



Communications at CFS

The following methods are used at school to communicate with parents, staff and the wider community who support the school

Parent Emails: Parents are sent regular emails from school by MailChimp. This is the primary method of communicating with parents. Please check email daily.

Brown Envelopes: These are issued to the eldest child in the family and are sent by the office usually via the form teacher. The contents of Brown Envelopes need to be read, and any forms signed and returned in the envelope. Parents are also requested to sign the front of the envelope to indicate that they have received the information. School reports are usually sent home via the brown envelopes as well. A comprehensive form requesting updated information is sent out at the beginning of the academic year, which parents should complete and return as quickly as possible via the Brown Envelope.

Class Letters: Classes in Lower and Middle school produce regular communications directly to parents covering the curriculum content in different subjects and topics, and sometimes request items to use in school projects. In Upper School a comprehensive booklet is given to all parents at an information evening at the beginning of year 9 outlining information on all aspects of exam subjects and expectations of teaching and the learning environments.

Trip Letters and Forms: Trip forms for local trips are sent home for parents to be aware of upcoming excursions. There is often a cost involved which parents should respond to promptly. (Permission for trips is obtained annually through Information Update Forms, though for residential or London trips additional permission is requested.

Website: The school website URL is: www.cfschool.org.uk where you will find school related information including diary dates, uniform lists, blogs and other general information. The other main aim of the website is to provide a context to the vision and mission of the school. School policies can also be accessed from the website. The Parent-Educational Team Agreement is particularly important for parents to be familiar with.

We also have a marketing website to introduce new parents to some of the concepts behind school: www.cfschool.live

School Notice Boards: We have two boards: One by the side gate entrance to the playground and another on the playground by the first door into school. Reminder notices are often displayed here.

School Emergency Text: In case of an emergency eg. school closure for extreme weather, school will send an emergency text to parents. This method replaces parent rep communications from school to comply with GDPR regulations.

The following communication platforms are parent- led and individuals can request to subscribe and unsubscribe to the group. They are therefore compliant with GDPR Regulations.

Parent Texts/WhatsApp: All classes have a parent led, text and WhatsApp group. This is coordinated by parents and for parents and is a good way of asking quick questions and clarifying information as well as building class parent community. Parents are encouraged to contact their class rep if they would like to be included.

Wider Community Prayer WhatsApp: Occasional prayer requests are communicated by parents or other members of the community. We have also used this platform for focussed times of daily prayer. Students are not part of this group, but parents and staff can request to be included.

CFS Facebook Page: This is for current or past parents only and is another platform for exchanging comments and asking questions. Parents can request to be included.

Other opportunities for contact between specific parents and teaching staff:

Parents from years R-8 can generally have a brief word with form teachers on the school yard in the morning or collection time. There is also a point of contact teacher on the yard until 3.45pm. To speak to an Upper School teacher, parents can request an appointment via the school office. Staff can also arrange to meet with a parent via the office or occasionally a direct phone call.

Information to communicate to school:

Reporting Absences: Parents should phone the school office between 8:40am and 8:50am on the first day of absence and by 10.00am at the latest. Please keep school informed regularly every couple of days in case of a prolonged illness.

Term-time Absence: Parents are requested to carefully consider the full impact of asking for time away from school, on both the child and the class, and school community. Our policy is to only authorise holidays or sessions away in exceptional or unusual circumstances. Parents are asked to make a request at least 2 weeks in advance by letter or via email to info@cfschool.org.uk before any tickets are booked.

An Authorised absence is only granted at the discretion of the head teacher.