



Bunny C of E Primary School



Communication Plan for Parents and Carers

<p><u>Website</u></p> <p>Responsible: Headteacher Office Manager Class teachers (class pages)</p>	<p><u>Texts/ emails</u></p> <p>Responsible: Office Manager Headteacher</p>	<p><u>Letters</u></p> <p>Responsible: Office Manager</p>	<p><u>Class Dojo (primary way to communicate directly with teachers)</u></p> <p>Responsible: Class teachers</p>	<p><u>Newsletters (emailed and on website)</u></p> <p>Responsible: Headteacher</p>
<p>General school information</p> <p>Headteacher's weekly Newsletter</p> <p>Letters re class trips etc.</p> <p>Class pages updated termly</p> <p>Termly Event Dates on school calendar</p> <p>https://www.bunnyprimaryschool.com/diary/subscribe/</p> <p>Online safety guides weekly</p> <p>Policies as needed</p>	<p>Reminders re events, forms being returned, consent required</p> <p>Club letters</p> <p>External information with a link to follow</p> <p>Health information eg headlice notification, flu immunisation info</p> <p>Weekly newsletter emailed</p>	<p>Trips</p> <p>School Events e.g. Christmas panto</p> <p>School Dinners</p> <p>Transition information</p> <p>Consent forms</p> <p>School reports</p> <p>Parents evening information</p> <p><u>Attendance</u></p> <p>Holiday forms</p> <p>Unauthorised Absence</p> <p>Lateness</p>	<p><u>Class pages</u></p> <p>Class information/ announcements (parents may have children in more than 1 class. All members of staff in that class are linked to have access)</p> <p>Photos/ updates on children's Learning</p> <p>Specific class photos/ updates re trips</p> <p>Class event notices</p> <p>Class requests for support</p> <p>Homework reminders</p> <p><u>School Story – all staff can add to this</u></p> <p>Info and photos re Whole school events or specific class events</p> <p>Reminders for whole school events – set as an event</p> <p>FOBS events</p>	<p>Whole school weekly update</p> <p>Class learning summary week</p> <p>Special Events</p> <p>Upcoming FOBS events</p> <p>Celebrations/ successes</p> <p>Termly diary dates included in every newsletter and updated each week</p> <p><i>Newsletters emailed out usually every Friday</i></p>

