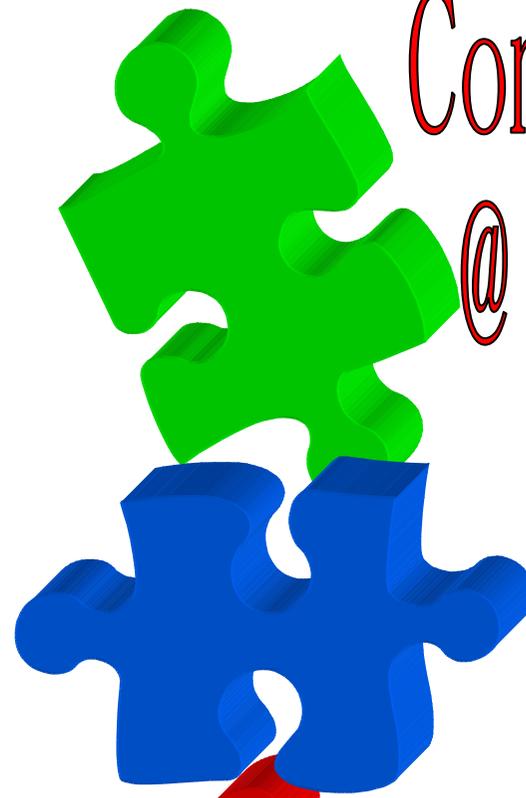
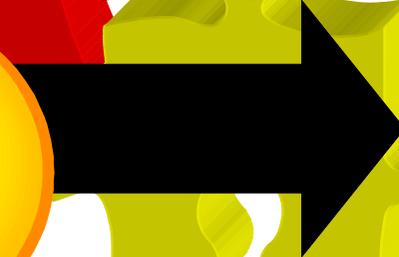


Communication  
@ South End  
Junior



Pocket Guide



4

We, at South End Junior School firmly believe in keeping parents up-to-date with the 'goings on' in and around the school. Below are a few of the examples that we use to keep everyone informed. If you ever feel you don't know enough about what's going on, come and ask us, or give us a ring!

### **PMX**

We subscribe to a service known as PMX, which enables us to send publications and letters to you via email. This method of communication saves our carbon footprint by not wasting paper. You will receive an email or SMS from us to get you started! Please remember to check your emails regularly when you've signed up for this service!

### **South End Echo**

The Echo is our half termly newsletter to all parents letting you know what has been happening within the school, any changes to existing events, dates to cut out and keep, as well as many other useful pieces of information.

### **Head's Update**

The Head's Update is a follow-on from the Echo and will be issued when we need to let parents know of additional things in the immediate future.

### **Parents' evenings**

We hold parents evenings twice in an academic year where parents can make an appointment to see their child's teacher to discuss progress and areas of improvement.

### **Display screen**

The display screen outside the school offers information from the Fundraisers and external school services. Groups and clubs are sometimes advertised on the notice board.

### **Notes and letters sent home**

The office staff and teachers will sometimes send notes home to parents if they cannot be sent by PMX, such as receipts for music payments, information that requires a return slip, questionnaires to help us improve the school for everyone's benefit. Friday is our main day for letters to go home.

### **Governors Guardian**

The Governors, who are an important part of the school community, send out their own newsletter to keep you up-to-date with things that have been going on in their meetings and dealings with the school.

### **Phone Calls**

Our teachers will happily call a parent to inform them of outstanding behaviour or progress and also discuss any points of concern. The office keeps all telephone numbers in the strictest confidence and numbers are only used by South End Junior School Staff. These phone numbers are used as a priority should we need to contact parents reporting a child's illness or accident.

### **Text Messages**

We may send urgent messages home via text message, such as your child's club has been cancelled after school or your child may have had a head bump. Please remember to update the school with any changes to your contact details.

### **South End Twitter/Facebook**

Twitter and Facebook are a great way of giving you bits of information. They are linked so you don't have to be on both to follow us. Our Twitter address is: [SouthEndJrSch](https://twitter.com/SouthEndJrSch).

### **Website**

Our website contains lots of information about the school. It is also a great place to get information that you may have missed – for example, copies of the Echo are uploaded to the site. The address is: [www.southendjunior.com](http://www.southendjunior.com)

### **Edmodo**

This is our Virtual Learning Environment which the children have access to and gives you a great way of finding out what's going on. It contains photos of events, information about current learning and links to sites to support your child.

### **Email**

In the welcome booklet to your child's new year group you would have been given the email addresses of staff in your child's year group. If you struggle to catch a member of staff after school or on the phone, why not drop them an email if you have concerns? It's a quick and easy way of letting us know your thoughts.