



Orchard Primary and Nursery School

Head Teacher Mrs J Chambers

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Communication at Orchard – The Way Forward

Dear Parents/ Carers,

Under the current circumstances we want to ensure that you are always kept informed about what is happening in and around school.

We use the following methods of communication in school;

- **Phone/Office email** – This is the best form of communication if you require an immediate response.
 - Please report any absences by phone; changes in pick-up arrangements or anything else that the school is required to know immediately.
 - **These messages must not be relayed by Dojo.**
- **Dojo** – This is our main communication method regarding day-to-day school life
 - Staff will post whole school communications on the school story
 - Teachers will post class information, reminders and homework on their class story page
 - Please ensure that you are signed up to Dojo – if you have any issues please see your child's class teacher
 - Our policy for the effective use of Dojo is now on our website
 - Please read the Dojo policy as we now have to use it in a slightly different way than in lockdown
- **Website** – Provides information about general school life e.g.
 - school holidays
 - school dinners
 - uniform
 - policies and procedures
 - newsletters
- **Orchard School App** – This is free to download from the App store/ Google play and is an effective shortcut to the Orchard website.
- **Written Letters** - These will be kept to a minimum and only when we feel it is necessary to put information in your child's book bag.
- **Weekly Bulletin** – Today sees the return of our weekly bulletin. This will give you a snippet of school life. It will be posted onto the school story on Dojo and will also be available on our school website.

Thank you for your continued support and understanding,

Mrs. Jane Chambers
Headteacher

