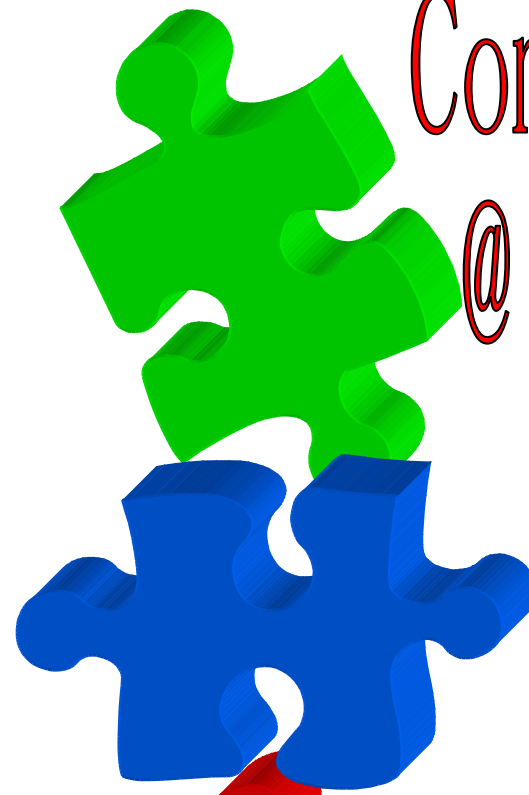


Communication
@ South End
Junior



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 publication, letters and text messages to you via email. This method of communication saves our carbon footprint by not wasting paper. Please remember to check your emails regularly if 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.

Headteachers' Post

The Principal's Post 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. These take place in the Autumn term and Spring term.

Display boards

The display boards outside the school offer information from the Fundraisers and external school services. Groups and clubs are sometimes advertised on these notice boards.

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 and 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.

Fundraisers News

The Fundraisers produce a newsletter to keep you up to date with events that they have planned and information about where the money you donate/use to support their events goes.

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 keep 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 an accident.

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](#).

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

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.