

Making contact @ Lamlash Primary School

Lamlash Primary School has a range of ways for families to contact school and also for school to contact families. With this document we hope to clarify who to contact and how in a range of situations.



Seesaw

All pupils have a 'Seesaw Class' which they are assigned to at the start of the year. This will be used to share and celebrate students' achievements and learning with families and classmates, and also to increase efficiency of communication with parents/carers.

Parents/carers are encouraged to 'like' and comment on pupils Seesaw posts.

Seesaw messages can be used to contact the class teacher or to contact Mrs Marriott as Principal Teacher. Please remember that there is no expectation that parents should receive a reply from a teacher in the evening or at weekends.

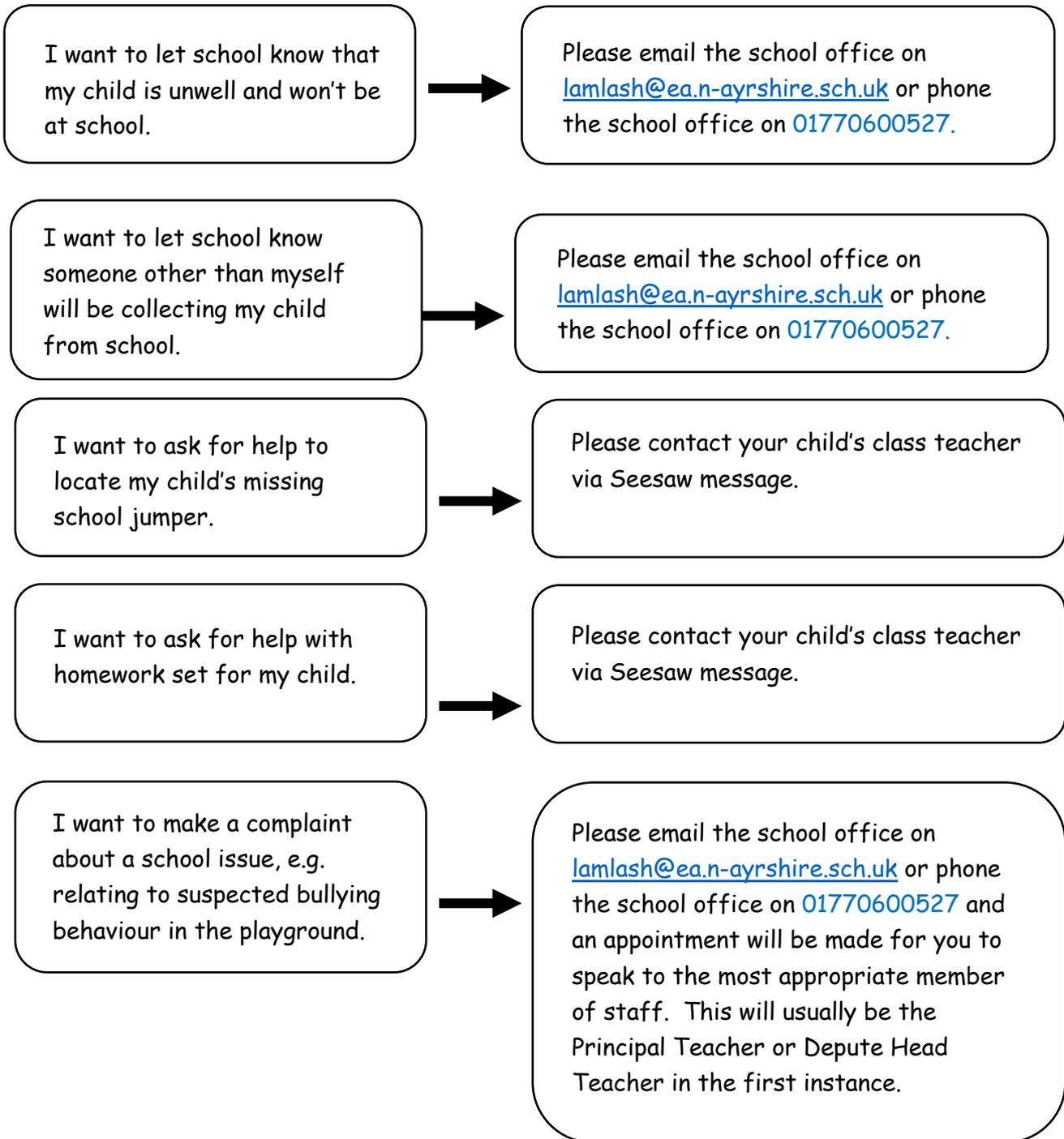
Messages sent between class teachers and families should be relating to work posted on Seesaw, reminders of class/school activities and discussion around teaching and learning. Any other communication required, such as behaviour related messages, between class teachers and families should be sent via the school email (lamlash@ea.n-ayrshire.sch.uk) or discussed on the phone (01770600527).

If a parent does use a Seesaw message to discuss behaviour of a pupil/pupils then they are reminded that discussions such as these should take place via the school email or phone. Class teachers will reply with the use of the standard quoted message 'Thank you for your message. I will pass your concern to SLT.'

Parents are politely asked **not** to report any absences via Seesaw messages, but to ring or email the school office.

Parents are politely asked **not** to report any changes to whom is collecting pupils via Seesaw, but to ring or email the school office.

Possible scenarios where you need to contact the school:



If you still feel unsure who or how to contact regarding a question, then please do contact the school office and Miss Lyle can direct you.