

August 2011

Communicating with Parents

In order to reduce the amount of paper used by the school where possible we communicate with parents via email. Certain information, such as reports and grades, will be sent by post. The exception is the August mailing; with so much information to pass on at one time and the possibility that you may be away, we believe it is better for you to receive a hard copy.

Enclosed with this mailing are several items for your attention. Some letters require a response from you (you may return all reply slips to school in one envelope and we will ensure that they reach the appropriate staff). Others are for your information.

The email address we hold for you will be used to send all future information, including letters about school visits, parents' evenings, school events etc via **Clarion Call** (a communication service used by Sibford School). In emergencies (such as last minute changes or adverse weather conditions which disrupt planned activities) we may use Clarion Call to contact you by text or voice mail to your mobile phone. The Clarion Call service is environmentally friendly, cost-effective and quick. If, however, you are unable to be contacted by email please let us know. Please ensure that your computer understands that information sent from the school is not junk mail. We can assure you that the contact details provided by you are totally secure.

If you change your email address or telephone number or if you move house during the year please let us know so that we can be sure to have up-to-date contact details.

A '**Green Book**' will be sent during the second week of the new academic year. This provides you with a paper copy of important information, much of which can also be found on the Parent and Pupil pages of the school website www.sibford.oxon.sch.uk. The website contains useful information and is updated frequently. Please bookmark it and check it regularly.

A **Parent Contact Directory** which many parents find useful for making arrangements will also be sent to you during the second week of the new academic year. If you wish to be included in the directory please complete and return the Parent Contact Directory form by 6th September. Please note that the directory is completed and printed on 7th September and therefore late entries will not be possible.

For academic or pastoral issues your child's Tutor is the first point of contact. School reception can often help with requests for information, or will pass messages on if required. Alternatively you can email staff using the format initialsurname@sibfordschool.co.uk. Whilst every effort will be made to respond promptly to your phone call or e-mail please allow 48 hours for a reply as teaching staff may not have the opportunity during the school day to access their correspondence.

A **Parent Handbook** is available on the Parent and Pupil pages of the school website and contains full information about communicating with parents, school routine, day pupils' travel, pupils' conduct and care, uniform and equipment, valuables, educational visits, school fees, PSFA (Parents, Staff and Friends Association) and also additional information for boarders. A **Junior School Handbook** is also available on the school website.