



Low Port Primary School's Communication Strategy



To ensure clarity about our methods of communication, please see our communication strategy below. We are happy for you to contact us any time.

School Dates & Information

Groupcall:

This service will be used if the school has some very important information to send to all parents which they must hear as soon as possible. It can be in text or email format. Please make sure the contact details we have for you are up-to-date at all times.



Parent Portal:

Parent Portal will allow you to complete electronic updates for example, EE2 forms for trips, annual data checks and enables access to other facilities such as Ipayimpact.

parentsportal.scot

School Website:

You will find our School Improvement Plan and other useful school documents and information on our school website. <https://lowportprimary.westlothian.org.uk>

Contact Plan - absence/general questions or concerns

School absence: Parents/carers can call or email the school to report an absence.

School Email/Telephone: If parents / carers have any information to pass onto staff, questions to ask, comments to make or concerns to raise, please email the school directly stating which member of staff you would like to contact and why. We will be in touch ASAP. Parents/ carers are also welcome to call the school during the school day if they would prefer.

Senior Leadership Team

Please find a link below to remind you of our staff team and who to contact in Senior Leadership for your child's stage.

<https://sway.cloud.microsoft/loFpLsob78K4CtwL?ref=Link>

If parents/carers need to inform the school about a change of pick up arrangements at the end of the day, please call the school office.

01506 842 060

wllowport-ps@westlothian.org.uk



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Sharing Learning & Teaching

P1-P3 Seesaw:

This is for pupils to use in class and is not used as a form of communication with parents.



P4-P7 Teams:

This is for pupils only. Pupils are asked not to share their passwords with any other adult. This platform is for learning and teaching. It is used for class learning. Your child has their own log in details. If they forget or lose these they can ask their teacher to re-set these or parents can email the school office.



Weekly Newsletter: Each class will share a snapshot of their learning from the week. This will be shared in the Learning Updates section of the weekly Newsletter.

Low Port Low Down: These parent consultations are held twice in the year (October and March). These are face to face and held in school. Details of how to book appointments are sent out closer to consultation dates.

Sharing the Learning Events: As part of our annual Family Learning Calendar, parents/carers will be invited into the classrooms once a term to join in with learning activities. Details can be found in the newsletter.

Wider Achievements

Successes and Achievements Padlet:

We love to hear about achievements out of school.

Parents/carers are encouraged to upload any wider achievements to this link <https://padlet.com/LPPS/low-port-wider-achievements-z942k2auzjqxxl6o> and this will be shared in newsletters and at assembly.

How to Get Involved: Parent Council

Friends of Low Port Primary (FLPPS):

The Parent Council are teams of dedicated parents who support the work of the school. They aim to represent the views of the parent body and organise events/fundraising for the school. You can make direct contact here.

Email: friendsoflpps@gmail.com