

ST MATTHEW'S PS

COMMUNICATION UPDATE

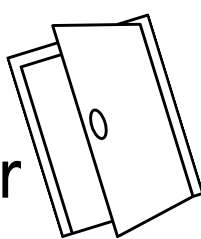


A quick guide to most effective methods of communication at St Matthew's PS.

office@st-matthews.e-dunbarton.sch.uk

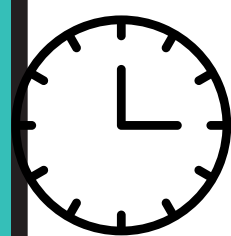
1 Open door policy

We operate an open door policy and value communication with our parent group. If possible, speak to a member of staff at drop off or pick up.



2 Busiest Times

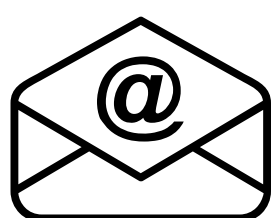
The busiest times at the school office are the start and end of the school day (9-10am and 2.30-3.10pm)



We politely ask that, if possible, you avoid contacting or visiting the school office during these times,.

3 Preferred method of Communication

The best way to reach us, if not in person, is using the school office email. Please email the school office in the first instance.



5 Reporting Absences

Absences can be reported using the parentsportal (link below) or via the school office email.

[Parentsportal link](#)



4 Pupil Absence

Pupil absence must be reported each day. You can report the duration of an absence at one time, however if the absence extends further, please remember to update us.

6 Annual Data Check



Please ensure that you complete this annually, at your earliest convenience, and update us of any changes to contact details or address throughout the year.

7 SEESAW



We politely ask that you do not communicate with staff via SEESAW, as teachers may not see this in a timely manner. All communication must come through the school office.

We very much appreciate your continued support and effective home-school partnership.