

# Brownlow Primary School

## Communication Information



MyChildAtSchool

Please download the app



Class Dojo

Please download the app



Tapestry

(EYFS only)

- ✓ **Contact** the office with queries and absence messages
- ✓ Please **DO NOT** message teaching staff directly on BROMCOM/MCAS
- ✓ **Pay** for dinners and trips
- ✓ **Book** club slots
- ✓ **Message or call** regarding changes to adult **PICKING UP** on the same day
- ✓ **View** announcements/ messages for information
- ✓ **Links** to permits/ permissions/ requests for absence forms are available within announcements

- ✓ **View** photographs and information about learning and events in your child's class
- ✓ **View** whole school event photographs and information
- ✓ **Contact teaching staff** via '**Chats**' **only** on **ClassDojo**
- ✓ View calendar for upcoming event information and reminders
- ✓ **NO** Absence messages **or** change to the adult collecting your child on the same day to be sent to teachers as these messages may get missed.

- ✓ **View** photographs and information about learning and events for your individual child
- ✓ Feel free to **add your own posts** and comment on the posts created by staff

**Alternative Office contact details:**

**Telephone:** 01664 562315

**e-mail:**

admin@brownlowprimary.org

### Who do I contact?

Class Teachers	Year band Lead	Mrs Sellars Headteacher	Miss Child Deputy Headteacher	Mrs Adams Assistant Headteacher	Mrs Bunting Behaviour and Pastoral Lead
Should be the first point of contact for an issue in school regarding your child, either in person or send a message via ClassDojo.	For issues related to Year bands please direct your message via the office: EYFS – Hannah Cunningham Year 1 – Helen Ray Year 2 – Hayley Adams Year 3 – Julie Bowen Year 4 – Claire Goodman and Heather Webb Year 5 – Julia Penfold Year 6 – Rachael Smith	Please contact directly regarding any unresolved issues. Please direct your e-mail via the office.	For queries and issues regarding SEND (Special Educational Needs/ Disabilities). Please direct your e-mail via the office.	For queries regarding curriculum and extracurricular opportunities. Please direct your e-mail via the office.	For queries regarding behaviour and pastoral support. Please direct your e-mail via the office.

