

In an increasingly connected World we have set out our online written communication methods within Great Abington Primary School. We will review these annually and your feedback and cooperation is appreciated.

Communication with the school

Email:

Please use the office@greatabington.school email address for all general communication with staff members ensuring that it is clear which member of staff you wish the email to be forwarded to in the first instance.

You may on occasions receive a direct email from a teacher or member of staff. In these circumstances a direct **reply** or **reply to all** is acceptable.

Google Classroom - emailing the Teacher and Private messages about a Google Classroom Assignment

If supporting your child with a Google Classroom Activity you are able to send a **private message** to the teacher via the student work area - this message is delivered to the teacher and is private between you and the teacher and must be related to the Google Classroom activity or more general teaching and learning questions.

Also within Google classroom you can click on the people tab and **email the teacher** directly. This would be for communication that is not related to a specific Google Classroom activity but is a more general teaching and learning concern or question. **Google Classroom help** - Emailing the [Class teacher](#).

Online forms:

General [Contact us form](#) on the website - this message is delivered to the office account

Pupil [Absence reporting](#) on the website - this message is delivered to the office account

For all other communication please use the form or office email outlined above.

We also have a dedicated safeguarding email address (safeguarding.cp@greatabington.school) if you wish to report any concerns to the school.

Communication with the Headteacher (mobile phone - phone calls / SMS / WhatsApp)

Mobile phone: Please only use this in an emergency or for urgent responses to questions or when instructed to use it for communication in terms of parental support for a pupil(s).

Communication with the Governors

Email:

Please always use the clerk@greatabington.school email address for all communication with the Governing Body. This account is managed by the Clerk of the Governing Body.

Communication with the PTFA

Email:

Please always use the ptfa@greatabington.school email address for all communication with the PTFA. This account is managed by the Chair of the PTFA.

Online is efficient **but we still encourage and welcome face to face communication**. Staff are outside before and after school and are more than happy to chat about anything school or home related. For confidentiality we may suggest a meeting in school or perhaps the outdoor classroom. Formal meetings are arranged via the school office.