



Shacklewell Primary School  
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Executive Headteacher: Ms Nicole Reid  
Headteacher: Mr Rory McGrath

Tuesday 19th September 2023

Dear Shacklewell Families,

**Re: Communication**

I am writing to you to outline how Shacklewell communicates with families and the community. Each year we review our methods of communication and take on board your feedback from the previous year. In the table below you will see how we might communicate with you and your family and whilst for many of you one single approach would be preferable we must meet the needs of the whole school community.

MCAS (My Child at School) App	Text Messages
This is our primary mode of communication and allows you to message the school office, receive push notifications and pay for lunches, clubs and other school events. It can be accessed on a web browser, or in the app. Use the link below to find out more or speak to the school office. <a href="https://www.mychildatschool.com/MCAS/MCSParentLogin">https://www.mychildatschool.com/MCAS/MCSParentLogin</a>	We will send text messages for quick updates regarding trips, in school events and to direct families to read a letter or information on the website. We will also send text messages about school debts. Please ensure we have your up to date number so that you do not miss important messages from school.
Letters	Email
Whilst we are trying to reduce the amount of paper being sent home from school there are some communications that must be sent in this format. As a result it is important that you continue to check the children's bags so that you don't miss anything.	The school will sometimes email families to share some non urgent updates. If you use MCAS these will come through the app otherwise they will go into the inbox for the email address you have provided us. Please ensure we have your up to date email address so that you do not miss messages from school.
Stickers	Bulletin
Children in Nursery, Reception, Year 1 and Year 2 occasionally come home with a sticker attached to their jumper. This is either a conversation starter "Today I learnt..." or a quick reminder about trips or PE days.	Each fortnight the school will publish a bulletin to communicate updates about the children's learning. The bulletin link will be sent to you via MCAS or text message.

This year we have committed to using our school website more effectively to communicate the learning that is happening in and outside of classrooms. Leaders and teachers will provide a regular blog in the News section on the website about special events, trips and visits that are happening across the school. **This means that we will no longer be using Twitter to share news with you.** As always if you have any questions regarding the ways we communicate please do not hesitate to contact the office or to speak to myself or one of the leadership team.

Your sincerely

Rory McGrath  
Headteacher