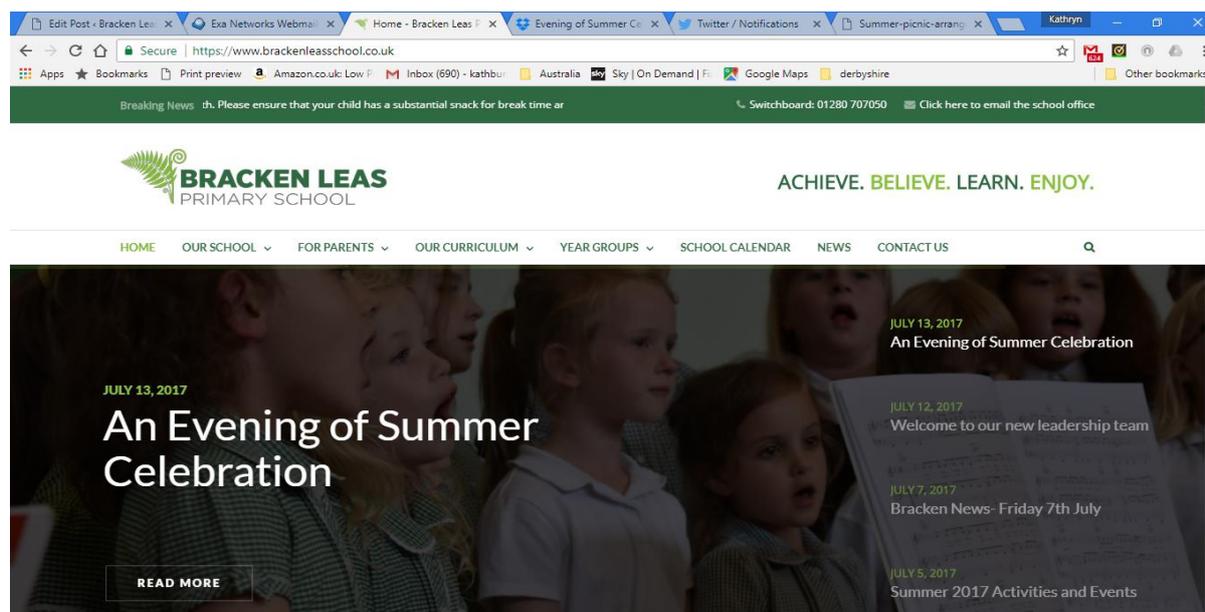


## Parent Communications Information

At Bracken Leas communication to parents is very important to us. As a school we use a number of methods to communicate to parents and carers. This guide sets out how we usually communicate with you on a regular basis.

## School Website



Our school Website is our main form of communication. Here you will find a range of information about our school and how it works. There are pages about your child's Year Group, up to date school news, school calendar and school letters as well as links to our Twitter Feed. There is also a Contact Us page where you can email us.

Visit us at <https://www.brackenleasschool.co.uk/>

## ParentMail



ParentMail has been introduced to Bracken Leas this academic year. This system allows us to send emails direct to your inbox, message you and for you to make online payment for trips etc.

In order to benefit from this system it is really important that we have your correct email address and mobile number within school. Should these details change then it is important that you notify us as soon as possible in order that we can amend the information we hold on you. Please email [enquires@brackenleas.northants.sch.uk](mailto:enquires@brackenleas.northants.sch.uk) with any changes.

## Bracken Leas News Roundup & Bracken News Weekly Newsletter

The screenshot shows the website's header with the name 'Mrs Rachel Gallyot - Headteacher'. Below the header is a quote: "For Early Years I feel that the children are well looked after and gently encouraged to find their own potential and confidence more motivated than ever and love the new ways in which they are taught. When I asked them for feedback to pass on they both said they love school and that they are very happy. Thank you". The main content area has a green background and contains a 'CONTACT DETAILS' section on the left and a 'BRACKEN LEAS NEWS ROUNDUP' sign-up form on the right. The contact details include the school's name, address (Brackley, Northamptonshire NN13 6LF), telephone number (01280 707050), and a link to email the school office. The sign-up form asks for a name and email address, with a 'Sign up' button below. At the bottom of the page, there are several award logos: Silver Eco-Schools Silver Award, Bronze Eco-Schools Bronze Award, Healthier Child Project (BE ACTIVE • BE WELL • BE HAPPY), Silver Games School, Eco-Schools, and Healthy Schools.

Every Friday at 1pm we publish a Weekly Bracken Leas News Roundup. This contains a link to our Weekly Newsletter as well as links to all 'News' posted on the website that week. All you have to do is input your name and email address at the footer of any page of the website. You will then receive it automatically to your inbox every Friday around 1pm. Remember to check your spam if you have not received the latest copy.

## Bracken News Weekly Newsletter

The screenshot shows the 'Bracken News' page. On the left, there is a 'Tweets by @brackenleas1' section with two tweets. The first tweet says: "Gate opens tomorrow at 12.50. Children need a substantial snack for break as they will not be eating until late on this day." The second tweet says: "An Evening of Summer Celebration - Full photo gallery now on our website. brackenleasschool.co.uk/evening-summer...". Below the tweets is a photo of children at an evening celebration with the caption: "An evening of summer celebration... Yesterday evening we were very fortunate to have a special evening at the school. brackenleasschool.co.uk". The main content area features the 'BRACKEN NEWS' logo with the tagline 'ACHIEVE. BELIEVE. LEARN. ENJOY.' and contact information for the Head Teacher, Rachel Gallyot: Tel: 01280 707050, E-mail: bursar@bracken.northants-ecl.gov.uk, Website: www.brackenleasschool.co.uk, and Twitter: @brackenleas1. The newsletter text is addressed to 'Dear parents and carers,' and discusses the children's transition days, the new playground arrangements, and a letter regarding the school's summer picnic.

As well as being published in our Weekly News Round Up, our Weekly Newsletter 'Bracken News' is also available to view on the 'News' pages of our website and is posted there every Friday. In this we publish information about forthcoming events, copies of letters, clubs information, music tuition details and community notices.

## Heads Newsletter

At the end of each term Mrs Harwood produces a newsletter in place of 'Bracken News'. This provides a more detailed overview of the term as well as information about important happenings within school for the following term.

You will receive a link to this via email as long as you are signed up for our bracken Leas News Roundup.

## Information about your child's year group

Want to know more about your child and their year group? Visit the Year Group Pages of the website to see the following;

- The topic they are working on this term
- What is being covered in the curriculum in terms of Maths and English
- Year Group Newsletters
- Details of teaching staff and support staff working within that year
- Links to other useful resources

## Twitter



The image shows a screenshot of a web browser displaying the Twitter profile for Bracken Leas Primary School (@brackenleas1). The browser's address bar shows the URL https://twitter.com/brackenleas1. The profile header features a banner image of six children in white school uniforms running on a track, with the school's logo and tagline 'ACHIEVE. BELIEVE. LEARN. ENJOY.' overlaid. Below the banner, the profile statistics are listed: 670 Tweets, 6 Following, 309 Followers, 33 Likes, and 0 Moments. The profile bio identifies the account as Bracken Leas Primary School, located in Brackley, England, with the website brackenleasschool.co.uk. The main content area shows a tweet from Bracken Leas @brackenleas1, posted 45 minutes ago, stating: 'Gate opens tomorrow at 12.50. Children need a substantial snack for break as they will not be eating until late on this day.' Below the tweet is a link to view summer picnic arrangements. To the right, the 'Who to follow' section lists 'Wonde @wearewonde' and 'Caroline Rushton @Caro...' as suggested follows.

Our Twitter Feed is available to view on the website and can be accessed via our Home page and News page on the website. You can sign up to receive notifications from Twitter every time we Tweet.

Follow us @brackenleas1

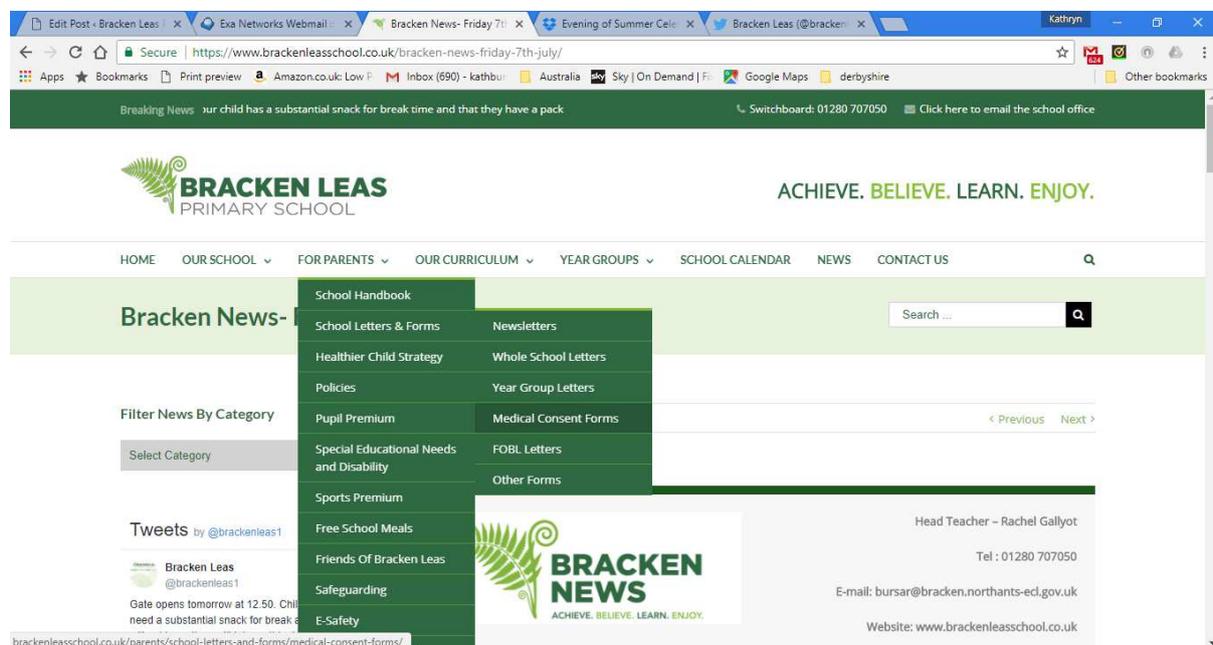
Here's how to sign up.

**Have you signed up to follow us @brackenleas1?** Every week we use social media to keep parents and carers informed about what is happening at our school. Our Twitter feed is the simplest way for you to receive up to the minute information, photos, links and notifications. It is also **FREE** to use. [Twitter](#) is our preferred method of communication for this reason. The alternative is text messages to parents which incurs considerable cost to the school each year. Please [Click here](#) to follow a few simple steps and sign up to follow us on Twitter. Make us a favourite and receive instant notifications every time we Tweet. In this way you can help us minimise the cost of expensive text options.

## Text Message

From time to time we may send a text to the mobile phone of the person nominated as the first point of contact.

## Letters and Forms



ParentMail is our preferred method of distribution for letters and forms. However, they are occasionally sent home in paper form depending on their nature. Any paper copies are handed out at the end of the school day and children are asked to place them within their book bag. Many of these letters are also put onto our website where possible. Watch out for links to them within Bracken News as well as on our School Letters and Forms pages on the website.

## Facebook

Bracken Leas has a very active fund raising committee called FOBL (Friends of Bracken Leas). FOBL has its own Facebook Page which is used for internal communications between parents and staff relating to upcoming and past FOBL

events. Our FOBL group is a closed group and posting on the page is limited to those with administrator approval. As a parent at Bracken Leas you can request to join the group and get involved in our fund raising efforts.

Bracken Leas School does not currently have a Facebook Business Page and parents are encouraged to contact the school directly with any issues and not post them in the public domain.

## **Phone**

From time to time you may need to call us or we may need to call you. It is therefore very important that we maintain up to date phone records for you. Please call us on the first morning of any absence from school and thereafter every Monday of any continued absence.

## **Contact Information**

It is very important that we maintain up to date contact information relating to you and your child. If you move house, change phone number or email address please let us know as soon as possible using the [enquiries@brackenleas.northants.sch.uk](mailto:enquiries@brackenleas.northants.sch.uk) email address.

## **Parental Use of Social Media**

As part of the process of joining our school you will be asked to confirm that you are happy for images of your child to be used on social media. If you opt out of this then we will make every effort to ensure that your child is excluded from anything we post online.

During events such as Sports Day, concerts etc. we currently allow parents to photograph/film their own children. However, we would ask that you do not post images of children for which you do not have permission.