



Letham Primary School

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Riverside Primary School

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Communication Tool

Purpose

School email, telephone and Weekly Sway Form

Parents can email the school to report an absence, ask questions, share information with staff or make an appointment to speak to a member of staff. The school office team will forward it to the appropriate member of the staff team. Parents can also call the school office or complete the Weekly Sway Form to pass on information.

Groupcall Messages and emails

Groupcall text messages are used to share very important or urgent information about your child and/or the school. We will send emails to both parental contact details held.

School Website, Weekly Sway and Weekly Blog

Our school website is a one-stop-shop for key information about our school. The Weekly Sway and Weekly Blog can be found here and will keep you up to date on what is happening in school.



SeeSaw

SeeSaw is used from P1-P3 for home learning, profiling, and to share weekly learning updates with parents. Achievements can be shared by parents/pupils via Seesaw.

Glow Teams for P4-7

Glow Teams is for pupils only. Pupils are asked not to share their passwords. The platform is used to support learning and teaching in school and for home learning.

Parent Consultations

These are held twice in the year, October and April. These are usually face to face meetings however may take place via a telephone.

Parent Teacher Council

Our PTA supports the work of our school and the group aims to represent the views of the wider parent body. Meetings are held monthly and minutes are posted on the school website.

Family Learning

Our family learning grids provides a one stop shop for families to access support about learning and wellbeing. These grids are updated monthly.

Jotter Drop-In

On the last Tuesday of each month, from 2:45 to 3:15, we will be hosting a Jotter Drop-In session. During this time, children will have the opportunity to share their learning with parents, giving them a chance to see the progress they're making and engage with their work.