



St Merryn School Guidelines on Parental Information (February 2013)

Created in conjunction with DfE guidelines www.education.gov.uk/schools/pupilsupport/parents

- One newsletter will go home in book bag but the newsletter will go on school web site that day and will be displayed in parents cabinet in school playground. Where a parent can't access the website or school they are to inform the school and the school will post them a copy.
- Text messages updating parents on daily issues will go to the resident parent. Where a non-resident parent wishes to receive these texts, this will be done immediately via the school office.
- School trips authorisation will be requested via the resident parent. On residential trips both parents will be requested to authorise the trip where we have been provided contact details.
- Letters regarding fixtures or school events and competition will be sent home in book bags. We are happy to inform non-resident parents that their child has been selected with details about the event via a text if requested.
- There is one set of school photograph proofs supplied, this will go home in the child's book bag and a text message reminder will go out. Any parent can order photographs.
- Parents' meetings information is provided on the school newsletter. We encourage both parents to attend together with their child but consideration is given to parents that may be separated or have a court order in place. In such cases please contact the school if you wish to make alternative arrangements.
- End of year reports are duplicated so that both parents receive their own copy, provided contact details have been given to the school. Comments are then collected from both parents.
- Where communication between parents has broken down the school can provide a referral to family support to help the family communicate, see the following website (<http://cornwall.childrensservicedirectory.org.uk>)

Please complete the slip below and post, e-mail or telephone to the school with the following information

I (please insert your name).....

am the father / the mother of.....

Tick here for:

Text messages about daily issues and direct information about my child (fixtures, competitions etc)

The newsletter to be posted to my home

My address is.....

My mobile number is.....

