



**Education Resources**  
Executive Director **Carol McKenzie**  
Head Teacher **Miss Angela Sneddon, Carstairs Primary School**



**Our ref:**  
**Your ref:**  
**If calling ask for:** Miss Sneddon  
**Phone:** 01555 870462  
**Date:** 01 March 2024

Dear Parent / Carer

### **School Communication + Keeping Up to Date**

We have always taken great pride in going to great lengths to ensure that we share as much information about the life of our school as possible with our families. Huge efforts have been made over a very long period of time to share communications in a wide variety of ways, including sharing the same information on different communication channels, for your ease of access. We continue to be wholeheartedly committed to excellent communication with you, and to keeping you fully up to date and involved in the life of the school.

For the last few weeks, some of you may have noticed that we have not issued an end of week update email. These had been used for a time this school session to replace the weekly newsletter (which had previously been consistently shared on a weekly basis since August 2014), in the hope that parents would access these emails more readily than the weekly newsletter.

We are conscious that for many people this, and other school emails, may get 'lost' in already overloaded inboxes and a host of personal app notifications. Given that much school information shared via email continues to need to be repeated in different ways, we will now seek to minimise school email communication.

End of week update emails will no longer be issued, going forward. Instead, a monthly newsletter will be shared on Parents Portal and on our school website only. Week to week, snapshots of learning and the life of the school will be shared on Twitter (X) - @CarstairsPS is our handle.

Parents Portal is now the core method of school communication. Where relevant, letters will also be added to the school website. When replying to consents on Parents Portal, we ask for your vigilance in responding. This helps our organisation and preparation for events a great deal. We do understand that notifications from a host of apps and inboxes can feel a bit much at times but do ask for your full support in engaging with the materials that we issue.

In keeping with the move to minimise email communication, we ask that as standard, all parents always telephone the school office, in the first instance, with absence messages and also with messages about changes to the children's end of day or pick up arrangements, please. Ideally, changes to pupil end of the day arrangements will be received in the morning.

Thank you for your continued support and understanding.

Yours sincerely

*A. Sneddon*

A Sneddon  
Head Teacher

Carstairs Primary School, Green Avenue, Carstairs, Lanark, ML11 8PT  
Phone 01555 870462 Email: office@carstairs-pri.s-lanark.sch.uk



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