Dear Parents and Carers,

As I mentioned in a Class Dojo post, we have put together what I hope will be a useful guide to all the communication formats we use at College Road and what they are used for. Hopefully, this will enable you to have all the relevant apps and websites at your fingertips to ensure you stay in the loop and effectively support your child's learning.

Emails

Email is our main form of official communication. This will include; any important messages from me or the office; information about sporting events; class trips; the fortnightly Newsletter etc. As long as we have your email address, you should automatically receive emails from us. If you are not receiving any, please contact the office so they can check whether we hold the correct information for you.

Class Dojo

Class Dojo is our less formal means of communication and it is how your child's class teacher will send out information on their 'Class Story' that just affects their class, e.g. changes to PE days, weekly round-ups and lots of photos of what the class have been up to.

Class Dojo is like an internal social media platform, so I will also write posts on the 'School Story' sharing things like: good news stories, photos of what is going on, reminders about up-coming events etc.

Class Dojo allows you and your child's teacher to contact each other directly through the 'chat' section. This is great for working parents who might not be able to have a face-to-face conversation with their child's teacher at the end of the day. Please remember that, where possible, teachers should not be contacted after 5:30pm so they have time to switch off from work.

In order to access Class Dojo, you should have received an invite, either with a QR code or via email and you will have to download the Class Dojo App. If you don't have either, please contact the office and we can resend it to you. Please check Class Dojo **daily** for updates or messages from your child's teacher.

Text Messages

Sometimes, we need to send out a text, if there is an urgent message we need to give you. In order to receive texts, you will need to download the **School Gateway App** and login using the contact details we hold for you (phone number and email).

You will then be sent further information including a PIN to gain entry to the App. Please ensure that **notifications are turned on** for the School Gateway App so that you receive the text messages immediately.

Parent Pay

Parent Pay is a **website** www.parentpay.com that we use for paying for trips and for booking Breakfast and After School Club. You should have received a letter from the school office with your username and password, which enables you to use the site to manage the financial side of school.

If you have not received your username and password or have misplaced it, please contact the school office, who will be more than happy to provide you with a replacement.

Boom Reader

Boom Reader is an online reading diary for you to be able to comment on your child's home reading. Every time they read, they can log their reading (or you can if they are younger), and you can let us know about anything they are struggling with or any successes they have had.

Boom Reader is an App, and, rather like Class Dojo, we will provide you with a QR code to join, which you scan when you open the app. If you haven't got a QR code, please let your child's teacher know.

Puffins parents – your login information is in your child's book bag today.

Facebook

We have a school Facebook page, but this is generally used for sharing local information and events that might be of interest to you. Occasionally, I will share a good news story from school for the local community to enjoy.

School Website

Our website is a great source of information and should be your first port of call to find out information such as names of staff or term dates. A copy of the fortnightly newsletter is always posted as well as our weekly prize-winners like the Learner of the Week.

We are soon switching over to a brand-new website, which should look and feel more 2026! I will let you know when it is live so that you can take a look.

I hope that this lays out clearly all the forms of communication that we have in school. If you have any questions or need any help with anything please ring the office team or pop in to speak to them.

With best wishes,

Mrs Francis