



Communication Guidance

Events/ Good News/ Proud Moments		
Method	Access	When
Twitter	www.twitter.com/reachfreeschool or @reachfreeschool	Multiple times each week
Facebook	www.facebook.com/TheReachFreeSchool	Multiple times each week
Newsletter	Emailed to parents, guardians and carers and published on the website homepage.	End of each half term

Permission for events/ Ticket purchases/ Formal notices		
Method	Access	When
Letters	Emailed home to parents, guardians and carers/ published in the 'Parents' section of the website under 'Letters'.	As required
Email / Text	Sent directly to parents, guardians and carers with important or urgent messages or simply as a reminder of an upcoming event.	As required

Catering		
Method	Access	When
Website	Menus are published under 'Catering' in the 'Parents' section of the website: www.reachfreeschool.co.uk . A link to ParentPay to top up your child's account is also in the section.	Every three weeks

Academic Progress		
Method	Access	When
Arbor	Log in at www.reachfreeschool.co.uk/arbor to see information on attendance, progress and Reach Points. You can also update your contact details and information about your child. If you do not have your login details, please contact the school.	As required
Interim Report	Sent home with your child	End of the Autumn Term
Parents' Consultation Day	Invited by letter, appointments booked through Arbor. Please note this event takes place on Saturday 17 th March 2017.	March
Annual Report	Sent home with your child	Summer Term

Contacting Us	
General enquiries/ informing us about issues relating to your child	Call: 01923 224764 Email: admin@reachfree.co.uk
Reporting your child absent	Call: 01923 224764 Email: absence@reachfree.co.uk
Concerns about your child's progress or wellbeing	Contact your child's form tutor via email, call the school, or email the appropriate member of staff to notify them or arrange an appointment to meet.
Matter relating to Special Educational Needs	Contact Laura Fitchett (Assistant Headteacher - SENCo) senco@reachfree.co.uk