Linlithgow Primary School
Effective Home / School Communication Strategy

OUR AIM: To ensure that we have effective systems in place, to enable highly effective communication, between home, school and the wider community.

At LPS we primarily use **email** to ensure effective lines of communication between home and school. Through the effective use of email, parents can expect to receive all school correspondence including monthly newsletters, feedback questionnaires and any other information related to the day-to-day running of the school.
In the interests of equity, we also provide paper and translated copies of all correspondence for those who need it. Please speak to our office staff if you would like to receive correspondence in this way. We are always happy to help.
In the event of an emergency at school parents will always be contacted via group call text or telephone.
Please note, we'd kindly ask that we have an up-to- date phone number and email address for parents/carers, at all times.

CONTACTING THE SCHOOL
You can contact the school via telephone, 01506 280093 or by email, wllinlithgow-ps@westlothian.org.uk.
Please email the school office in the first instance who will direct your message to the relevant member of staff.

Our line-managers for key stages are:

Mrs Crighton, Head Teacher (Seconded)	Nursery, P1 and whole school
Mrs Gordon, Depute Head Teacher (Acting)	P4 and ASN
Mrs Menmuir, Principal Teacher	P2 and P3
Miss Noble, Principal Teacher	P5, P6 and P7

If you would like to arrange a meeting in person, please contact the school office and they will arrange this for you. We are always happy to meet with you.

IN PERSON COMMUNICATION:
- Parent Consultation Evenings (twice a year)
- Family Learning events
- Regular IEP / Child Planning meetings
- Requested meetings- we have an open door policy and parents are welcome to speak with staff at any time
- Parent Council meetings and Parent Council year group representatives

PAPER BASED: (SCHOOL BAG MAIL)
- End of year Pupil Profile report (June)

TECHNOLOGY BASED COMMUNICATION:
- Email
- School Website
- iPayimpact
- Parentsportal
- Termly learning overview (to share planned learning, for classes, for the term)
- P1-3 Seesaw – platform to share home learning/homework – and pupil profiles
- P4-7 Microsoft Teams – platform to home learning/homework – and pupil profiles

TECHNOLOGY BASED COMMUNICATION		
Email	Two-way communication	Please direct all emails to the school office in the first instance who will direct your email to the relevant member of staff. Please note that a response may not be immediate but we will always reply and aim to do so in a timeous manner. We aim to have all correspondence replied to within 48 hours.
ParentsPortal		The single point of access for online school payments (iPayimpact) and a variety of additional services to support you and your child. All parents / carers should register for this portal to link with their child. This ensures safe communication of documents between home and school, i.e – annual data check.
P1-3 Seesaw		Online platforms for pupils to access learning tasks from home/complete homework and to share pupil profiles.
P4-7 Teams		
Feedback Forms		You will regularly receive forms asking for your feedback. We kindly ask that you do complete these, where possible, as your feedback is important to us and it helps us to improve our school. The forms should only take a few minutes to complete.
Website	One-way communication	Here you will find an abundance of information about the school. • Contact details • School staff • Uniform • Lunch menu • Calendar • School term dates • School documents • Policies and procedures Please familiarise yourself with our website and use this as a point of reference when needed. https://linlithgowprimary.westlothian.org.uk/
E-Newsletter (monthly)		You will receive a link via email to access our e-newsletter which is issued monthly. This newsletter should keep you up to date with the life of the school, current initiatives, school and pupil achievements and calendar dates.
Learning Overview Sway (termly)		Each term, you will receive an email containing a link to a Sway, which shares the planned learning for each class in school, for the term. This will enable you to discuss learning at home and contribute, if relevant. We always welcome visits from parents/carers who may want to bring their skills, into school, for the benefit of our pupils.
Achievement Sway (bi-annually)		You will receive a link, via email, to access a Sway document which shares pupil achievements from both within and outside of school. 2x per session. We normally share this before the October or Xmas break and then again, at the end of the session. This Sway will detail both class and individual achievements and it is a way of celebrating the many successes of our pupils.

Created: December 2024
Reviewed: August 2026