

Messages

General messages can now be shared via the ClassDojo messaging service or via the school office. Please note absence and safeguarding concerns must be reported via the school office **01228 670393**

Complaints

Concerns should be raised with the class teacher in the first instance via an appointment or ClassDojo message. If these are not resolved then the Headteacher can be contacted via an appointment. Formal complaints must follow the complaints procedure which can be found on the school website

ClassDojo

School staff now use ClassDojo as a communication and notification platform to share information. We also aim to be a paperless school so school information will be provided via this service. Please note class teachers will only respond to ClassDojo messages during working hours and when not directly teaching the children.

Please note absence and safeguarding concerns must be reported via the school office **01228 670393**

Term Dates

Please ask for a paper copy from the school office, alternatively please check online at [School term and holiday dates | Cumbria County Council](#)

School Website

The school website features up to date news, key information, curriculum updates and school policies. The school website address is: www.castlecarrock.cumbria.sch.uk

School Newsletter

The school Newsletter is digital. It is sent out via email to parents. It will also be published fortnightly on the school website. This contains a fortnightly review and upcoming school dates.

Social Media

We use our social media to promote the fun, interesting and wide curriculum that we offer your children. This includes updates and photos of Castle Carrock children participating in activities.

For further information regarding the use of social media you can find our GDPR, Home/School Agreement and E-Safety Policies on our School website.

Facebook: [Castle Carrock School and Friends | Facebook](#)

Twitter: [@CastleCarrock](#)

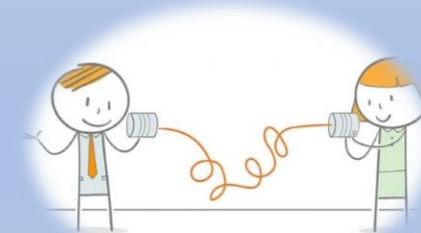
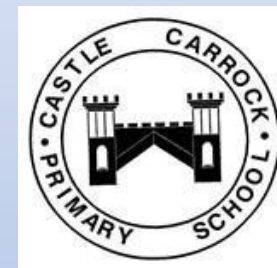
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Castle Carrock
CA8 9LU
01228 670393

finance@castlecarrock.cumbria.sch.uk

Castle Carrock

Primary School

**Parent & Carer
Communication and
Information Leaflet**



Castle Carrock School Day

8.50 am Gate opens for all pupils; KS2 go straight into class.

9.00 am School starts and the gates are closed

3:15 pm School finishes

6:00pm After School club finishes

Uniform

Castle Carrock uniform can be purchased online https://www.conistonshop.com/Castle-Carrock-Primary-School_111/school/index.php

School and Parent Events

We have many school events such as Harvest Festival, sports days and productions etc. Parents will be notified of these via our messaging services and social media platforms. Advance dates will be provided on the school newsletter.

Friends of Castle Carrock School

We have an active PTA which meet regularly to organise events that support our school.

If anyone is interesting in supporting or joining our school PTA please get in touch with Becky Pasfield or Janet McNeil

Absence

If your child is too ill to attend School, parents/carers should contact School as soon as possible by telephone on **01228 670393** preferably before 8.45am. Please give your child's name and the reason for the absence. We ask that you contact us each day that your child is absent.

If school have not received a reason for absence, then the following procedure will be followed to safeguard our children:

1. School will telephone the first name on the contact list to confirm the reason for absence
2. If there is no response to the telephone call, school will telephone the second name on the contact list.
3. If there is no response, school will ring numbers on the contact list, until a reply is received.
4. If school have had no response, a home visit will be made if possible, by either school staff or other agencies working with the family.

Time out of School requests

Taking your child out of school during term time may harm your child's academic progress.

Absences may only be authorised at the discretion of the Headteacher in EXCEPTIONAL circumstances. Please complete a Leave of Absence Request Form which are available from the school office.

Parents' Evenings and Formal Reporting

Formal face to face parents' evenings will be held twice yearly. These are an opportunity for parents to discuss their children's academic progress, initiate support and discuss their wellbeing with the class teacher.

We will also hold an open book afternoon, where parents are invited to view their children's work. Written reports will be sent out yearly at the end of the academic year. They will report on the children's academic progress and key learning behaviours.

SEND

If your child has SEND they will have a Pupil Support Plan updated regularly and shared with parents. Parents of children with SEND will be consulted to gain input into your child's learning and development.

Medical and Health Care plans

If your child requires regular medication or needs a healthcare plan due to an allergy or ongoing illness such as asthma please inform the school, office who will complete the necessary paperwork with you.