



Communication and Information Sharing at Park House School

We aim to keep all stakeholders well informed of everything that happens at PHS. Below is a summary of those channels to support you to feedback or to source information.

Unless it is an emergency, we will aim to respond within **24 hours** of receipt of your communication during the working week.

Main Telephone Number	Website	In person
01635 573911 General enquiries and pastoral queries about your child Staffed between 8.00am and 4.00pm term time only	All relevant information is freely available on the school website . Also use the contact us tab on the website to access: Contact us and the Key staff	Pre arranged meetings i.e. attendance Dropping off of equipment Year group meetings i.e. Curriculum evening, Year 9 Choices meetings etc Reception hours 8.00am to 4.00pm term time only
Social Media	Email	School Calendar
A great source of up to date events and reports of events Our TWITTER account; @PHSnewbury Our INSTAGRAM account; @PHSnewbury	office@parkhouseschool.org for all enquiries, this is monitored during the day and is forwarded to the correct person	This is available on the school website. And can be viewed here
Fortnightly Headteacher letter & Monthly newsletter	Regular letters	MCAS App for your Smart device
This will be distributed fortnightly - emailed out to all those identified as student contacts	These will be emailed and a link to the relevant part of the website texted. Please make sure you keep your details updated	MCAS parent engagement tool This App will also allow us to share information with you. It will be how you receive your child's reports at the end of each term. Please visit here to set your account up
Safeguarding	Attendance	Celebrating Successes
If you have any concerns, at all, about the safety of any of our community please email: safeguarding@parkhouseschool.org	Please call us to report any absence, please do everything you can to ensure every child is in school, every day. If you feel it is a definite emergency: attendance@parkhouseschool.org or 01635 953183	Please email Mr Bale, gbale@parkhouseschool.org , with any successes your child has had outside of PHS. We would really like to celebrate their achievements in the school.