

School Communication Policy

Our approach to communication

We want to ensure that communication between school and families is clear, consistent and managed effectively.

From October 1st 2026 , we will use ClassDojo to share information and updates with parents and carers.

ClassDojo

ClassDojo will be used by school to:

- Share important school information and announcements.
- Provide updates about school activities, events and reminders.
- Share relevant information with parents and carers.

The ClassDojo messaging service will be disabled. Parents and carers will therefore not be able to contact staff directly through ClassDojo.

Contacting the school

All enquiries, questions or messages for school should be sent to the school office using the following email address:

info@stbotolphs.enhanceacad.org.uk

Using the school office as the main point of contact will help us ensure that enquiries are directed to the appropriate member of staff and dealt with promptly.

Please do not use ClassDojo to contact individual members of staff.

Class teacher will also be out on the playground at 8:40 each morning alongside the Headteacher and our Learning Mentors (Mrs Bailey and Mrs Haigh)

Urgent matters

If you need to contact school about an urgent matter during the school day, please contact the school office directly on 01977 677494

We appreciate your support in following this communication policy and helping us to maintain clear and effective communication between school and families.

Thank you for your continued support.