



"Learning to be the best we can!"

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Dear Families

COMMUNICATION FROM BITERNE MANOR



When sending important information to parents we like to do this by email or in app messaging. It may be that we are hosting an event in school, or the children are going on a class outing, or we have to cancel an after school club at short notice. By communicating in this way, you can be sure of receiving the message rather than by 'pupil mail', which often gets mislaid or forgotten on the way home. It is also easier for the office staff to use this method rather than making endless phone calls.

To allow us to use this method, it is vital that we have your email address and mobile phone number which you access most often. If you think you haven't put this information on your child's registration form, please let the office know so we can update our records. If you change the details at any time, it is important that you inform the school office.

ARBOR APP

Once your child has started school you will be sent a welcome email to download the Arbor App. This App offers a range of functions including visibility of your child's attendance, the ability to book parents evening appointments and most importantly a free in-app messaging service where you can inform us of your child's absence if they are unwell and we can inform you of any minor bumps which may occur throughout the day.

CONFIDENTIAL ONLINE PAYMENTS

At Bitterne Manor we also encourage our parents to pay for school meals, uniform and trips by using our online payment system 'SCOPAY'. This system allows you to view your child's balances using the internet. Once your child has joined the school, an online account will be created for you. You will then be given the access details along with a unique password, which you are able to change.

I'm sure you will agree that with this technology at our fingertips you will be better informed about your child's school and appreciate the importance of keeping in touch.

Yours sincerely

Mrs K. Niziolek
Business Manager

