 and 6 your child is invited to attend the meeting with you and the class teacher. The school may also contact parents to arrange meetings between parents' evenings if there are concerns about a child's achievement, progress, or wellbeing. Parents of pupils with special educational needs (SEN), or who have other additional needs, may also be asked to attend further meetings to address these additional needs.



**School Reports** Parents receive a report at the end of the school year. The report covers the child's achievements in each area of the National Curriculum. For children in EYFS this gives the end of year outcomes. For children in Year 1 it will also give results of the Phonics Screening. Parents in Year 6 will receive KS2 SAT's tests results.



The Half-Termly **newsletter** is a great way to keep on top of Diary Dates and to hear about what's been going on in and school and what's coming up. This can also be found on the school website.

## Apps used at Potters Gate School



The Arbor Management Information System is the school's online platform for managing student information, **communication (via email)**, booking Parents Evenings and day-to-day administration. The school also uses Arbor to record attendance. Parents can access Arbor through the Arbor Parent Portal or mobile app where you can check contact details, offer consent and view attendance.



ScoPay is the school's secure online payment system. Through ScoPay, you can pay for and give consent for trips, book and pay for Care Club, book lunches, and pay for books and other activities. ScoPay helps reduce paperwork, keeps your transactions safe and ensures you stay up to date with school activities and balances.



Boom Reader is an easy-to-use online reading record that helps teachers and parents track children's reading progress. Instead of paper reading records, parents can log their child's reading at home through the Boom Reader app or website. It helps celebrate reading achievements, keeps everything organised in one place, and encourages children to develop a regular reading habit.



NumBots is an interactive maths program designed for young children to build strong number sense and fluency through fun, game-based activities.



Times Tables Rock Stars is an online learning platform and game designed to help children practice and improve their multiplication facts.



Tapestry is a secure online journal used to record and share children's learning. The app allows teachers to upload photos and notes of children's activities, helping track their development in line with the Early Years Foundation Stage. Parents can log in to see updates, comment and stay involved in their child's learning journey.

## Social Media



The Class WhatsApp group is an informal and **OPTIONAL** group created by parents to share reminders, updates and helpful information about class events and school activities. Please keep messages friendly, brief and relevant to everyone. Avoid discussing Individual children, staff or sensitive issues. Remember, these groups are informal parent spaces - any school-related concerns should be directed to the school. WhatsApp groups are NOT monitored by school staff.



The school **Facebook** page is used to advertise events, as well as to celebrate school, class and individual pupils achievements. Children's names will never be published. We will ask for consent to publish photos when your child starts at the school.



The school **Instagram** page is used to advertise events, as well as to celebrate school, class and individual pupils achievements. Children's names will never be published. We will ask for consent to publish photos when your child starts at the school.