



Headteacher
Dominic Cook BA (Hons) PGCE

5th October 2009.

Dear Parents,

School to Home Communication

Do excuse this rather lengthy letter to you all but I wanted to take the time to outline a few of the communication channels we use in keeping parents abreast of events at school.

The School Website

Our site at www.abbotsfordschool.co.uk is our main tool for communication. On our homepage, under **Latest Events**, you'll see a link to our **calendar**. Click on this link and it will take you through to our interactive diary – all important dates for the entire school year are listed here. Click on any event, and it will open a new window that will contain, if available, any further information. We update this calendar on a DAILY BASIS and it is your NUMBER ONE place to find out what's going on at school day-to-day.

Also on the homepage, under **Latest News**, you will find links to our latest newsletter, and copies of other communications including those from the PTA.

- Did you know dates for Speech Night 2010, next year's School Production, and Sports Day 2010 are already available to parents on the school calendar via the website? You will find many other important events for this term on the calendar too, including parents evenings, the Carol Concert and the Infant Nativity...
- Have you seen the latest PTA Briefing or the latest School Newsletter? They are both one click away from the www.abbotsfordschool.co.uk homepage...

Why not take a minute to bookmark www.abbotsfordschool.co.uk to your favourites and check the calendar every few days to keep in the loop?

The School Newsletter

We publish a school newsletter once a fortnight and this can be downloaded from www.abbotsfordschool.co.uk every other Friday. Alternatively, we always display a copy on the notice-board outside the hall, and Mrs Satchwell keeps hardcopies in the school office. In addition, we will always email you a link to the newsletter as soon as it is published. Please check that the school office has your email address for us to do this. The newsletter contains both a review of what has been going on at school and also important up-and-coming events. We also list information about school clubs here, and any changes being made to them that might affect parents.

The School Mobile Phone Text-service

We have the capacity to text parents but we try to limit the use of this communication. We know it can get a bit annoying...!

Letters in Bookbags

This is our least favourite form of communication as letters seem to have a nasty habit of disappearing! However, from time to time we do send out 'hardcopy' letters, so it's worth checking your child's bookbag regularly.

- We will often send a text informing parents that a hardcopy letter has been sent home.

Information for Parents Handbook 2009/10

Everyone will have received a copy of this handbook in September. Try and spend half an hour familiarising yourself with the information it contains; the answers to the majority of *Frequently Asked Questions* are within its pages.

If all else fails...?

Ask your class teacher! Unless they are running a club, all class teachers are available for an informal chat on the playground at morning or afternoon drop-off / pick-up. Our teachers are always happy to answer any general questions you may have – so don't be afraid to ask!

I hope you find this information useful. Going out as a hardcopy document makes me nervous – so I'll send a text message to let you know it is on its way home. I'll post a copy of it on the website too, just to be sure!

Best wishes

A handwritten signature in black ink, appearing to read 'Dominic Cook', with a large, stylized flourish above it.

Dominic Cook
Headteacher