



Parent Communication Top Tips



Schools for
Every Child

We believe that clear, open communication between the school and parents/carers has a positive impact on pupils' learning at RPS. Our Home and School Communications Policy outlines our communication methods in more detail. This can be found on our school website.

Dojo/Tapestry

- Parents can contact class teachers directly using Tapestry/Dojo.
- Teachers will respond to communications in working hours and on working days (8:00am-4:30pm).

Parents can:

- Comment positively on class stories
- Message the teacher directly about learning, class activities, homework, wellbeing behaviour or to book a meeting
- Message the teacher directly about pick up arrangements (prior to 8:30am on the same day)
- Share home achievements with the whole class or directly with the class teacher
- If the issue is urgent, parents should call the school office.



School Office

01268 775712

schooloffice@rayleighprimary.org.uk

Opening hours: 8am-4.30pm Monday-Thursday/ 8am - 4pm Friday

Parents can email the school office regarding:

- Attendance and absence requests
- Medical information/updates
- Payment queries
- Scheduling meetings with members of staff. (Please contact the class teacher directly via Tapestry/Dojo).

Please call the office for urgent communications to the class teacher and for family emergencies/safeguarding or welfare issues.



We have an open door policy at Rayleigh Primary School, teachers are available at the end of the school day for quick communications.

