



## COMMUNICATION WITH SCHOOL

### Dojos

Please support us by continuing to use Class Dojo as this continues to be the first choice for communication between school and home and is the best way to talk to your child's class teacher directly. However, as part of school policy, we run a 'quiet time' to allow staff to ensure they have a work life balance.

These times are:

- 5pm – 7:30am each day
- Weekends

If you do contact them outside of these hours, please be aware that you will not get a response until the next school day. If you contact them during the school day, you may not get a response until lunchtime or after school ends or the next school day. **Please do not use Class Dojo in an emergency, or to pass a message on to your child.**

If you do wish to speak face to face with your child's class teacher please be aware that they may arrange an alternative time to avoid any learning/teaching time to be lost. If you need to speak to a member of staff urgently, please either email in to [Parents@park.doncaster.sch.uk](mailto:Parents@park.doncaster.sch.uk) or phone the school number 01302 344659.

If you need to visit the school office, please note that the staff will continue to use the intercom system rather than the main desk. Please keep visits to those that are essential, urgent or pre-planned. If you have any queries please email or ring.

## PAYMENTS MADE TO SCHOOL

ParentPay is now our only method for payments made to school. If you encounter any problems when using the system, please email Mrs. Price via [parents@park.doncaster.sch.uk](mailto:parents@park.doncaster.sch.uk) giving her a contact phone number and she will get back to you as soon as she can.

## ATTENDANCE

If your child is unable to attend school for any reason, please email [parents@park.doncaster.sch.uk](mailto:parents@park.doncaster.sch.uk) or telephone 01302 344659 and leave a message **ON THE FIRST DAY OF ABSENCE**.

Please be aware that if you don't contact us, Mrs. O'Hara will contact you. If you have contacted us, she may also be in touch if she needs further information. This is to ensure the safe whereabouts of all our children.

If your child needs to attend a medical appointment, please try to arrange these outside of the school day wherever possible to avoid any learning lost. If your child needs to attend during school time, you will need to provide proof of this appointment either via an appointment card, email or text. If you do not provide this information, it may be that your child will receive an unauthorized absence which will affect their attendance.

## COVID

The latest government guidelines have not changed since last year. You are not required to isolate so if your child is well enough to come to school, the advice is to send them. However, if you are concerned or need further advice, please contact school.