

TPS & ELC Communication Strategy

To ensure clarity around our methods of communication, please see details below.
Outwith this, we are happy to be contacted at any time.

School dates and information

Groupcall: This service will be used if the school has urgent information to send to all parents. This can be a text or an email. Please make sure that the contact details we have for you are up-to-date at all times.

Parents Portal: Parents Portal is used to complete all electronic updates, such as EE2 forms for trips, annual data checks and gives access to other facilities such as iPayimpact. All children starting in P1, and, any new starts throughout the year, are give information on how to register.

School Website: You will find our Improvement Plans, our Annual Calendar, our staff team, and other useful documents for the school and ELC here.

Absences and general communication

School absence: Parents/carers should call the school on 01506 284750 to report and absence. Wherever possible, this should be done before 9.15am.

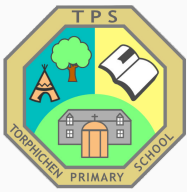
Weekly Head Teacher Update and feedback forms: Every Monday, a weekly update in the form of a Sway will be sent to all parents/carers. This will keep everyone up to date with what is happening in the school; will have a list of dates for the term; has access to feedback forms where you can share any views, comments or concerns. Also on here are links to the annual calendar and other key school information.

Termly Head Teacher Drop-in: From 4-6pm one day a term, parents/carers can drop in to meet with the head teacher, to discuss any matter. No appointment is necessary. Senior Leadership team will also be available at the school gates at the end of the day, when possible.

School email/telephone: If you have any information to pass on to staff, questions to ask, comments to make or concerns to raise, please pop into the school during the school day, or email or call the school or ELC using:

ELC: 01506 274751 School: 01506 284750 Email: torphichen_ps@westlothian.org.uk

We will return your call/email as soon as possible, but guarantee we will contact you within 2 working days at the latest.



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Sharing learning

Termly showcases: At the end of each term, parents/carers are invited into school to see the learning that has been happening in P1-7.

ELC Stay and Play: Each term, parents/carers are invited in to a session in the ELC. There will be a different focus each time, and staff will share approaches to supporting learning at home in these sessions.

ELC and P1-2 Seesaw: Seesaw is used as a tool to share learning and achievements. Children and pupils are welcome to share achievements on here too.

P3-7 Learning Lowdown: On the Head Teacher Update Sway, once a month, staff will share snapshots of the learning that has been taking place in P3-7. The section is called 'Learning Lowdown'.

Parent Consultations: These are held twice a year (October and March). These are held either online or face-to-face in school, for both school children and ELC children. Details on how to book appointments will be sent out closer to consultation dates.

Report Cards: For children in their last year in the ELC and for all school pupils, these are sent out once a year, in June.

Parent Council

The parent council is a group of parents/carers who support the work of the ELC and school. They aim to represent the views of the parent body and organise events and fundraisers.

They meet with Senior Leaders from the ELC and school termly.

You can contact them via the Torphichen Parent Council Facebook page or email them at; torphichenpc@gmail.com