

ST. LEONARD'S PRIMARY

COMMUNICATION INFORMATION

01355 224800

gw14stleonardsoffice@glow.sch.uk



Our phone lines are manned 8.15am - 3.15pm. Absences should be reported before 9am and a message can be left on voicemail. If you are requesting a call from a teacher or member of the leadership team, then we will aim to contact you within 2 days. Please let the office know of anything urgent that can be passed on.

The school office email address should always be used:
gw14stleonardsoffice@glow.sch.uk

This email address is checked throughout the day. Teaching staff and the leadership team should not be contacted on their direct email addresses as often these are not accessed during the working day. The office would advise staff of anything urgent.



If a parent requires to make an appointment for a face to face meeting with a member of the leadership team then this should be done by phoning or emailing the school office who will respond with a suitable date and time. Teachers are able to meet to discuss pupil progress twice a year at our Parents' Evenings.

Our School Website has a range of information and links in relation to school, including policies, diary dates and the school meal menu. A weekly summary Blog is uploaded weekly to it by the Head Teacher.

<https://blogs.glowscotland.org.uk/glowblogs/stleonards/>



Parents Portal: This is the online schools platform for updating pupil information, including change of address and medical details, accessing attendance data and pupil reports. Permission forms and attendance at events and trips is also completed on this platform. Email prompts are sent to the address used to register the account, so please ensure this is accurate and updated.

At 3pm please do not approach staff to ensure the safe dismissal of our children. At such a busy time it is essential that staff can focus on their class and not be distracted by others approaching. Parents should stand towards the rear of the playground away from the class exit doors. If a teacher requires to speak to you then they will advise your child to bring you over. Contact with staff should be made via the office and not in the playground. Thank you!

