

Communication Framework : 2020 - 2021

Who	Method	Special notes
Office staff Mrs Charles Mrs MacAulay	<ul style="list-style-type: none"> Annual data checks EE2 forms Groupcall Telephone calls Open door policy Website Letters School App 	Website: www.dedridgeprimary.westlothian.org.uk Twitter: https://twitter.com/dedridgeps App: School App for Parents - https://bit.ly/3aLNVbW <i>Please try and avoid the beginning and the end of the day as these are very busy times in the office.</i>
Teaching staff	<ul style="list-style-type: none"> Homework Website Twitter / school blog – fortnightly updates about learning Nursery / P1 online journals Profiles (P2-P5) Digital profiles (P6 and P7) Open afternoons Parents evenings Annual school report TEAMS Skype for business 	Homework is led by each teacher and will be explained at the beginning of the school session If you require a telephone appointment with the teacher contact the office and they can arrange this for you It is up to the teacher whether they use twitter or not. All tweets and blog updates can be found on our website Monthly highlights will be collected by our Digital Directors and shared on the school website / App In the event of having to return to a blended learning model, work will be sent home with the children on the days they are in school. This will be both electronic and learning packs In the event of a lockdown teachers will communicate work via TEAMS for P4-7 pupils and via packs/ See-Saw / Sway for P1 – P3 pupils
HT / DHT	<ul style="list-style-type: none"> Welcome back letter Weekly updates – beg 28/8/2020 Telephone calls Letters Appointments Website / twitter / App Morning opportunities to chat on the playground 	We aim to communicate with you in a manner which best suits you. Please let us know by completing the slip below. Termly updates will be produced after Christmas and Easter Weekly updates will be shared via the school website / App

By now, every family should have been contacted by phone to ask about digital access and to gather a consensus of challenges during lockdown. If you have not already been contacted this will happen next week. This data is going to be collated in order to ensure we can support you in the event of another lockdown situation. Results of this communication survey will be shared with families via the weekly newsletter.