



## School Communication

We aim to provide you with clear, regular communication to ensure you are kept up to date with what is happening in school. For the most part, communication will be sent electronically. Please note that for the majority of MyEd communications, you will receive an email notification. However, short reminders/notifications will only appear on the MyEd app.

Communication	Method	Who from?	How often?
Whole school newsletter	Website/Email	Mrs Toner	Every 3-4 weeks
Class newsletter	Website/ Email	KS1 & KS2 class teachers	Termly
EYFS newsletter	Website/ Email	Nursery & Reception class teachers	Half termly
RE newsletter	Website/ Email	Mrs Dougal	Termly
Sporting newsletter	Website/ Email	Mr Connolly	Termly
PTA Newsletter	Website/Email	PTA Members	Half Termly
Trip letters	Website/ Email	Class teacher	As required
Sporting events and clubs (school-led)	MyEd	Mr Connolly	As required
After school clubs (outside providers)	MyEd	Mrs della-Spina	As required
School improvement information e.g. curriculum development	Website/Email	Mrs Toner/Subject Leaders	As required
Other key events e.g. World Book Day	Website/Email	Staff responsible	As required
Congratulations Assembly announcement	MyEd message to Specific parents	Office	As required
Formal correspondence e.g. absence request, attendance concerns	Letter - post	Mrs Toner / Mrs Scorer	As required
Photos and messages of day-to-day school and class activities	Good Shepherd Twitter	Class Teachers	Weekly +
Payment Reminders	MyEd	Office	As required
Event Reminders	MyEd	Office/PTA	As required

We are very mindful that family life is busy with many of you working full time and juggling various commitments. Therefore, in order for us to keep you well informed, it is essential that you keep our school system up to date. You can do this by ensuring:

- You have access and full use of the MyEd App
- Update the school office when any contact telephone numbers, addresses or emails change.
- Check your emails regularly

Many thanks for your support and if you have any questions regarding any of the above, please contact the school office.