

2024 – 2025

School/Home Communications



RISE

Office

If you have a query about anything admin related, such as school dinners, ParentPay, class trips, uniform, admissions, attendance, school events, **please contact the school office in the first instance.**

Communications you can expect from the school office:

- Letters and updates via Class Dojo
- Phone calls regarding attendance
- Meditracker updates for minor First Aid
- ParentPay notifications

Class Teacher

If you have a query about anything related to your child, such as learning progress, lost items, friendships, alternative arrangements for collection, initial emotional or minor medical needs, or whether your child needs a little more TLC that day, **please contact the class teacher in the first instance.**

Communications you can expect from the Class Teacher:

- Letters and Messages via Class Dojo
- Class updates and photos via Class Dojo
- Spellings and homework via Class Dojo
- RISE reports (Autumn 2 and Spring 2)
- Parents Evenings (Termly)
- Scheduled Meetings (Please contact the class teacher to arrange a meeting to discuss a specific area)

Please note that Class Dojo messages will be responded to within 48 hours on working days. Messages will be sent between 7.30am and 5pm. If your message is urgent, please speak to the class teacher at the start or end of the day at the classroom door.

Senior Leadership Team

Miss McCulloch (Principal) and Mrs Irvine (Vice Principal & SENDCo) are available on the school gate before and after school to answer queries and provide support where needed.

If you would like a private conversation/meeting with Miss McCulloch or Mrs Irvine, please contact the school office to arrange this for a mutually convenient time.

If you would like to send a direct message, you are able to do so via Class Dojo. Please note that messages will be responded to within 48 hours on working days, between 7.30am and 5pm.

Communications you can expect from the Senior Leadership Team:

- Letters and updates via Class Dojo
- Celebrating successes via Class Dojo
- SEND Coffee Mornings (termly)
- Information events
- Half termly Newsletters

Pastoral Team

If you have a query about anything related to your child's emotional wellbeing, and you feel that they need support beyond the class teacher, **please contact the pastoral team (Mrs Mughal-Martin & Miss Tiwana).**

We also provide family support and Early Help to our Highfields families. Please have a chat with Mrs Mughal-Martin to see what help is available.

Communications you can expect from the Pastoral Team:

- Letters and updates via Class Dojo
- Workshops for Parents
- In person conversations
- Direct messages via Class Dojo





Community

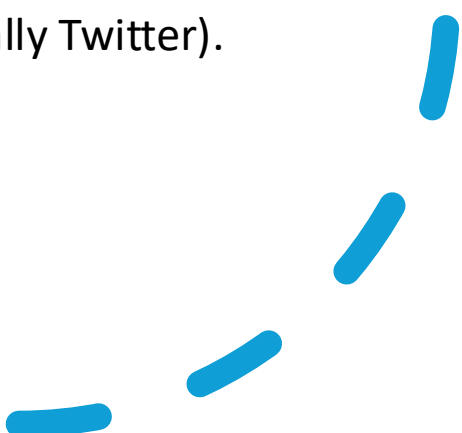
We are working hard to continue to build our community engagement and be an active part of the Highfields community.

We may reach out and ask for volunteering support for fundraising events, reading with children, and sharing experiences to support the learning and personal development of children here in school.

We will be reaching out to local businesses to both support and learn from them, and to inspire our children and teach them about the community they live in and life beyond Highfields.

We love to celebrate the exciting learning and opportunities here at Highfields, and we will be doing this through X (formally Twitter).

Please follow us at @HighfieldsSpen1





RISE