



Wyburns Primary School

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Head of School: Mrs Jo Sampson

Wyburns Primary School – Parent Communication Guide

Dear Parents and Carers,

We understand that keeping track of school information can sometimes feel confusing. To help, we have put together this guide outlining the main ways we share information with families, so you always know where to look.

1. Google Classroom

- **Purpose:** For children's learning and homework.
- **Details:** Homework tasks, resources, and class activities are set here.
- **Access:** Each child has their own login. Parents can view tasks and deadlines but should direct specific questions to class teachers.

2. School Website

- **Purpose:** General information for parents and carers.
- **Details:** Policies, term dates, school calendar, newsletters, and contact details.
- **Access:** <https://www.wyburns.org/>

3. Letters

- **Purpose:** Specific information about events, trips, clubs, and activities.
- **Details:** Letters are sent via email.
- Always read letters carefully—they contain the most accurate and up-to-date information about individual events.

4. Newsletter

- **Purpose:** To support communication from the school to parents.
- **Details:** Monthly newsletter summarises key dates, reminders, and school news.

5. Email / Phone Calls

- **Purpose:** Urgent messages or clarifications.
- **Details:** Occasionally used by class teachers or the school office for reminders or important notices.

Thank you for your continued support

Kind regards

Mrs J Sampson

Head of School

