

Communication Channels for families at St Monans Primary School



October 2023

We appreciate that there are many different methods of communication that we use in school so hopefully this quick guide will be useful and help families understand the role each channel plays and to help you find information more easily.

Parents Portal App



<https://parentsportal.scot/pportal>

- Parents Portal is a Fife wide app used in Primary Schools and High Schools.
- Used for the admin tasks associated with school, it is **NOT** about your child's learning
- On the app you can:
 - Reports your child's absence from school / check attendance level
 - Respond to the annual data check
 - Link directly to IpayImpact for adding school dinner monies and selecting lunch choices
 - Book Parent/Carer Evening timeslots (An email will be sent when booking goes live)

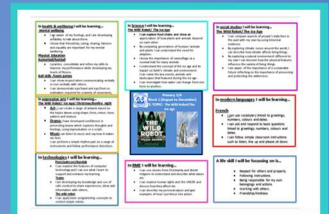
Weekly Overview

St Monans Primary School - Weekly Overview - Week beginning 4 th September 2023					
	Monday 28 th August	Tuesday 29 th August	Wednesday 30 th August	Thursday 31 st August	Friday 1 st September
Attendance	EM:LR Please bring PE kit	EM:LR Please bring PE kit	EM:LR Please bring PE kit	EM:LR:RE Please bring PE kit	EM:LR Please bring PE kit
Behaviour			PE:LR:RE:MR:DR:BR Please bring PE kit	PE:LR:RE Please bring PE kit	PE:LR:RE Please bring PE kit
Home School Funding	EM:LR Please bring PE kit	EM:LR Please bring PE kit	EM:LR Please bring PE kit		EM:LR Please bring PE kit
			After School P2-P6 After-School Football Coaching with Mr. Pyle Football Club (Week 1/2)		After School Registration and confirmed P1 After-School Basketball Club (Week 1/2)

- Each Friday Mrs Leitch will email out a weekly overview for the following week.
- It will provide reminders of PE times, any significant events taking place in school and any after school activities.

Learning Journals

- Our planning for learning in school is over three block. Block 1 is August – December, Block 2 is January to April and Block 3 is April to June.
- Children and Class Teachers develop targets together, for each block and will share these with home through Learning Journals.
- The Learning Journals will come home once per block and families will have an opportunity to leave a positive comment for your child to read and enjoy.



Groupcall



- Groupcall allows us to give Parents/Carers updates about the school, by email, in an environmentally friendly and cost-effective manner.
- We will send our weekly overviews and newsletters via Groupcall.
- We do understand that a lot of emails are sent via groupcall which can be tricky to keep track of, especially if you have children at Waid too. We try to minimise the amount of emails we send, and will constantly review this.

Seesaw – Nursery / P1 / P2



- Our nursery children and P1/2 children will, with Parent/Carer permission be signed up to Seesaw.
- Seesaw is a very user-friendly app that allows the exchange of photos, videos and learning tasks between home and school.
- Each child has their own learner profile that only those with their family access code can see. This code can be shared with aunts, uncles, grandparents etc.

Microsoft Teams on GLOW – P3 / P4 / P5 / P6 / P7

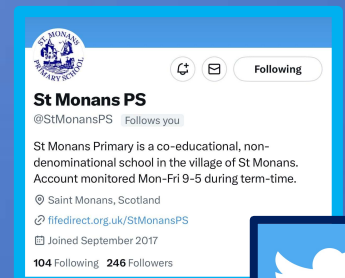
- GLOW is a Scottish Education Intranet that all staff and children in Scottish schools have access to.
- Our children in P3-P7 use Microsoft Teams (via GLOW) to develop their digital and communication skills and use it as a tool to support learning.
- Children access this with their unique GLOW username and passwords.
- We reinforce with the children the message of keeping passwords secure.
- Family members should not access children's GLOW accounts for child protection and safeguarding reasons but children are encouraged to show their families what they are doing/learning on Microsoft Teams.



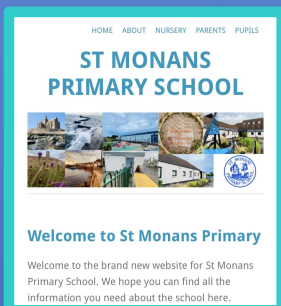
Social Media



- Our school uses Facebook and X (formerly known as Twitter) to make links with our community and beyond e.g
 - to advertise community events/clubs
 - to share Active Schools or Fife Wide educational events we participate in
 - to tag companies or organisations who we partner with to provide educational experiences



School Website



- Our school website can be found through a search engine or on the following address <https://blogs.glowscotland.org.uk/fi/stmonansprimary/>
- Our website is constantly being developed
- It is a place where you can find information about the school as a whole, our provision, our policies, Fife policies, Child Protection and Safeguarding information, Enrolment information, Contact Details, Uniform Suppliers etc
- We will also share our Improvement Plans and evaluations on our website

School App for Parents

- We are no longer using The School App for Parents due to the extremely high running costs. The quote we received to re-new for the 2023/24 session was £336 for the year! As we have other communication channels that achieve what this app was offering, but for free, we hope you agree with our decision not to renew.

