



8<sup>th</sup> September 2021

Dear Parents/Carers,

### **School Communications**

We plan to use the following methods to communicate with parents and let you know about upcoming events and important information. If you have changed any of your contact details it is important that you let us know as soon as possible.

**Letters** – We will continue to upload letters on the Seesaw app and on the school website. We will also notify parents via the school mobile when a letter is available. We may send out paper copies of letters every now and then.

**Class Newsletters** – These will be sent out at the beginning of each half term and contain your child's learning objectives and any useful class information and dates.

**Weekly School Newsletter** – The school newsletter will be posted on Seesaw each week. This includes Golden Book information and all upcoming dates for events and assemblies.

**Seesaw** – We will continue to use Seesaw app throughout the entire school (<http://seesaw.me>), this is used by your child in class and can be used for homework and remote learning. We have attached your family invite for Seesaw, please use this to join Seesaw so that you can view your child's work and all letters and messages sent out by the school office. If you have any difficulty accessing Seesaw please speak to the school office.

### **Contacting the school**

**Telephone, absence line and voicemail** - If you need to contact the school regarding your child or any absence please call the main school phone on **0191 222 0259**.

There are voicemail options for absence (option 1) or to speak to the school office (option 2). We are still not always able to answer the phone before 9am or after 3pm so please do leave a voicemail and it will be picked up as soon as possible.

**School mobile** (07398 887 924) – The school mobile will be used to send important texts and notifications to parents, **however**, please only contact this number if it is Covid related. All other enquiries should go to the main school phone. Any non-Covid related messages will be dealt with during school hours.

**School email** – Parents are welcome to contact school via email [info@grasmereacademy.org.uk](mailto:info@grasmereacademy.org.uk) This email address is monitored during school hours, if your message is urgent please call the school landline **0191 222 0259**.

### **ParentPay for School Meals – A message from North Tyneside Catering Services**

North Tyneside school meals use ParentPay to pay for school meals in secondary, middle, and primary schools.

All parents need to activate their ParentPay account even if your child is entitled to free school meals in reception, year 1 and 2, to keep a check on their school meals balance and receive important updates about the service. A school meal costs £2.25 a day and all pupils in Year 3 and above must pay for school meals.

To check eligibility for free school meals you must apply online at [www.northtyneside.gov.uk](http://www.northtyneside.gov.uk) and enter 'free school meals' in the search bar. If you don't have an e-mail address, please call to register for free meals (0191) 643 2288 choose option 3

ParentPay is managed by Catering Services, not your school, so please do not ring the school with queries. Please email [parentpay@northtyneside.gov.uk](mailto:parentpay@northtyneside.gov.uk)

Thank you for your support,

The school office

