



Alfred Street Junior School

Rushden, Northamptonshire NN10 9YS

Web site: www.alfredstreetjunior.org

Email: head@alfredstreet.northants-ecl.gov.uk

Telephone: 01933 353762
Fax: 01933 355955

Headteacher: Mrs K O'Connor
School Business Manager: Mrs D Woodward




Regarding: Methods of Communication

Dear Parents/Carers,

In the past, messages from school to home have relied heavily upon 'pupil post.' But this is often frustrating for both school and parents, as letters rarely arrive home in one piece, with many not showing up at all!

In recent years, technology has played a key role in bridging the gap, and here at Alfred Street Junior School, we are developing a range of modern ways to keep you informed. Alfo is looking to create an effective partnership with parents/cares by providing an open and communicative environment, forming a positive link between school and home.

We are hoping to provide you with full visibility of your child's interests, strengths and commitments – as well as information about school events and developments. The following methods are going to be utilised by the school to help create an inclusive community, where information is communicated and exchanged regularly.

Type of communication	Information	Action for Parents/Carers to take
SMS and Email 	Reminders, electronic letters and other information can be sent directly to you via SMS messages to your mobile and also your email account.	Action: Ensure the school has up-to-date contact details (email and mobile numbers for both parents). Complete the contact details form attached and return to school as soon as possible.
App 	A free app, which keeps you updated with information, news, calendar events and contact information. Receive timely updates from school – direct to your phone.	Action: Go to the Apple App Store or Google Play Store and download the ' Ourschoolsapp ' then select Alfred Street Junior School. Ensure notifications are turned on. This App is FREE!
Facebook  Find us on Facebook!	Exciting news! We have now set up a BRAND NEW Facebook page for the school! Social media will be used by the school as a positive method of communicating with you to share events, announcements, guidance and most importantly to celebrate children's work, achievements and experiences.	Action: Find our page on Facebook ' Alfred Street Junior School ', like and follow our page.
Website	Our website is currently going through a renovation and hopefully will be up-to-date shortly. All information about the school will be available on our website and electronic copies of all letters can also be found on here.	Action: Visit regularly to see the updates. www.alfredstreetjunior.org

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There is no limit!



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Standard important information, newsletters, Alfo Gazette, Head's Updates and information about trips and events will be sent either as a paper copy or by email if you prefer. Additional copies will also be kept in the Reception area and will be found on our website. We will use Facebook and our Schools App as a way of reminding you about events and to provide non standard information such as celebrating weekly achievements as they happen and sharing enrichment activities with you (a summary of which will be put in our Alfo Gazette).

In order for the communication methods to be fully implemented, we require up-to-date contact details for all Parents/Carers. Please update the data forms, so we can ensure you receive the messages. Also if your contact information changes throughout the year, please inform the school straight away.

For the time being, we will still continue to send paper copies home. Once we have embedded the above communication methods, we will hopefully move to a paper free system. Of course, paper copies will still be available for those who request them.

Thank you for supporting us with the above. We look forward to hearing your feedback regarding the methods of communication improvements in the near future. If you have any suggestions/questions, then please let us know.

Kind regards

Mrs K O'Connor
(Headteacher)

Mrs A Burkam
(ICT Lead)

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Please complete the information below indicating the method that you would like to receive standard information such as: important information, newsletter, Alfo Gazette, Head's Updates and information about trips and events

Please note if you have more than one child at the school please complete the form below for all of your children

Child's/Children's Name/s: _____

Class/Classes: _____

I would like to receive standard communication (please tick)

- ☐ **Via email** **my email address:**
- ☐ **Via paper Copy**

Signed: _____

Date: _____

Print Name: _____

Relationship to child: _____

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