

Great Barford Church of England Primary Academy



'Growing together through learning, friendship and worship'

Tuesday 3rd September 2019

Dear Parents and Carers,

It was lovely to welcome you and your children back in to school this morning and also to see all of you who are joining our school family for the first time today.

The children all looked fantastic in their smart school uniforms. We talked during our worship time this morning about the pride we have in our school and that the way we wear our uniform shows the respect we have for ourselves and the school.

I want to ensure that you are fully aware of all the ways we will be communicating with you and how, and who, to contact if you need us.

- Sickness absence – please, in the first instance, email admin@gbpa.org.uk or alternatively call the school absence line 01234870342 ext 1 and leave a message naming your child and their class and the reason for their absence (We have to record this for the Education Welfare Officer)
- Enquiries about attendance please call the 01234870342 and ask to speak to our Attendance Manager, Amanda Meadows
- Nursery and wrap around care bookings and enquiries (including payments) – please call the 01234870342 and ask to speak to our wrap around care administrator Lisa Shuttleworth
- Enquiries about dinner payments please contact Caterlink directly on 01234360874
- 'Drop In' is a session on Wednesday afternoons at 3pm when your child's class teacher is available to see you and have an informal catch up with you about your child. Please see the weekly newsletter for details (Alternate weeks for each keystage)
- The first point of contact when discussing your child should always be with the class teacher. Please either email admin@gbpa.org.uk or call 01234870342 to arrange an appointment
- If you need to send a brief message to the class teacher there are message slips at the gate that can be handed to the staff member on the gate and the messages will be passed on
- If you somebody different will be picking your child from school either fill in the slip at the school gate or email the school office admin@gbpa.org.uk
- For general enquiries please email admin@gbpa.org.uk
- All letters will be emailed to the address that you supply on the school registration forms. Your contact details can be updated at any time so please email any changes to admin@gbpa.org.uk.
- Letters and newsletters will also be available on the school website <https://greatbarford.eschools.co.uk> Please click on the letters tab then click on your child's class on the drop down menu
- Our weekly newsletters are sent via email. The newsletters flag up events that will be taking place during the following week, give information about current school issues as well as

Great Barford Church of England Primary Academy
Silver Street, Great Barford Beds, MK44 3HZ Tel: 01234 870342 E-mail: admin@gbpa.org.uk

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celebrating the children's achievements and successes during the current week. (can also be accessed via front page of the website – Latest News)

- You will receive a notification each time we send an email if you use the eschools app. Please see instructions below.
- If you are having difficulties using the app or are not receiving notifications and emails please contact Amanda Meadows via admin@gbpa.org.uk
- The school website has a diary feature on the front page with all of our events for you to see NB please check this calendar regularly as dates can change after the initial publication.
- Our school website contains lots of useful information in addition to dates and letters. There are useful links, curriculum and class information, school uniform and catering pages, club music lesson information as well as information about school governance
- We will only contact you via text with urgent messages. Again, if you are not receiving texts please contact Amanda Meadows via admin@gbpa.org.uk

I hope that this covers the main communication pathways. We really want to make this as smooth as possible this year. We need to work together to help each other to communicate effectively.

We have had a great first day back in school. The children settled in very quickly to the new routines and we are looking forward to a fantastic new term.

Thank you for your support.

Yours sincerely,

Sarah Evans
Headteacher

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Great Barford C of E Primary Academy

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Access via the platform

Or

Download the app

Platform

Go to school website : gbpa.org.uk

Enter details:

Your username: [firstname.surname](#)

Password: As previously or email
admin@gbpa.org.uk to have it re set

eSchools App

Search eschools to find the free app via apple store or
google play

Enter your details:

School name: [greatbarford](#)

Logins details: As per platform

The app will allow you to receive notifications on the move

School Support

Questions via the admin email—admin@gbpa.org.uk

Training sessions for parents/carers

Parent Forum to monitor the website

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