



Communication @Banchory Primary School

This document provides an overview of communication at Banchory Primary School. We hope you find this clear and informative.

Main Contact Details:

For all general school enquiries please contact the School Office in the first instance:

Telephone: 01330 700370
Email: banchory.sch@aberdeenshire.gov.uk
Address: Banchory Primary School
Arbeadie Road
Banchory
AB31 4EH

Should your message be intended for the class teacher, this will be passed on internally from this email address.

Office Staff:

Should you need to contact the office staff directly:

Admin. Assistant:

Emma Porter
emma.porter@aberdeenshire.gov.uk

School Administrator:

Karen Low
karen.low@aberdeenshire.gov.uk

SLT (Senior Leadership Team) Contact Details:

Head Teacher:

Jackie Fernandez
Email: jackie.fernandez@aberdeenshire.gov.uk
Mobile: 07917086665

Depute Head Teachers:

Gill Jones
Email: gillian.jones@aberdeenshire.gov.uk P1-4

John Hughes
Email: john.hughes@aberdeenshire.gov.uk P5-7

Principal Teacher:

Lesley Littlejohn
Email: lesley.littlejohn@aberdeenshire.gov.uk

Early Years Senior Practitioner at Nursery:

Jacqui O'Donovan
Email: jacqueline.odonovan@aberdeenshire.gov.uk

Useful Information for Parents and Carers

Parent/Carer Reporting of Absences

Parents can report absences by: sending an email to the school inbox; phoning in and leaving a message; or by sending a text message to Groupcall (tel. 07860 029 021) before 9:40am.

Adverse Weather and Emergency Closure

Please see below the council website which would be updated in the event of a closure as per Aberdeenshire Policy.

<https://online.aberdeenshire.gov.uk/Apps/schools-closures/>

As an addition to this we would also try to share the closure information via our informal channels, e.g. social media and groupcall.

Main Channel for Outgoing School Communications: GROUPCALL

The app: **Groupcall Xpressions** is available for you to download to your mobile phone or tablet. We would encourage all parents/carers to download this app.



We have facility to send emails direct to your inbox either by email or the Xpressions App, please ensure we have your current email address (you will require an email address in order to register for the app. – see paragraph below re updating your records).

This app. is used across all schools in Aberdeenshire (in time) and means that if you have children in various schools, all messages come to the same App.

Groupcall benefits:

- The Xpressions App (info overleaf) allows you to receive messages on your tablet or mobile phone.
- You can text in with notifications of absence before the school day starts.
- When we send absence texts these can be responded to with the reason for your child's absence.
- We can send timed messages later in the evening, meaning they will appear on your phone when you are with your child later in the day.
- At the moment we can only send messages to the parent who is known as 'first contact', please contact us to have messages sent to additional contacts.

Note that in order to authenticate you when setting up the app, the contact details held by the school must match those that you register with - **if you get an error message when**

registering your details, please contact the school via BanchoryGroupcall@aberdeenshire.gov.uk with the new details and we will update your child's records.

We have our own text number (07860 029021) – When you receive your first text from us, save the number in your phonebook so you will know who the text is from in the future. You may also need to check that the first email we send is not in your 'junk' folder.

We can send three different types of text messages:

Broadcast – with no reply option; **Open** – with the option to reply and **Closed** – you will have a specific reply option (e.g. for a school survey).

Getting in touch with us – We would advise that immediate or time-sensitive information should never be sent via the app, rather email the school directly or a member of the SLT.

To start receiving messages via the app:

- Visit your phone/tablet's apps store to download the *Groupcall Xpressions* app and follow set up guidance at <http://parents.groupcall.com/setup/>

ParentsPortal.scot

In support of Aberdeenshire Council's ambition to offer more digital services to its residents, Aberdeenshire primary and secondary schools are rolling out a new national online service called **parentsportal.scot**. This is designed to replace the paper 'schoolbag run', giving a child's registered contacts access to a range of school-related online services, 24 hours a day, 7 days a week.

At the heart of the system, is a secure account through **mygov.scot**, which is referred to as '**My Account**' or '**MyAberdeenshire**' account. 'MyAberdeenshire' is already used to allow parents/carers to make online payments or receive notifications if a school closes unexpectedly. **Parentsportal.scot** and '**MyAberdeenshire**/'**mygov.scot** will work together, making this a convenient one-stop-shop, to access all Aberdeenshire digital services.

Initially, **parentsportal.scot** will allow parents/carers to see basic information about your child(ren)'s school and twitter account as well as:-

- make a link to your child(ren)
- complete the annual data check process electronically (child's main contact only)
- update their own as well as your child(ren)'s details at any time
- to register and access for online school meal payments using one sign in (iPayImpact)

How do I sign up? - If you **already have a myAberdeenshire account** to pay for school meals through iPayImpact, you can sign up using the same sign in details at

<https://parentsportal.scot> You **do not need** to register or set up a new **mygov.scot** account.

If you do not have a myAberdeenshire/mygov.scot account or are looking for more information and videos on how to access to **parentsportal.scot**, please go to <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

Parentsportal.scot is the recommended way to register to access all school payments including school meals.

Parentsportal.scot is securely linked to a myAberdeenshire account and to register follow this link <https://www.aberdeenshire.gov.uk/schools/school-info/parents-portal/>

If you are having difficulty making payments, please contact the school office as we are here to support families and will do whatever we can to assist you.

Communication about Learning

The school calendar is shared to indicate the main term dates, and planned 'Sharing the Learning' events, assemblies and concerts. This will highlight planned opportunities where we welcome you into school for opportunities to talk about your child's progress.

You will be given two opportunities a year to meet with the class teacher and there will be an end of year formal report. Should you wish to discuss any aspect of your child's wellbeing, learning or progress outwith these meetings, please do get in touch, either directly to the school email address, or to the relevant DHT's email address. We would then endeavour to make contact back with you as soon as possible.

Class teachers run online class platforms via Google Classroom on GLOW. Information can then be posted to parents relating to homework. The P1-3 classes share information about learning in class, whilst the P4-7 pupils have individual online profiles to share information about their own learning.

School news is shared regularly via the "Banchory Bulletin". Whole school Groupcalls are collated to be sent out once a week, unless urgent and/or unavoidable. Class or year group specific groupcalls will be sent out as and when necessary.

Communication/Informal and PTA/PC.	
The website is updated throughout the year with any additions being notified to parents. We are developing a new website with easier accessibility. The social media is updated and is used as an additional informal approach towards sharing news.	
Website:	https://banchory-pri.aberdeenshire.sch.uk
New website in process:	https://sites.google.com/as.glow.scot/banchory-primary-school/home
Parent Council Email:	banchoryprimaryparentcouncil@gmail.com

PTA Email:	banchoryprimarypta@gmail.com
Social Media:	The PTA facebook page is public. Details of the school social media upon request.

We hope that this provides a good overview of communication at Banchory Primary School.