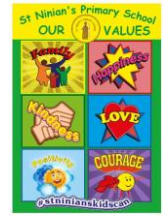




# St. Ninian's Primary School

## 2024-2025

### COMMUNICATION FRAMEWORK



Communication Tool	Purpose	Details
School email or telephone	<p>Parents can email the school at any time to ask questions, share comments/concerns, share information with staff or make an appointment to speak to a member of staff. The school office team will acknowledge your email and forward it to the appropriate member of the staff team.</p> <p>Parents can also call the school office. Please use the absence line if your child will be off. It is important to let us know the specific reason for absence.</p>	<p><a href="mailto:wlstnians-ps@westlothian.org.uk">wlstnians-ps@westlothian.org.uk</a></p> <p><b><u>All parent communication will be logged by the Leadership Team to ensure the appropriate person responds accordingly and next steps are agreed with parents.</u></b></p> <p>01506 280045</p>
Groupcall Messages and emails	<p>Groupcall text messages are used to share <u>very important or urgent information</u> about your child and/or the school.</p> <p>Our main tool for regular communication and reminders is Groupcall email. We will send emails to both parental contact details held. Some emails will be whole school matters whilst others may be relevant to your child/their class/a specific group.</p>	Please ensure the contact details we have for you are up-to-date at all times.
School Website	Our school website is a one-stop-shop for key information about our school.	<a href="https://stniansprimary.westlothian.org.uk">https://stniansprimary.westlothian.org.uk</a>
Family Calendar	Parents will receive a paper and electronic copy of the School Calendar at the start of each term.	Dates of school events will also be posted on the school website.
Twitter	<p>We use our school Twitter page to celebrate school achievements and school improvement themes.</p> <p>Parents can opt out of having their child's photograph shown on social media.</p>	@StNinianPS
SeeSaw	<p>SeeSaw is used from P1-7 for home learning, profiling, and to share weekly learning updates with parents.</p> <p>Achievements can be shared by parents/pupils via SeeSaw.</p>	<p>Each child has their own login details and these are shared with parents.</p> <p>If they forget or lose them, parents can contact the school office or class teacher to ask for a copy.</p>
Glow Teams for P4-7	Glow Teams is for pupils only. Pupils are asked not to share their passwords with any other adult. The platform is used to support learning and teaching in school and for home learning.	Each child has their own login details. If they forget or lose them, parents can contact the school office or class teacher to ask for a copy.
Parent Consultations	<p>These are held twice in the year (November and May.)</p> <p>These are usually face to face meetings however may take place via video call or telephone.</p>	Parents will receive details for booking appointments prior to the event.
Parent Council	Our Parent Council support the work of our school and the group aims to represent the views of the wider parent body. Meetings are held bi-monthly and minutes are posted on the school website.	<a href="mailto:stniansparentcouncil@live.co.uk">stniansparentcouncil@live.co.uk</a>
Family Learning Blog	Our family learning blog provides a one stop shop for families to access support about learning and wellbeing. It is updated termly to reflect current themes in school.	<a href="https://blogs.glowscotland.org.uk/wl/stniansps">https://blogs.glowscotland.org.uk/wl/stniansps</a>