



Dear Parents,

Following our recent parent questionnaire there was some feedback regarding communication between school and parents. We want to reassure you that this is an area we are continually working on and appreciate that it is essential that parents and school work together to achieve the very best wellbeing and learning outcomes for your children.

The start of the school day is a busy time - teachers preparing for the day; children keen to come straight into school; parents dashing to their commitments. This does **not** mean that teachers are unavailable to speak to you. If you wish to have a quick word with your child's form teacher please mention this to the person on the gate and they will do their best to find them. Alternatively, they will pass the message onto the teacher requesting them to call you.

Please bear in mind that teachers are class-based and often have meetings or extra-curricular activities during lunchtime and after school, therefore they will endeavour to return your call within the school-working day.

We have just launched, this term, a new Management Information System where eventually modules will be open for parents to view. ParentMail has been replaced with the MIS email module and we will be using Microsoft Forms when responses are required.

This communication has been sent using both ParentMail and the SchoolKompanion, [noreply=schoolkompanion.co.uk@hubmis.com](mailto:noreply=schoolkompanion.co.uk@hubmis.com), (check your junk mail and accept this sender for future correspondence). We ask you to check that you have received an email from SchoolKompanion, if not please can you inform the office using [secretary@lyndhurstschool.co.uk](mailto:secretary@lyndhurstschool.co.uk).

#### [Lyndhurst Website](#)

We are regularly working on the school website, improving the content and enabling you to access specific information. You will find on the school website our main policies and also a selection of [forms](#) including Absence, Medical and Off Games forms.

- **Calendar** - do use the school calendar. You can choose to select agenda view option and select the plus option to sync with your own personal online calendar.
- **Newsfeed** - this has replaced the class blogs and is updated regularly ensuring that you have an overview of Life at Lyndhurst.
- **Trips, Workshops & Events** - all school events for each term will be published on the calendar by the end of the previous term.
- **Parent Teacher Meetings, Christmas Fayre, Inset Days, Term Dates** - these are already booked for Autumn Term 2022/23. Please see the [school calendar](#).

For any urgent matters ring the school office, if the phone is not answered please do leave a message as this will be picked up. Please do not email for anything urgent, as we cannot guarantee when it will be read. If there are changes to your child's daily pick up routine the earlier you can communicate this with us the smoother the pick-up will be.

We have created a table (see attached), with the various means of communication we provide at Lyndhurst and the ways we envisage that they should be used. However, if you feel there is a particular area we can improve on further please do not hesitate let us know.

For ease of reference, a copy of this letter will be saved on the website - [Communications](#).

Along with all the school-initiated forms of communication we do request parents to be proactive in seeking contact with us and letting us know immediately if you feel our communication is not to the high standards, we expect of ourselves. We are always reflecting and seeking ways to improve across all areas of school life.

Yours sincerely,  
Mr A Rudkin  
Headmaster