

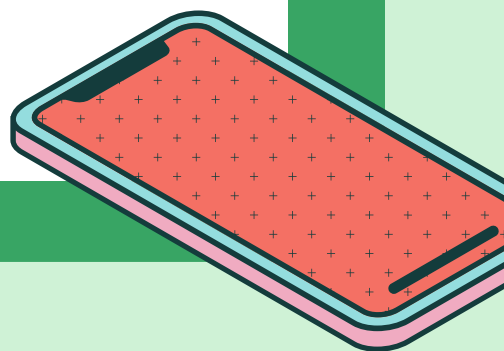
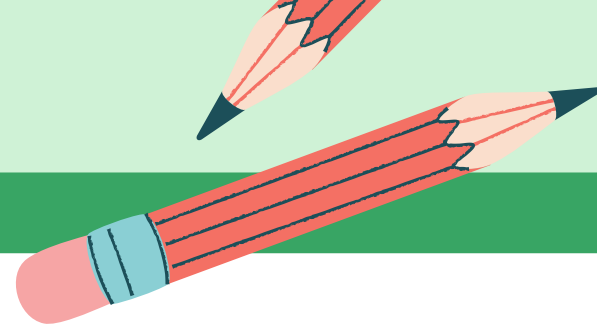


The Federation of  
Orchard Primary School  
Southwold Primary School  
Hoxton Garden Primary School

## Coffee Morning

# Communications: How to access information about the school, events and my child's learning

Justina Browne - Communications Manager



**My name is  
Justina Browne**




**I am the  
Communications Manager at the  
Viridis Federation of Orchard,  
Southwold and Hoxton Garden  
Primary Schools.**

- **Where can I find the school dinner menu?**
- **Where can I find the information about PE?**
- **Where can I find the term dates?**
- **Where can I get updates on what my child's class have been learning?**
- **How will I know what events are happening at the school?**

- **How can I contribute to school events?**
- **Where can I find out about the curriculum my child is learning?**
- **Where can I find the school's policies?**
- **Where can I find information on the school's SEND provision?**
- **How can I communicate with the school?**

## **Questions to be answered**

# Our News and Information Channels

Channel	How to get access to the channel	Type of information shared on channel
 <b>Orchard Website</b> <b>Southwold Website</b> <b>Hoxton Garden Website</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.orchard.hackney.sch.uk">www.orchard.hackney.sch.uk</a></li> <li>• <a href="http://www.southwold.hackney.sch.uk">www.southwold.hackney.sch.uk</a></li> <li>• <a href="http://www.hoxtongarden.hackney.sch.uk">www.hoxtongarden.hackney.sch.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>• All school information.</li> <li>• Curriculum information.</li> <li>• Policies and procedures.</li> <li>• News, events and trips.</li> <li>• Term dates.</li> <li>• Newsletters.</li> </ul>
 <b>Facebook</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.facebook.com/ViridisSchools">www.facebook.com/ViridisSchools</a></li> <li>• <a href="http://www.facebook.com/OrchardPrimary">www.facebook.com/OrchardPrimary</a></li> <li>• <a href="http://www.facebook.com/SouthwoldSchool">www.facebook.com/SouthwoldSchool</a></li> <li>• <a href="http://www.facebook.com/HoxtonGarden">www.facebook.com/HoxtonGarden</a></li> </ul>	<ul style="list-style-type: none"> <li>• Class based news.</li> <li>• School-wide events.</li> <li>• Local community-related events.</li> <li>• School opening and closures.</li> </ul>
 <b>Twitter</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.twitter.com/ViridisSchools">www.twitter.com/ViridisSchools</a></li> <li>• <a href="http://www.twitter.com/Primary_Orchard">www.twitter.com/Primary_Orchard</a></li> <li>• <a href="http://www.twitter.com/SchoolSouthwold">www.twitter.com/SchoolSouthwold</a></li> <li>• <a href="http://www.twitter.com/HoxtonGarden">www.twitter.com/HoxtonGarden</a></li> </ul>	<ul style="list-style-type: none"> <li>• Class based news.</li> <li>• School-wide events.</li> <li>• Local community-related events.</li> <li>• School opening and closures.</li> </ul>

# How to keep up-to-date online



1

Access these  
pages from your  
devices and  
familiarise  
yourself with  
them!

2

Follow and  
interact with the  
pages now!

3

Set your  
notifications to  
get regular  
updates!

+ Follow



# Where can I find the school dinner menu?

➤ Go to the school's website

➤ Click on 'Parents Guide'

➤ Click on 'Information for Parents'

➤ Click on 'School Dinners'

OR

➤ You can request copies at reception

 You can also access information on free school meals here





# Where can I find information about PE?

## PE Kit:

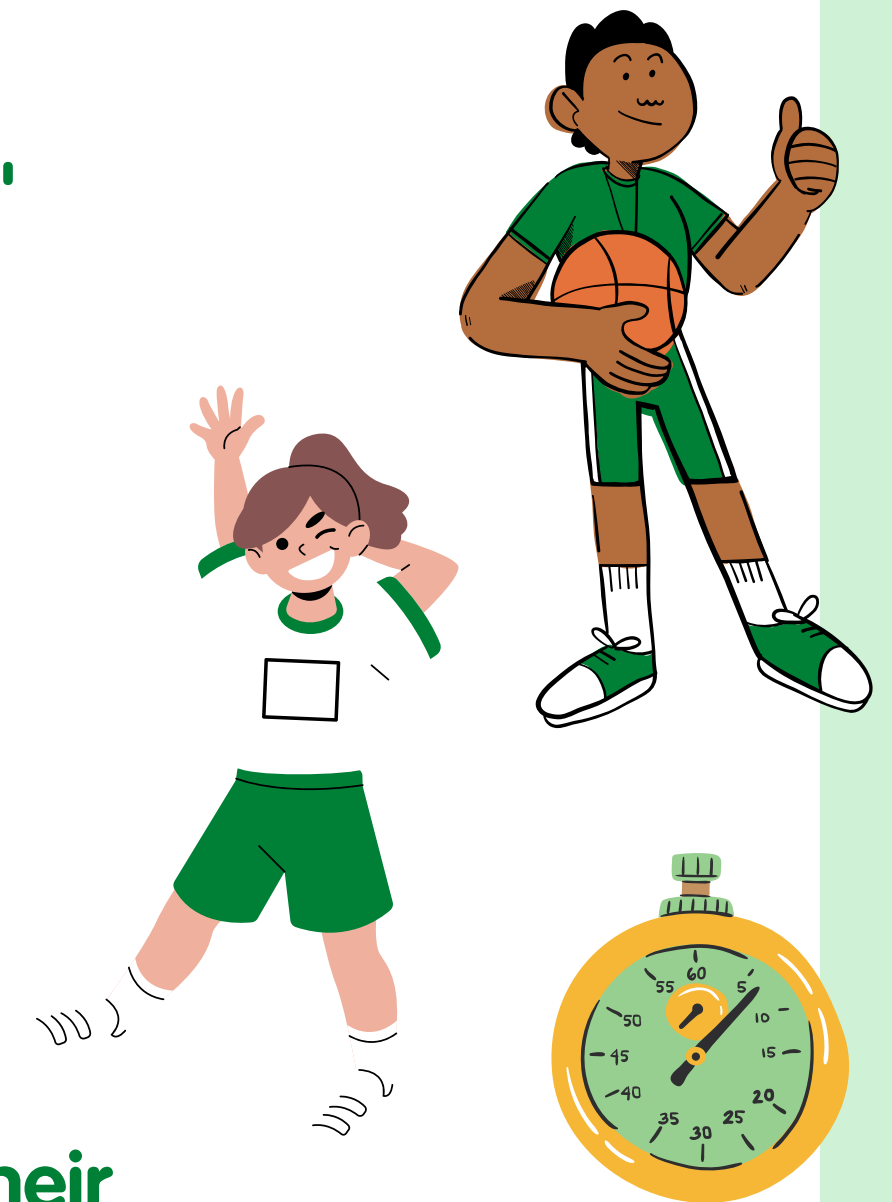
- Go to the school's website
- Click on 'Parents Guide' then 'Information for Parents'
- Click on 'School Uniform'

## PE Curriculum:

- Pick up a leaflet from the school reception area

## PE Days:

- At the start of every term your child gets a leaflet in their bookbag about PE days
- You can also ask your child's teacher



# Where can I find the term dates?

## School Website



**Go to the school's website**

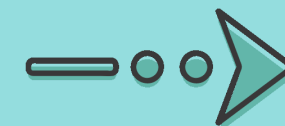


**Click on 'News and Events'**



**Click on 'Term Dates'**

## Fortnightly School Newsletters



**Look out for the information in the fortnightly school newsletters**



# Where can I get updates on what what my child's class have been learning?

## School Website

Go to the school's website

Click on 'News and Events'

Click on 'News Archive'



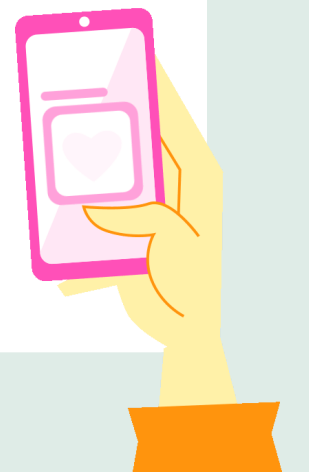
## Fortnightly Newsletters

Look out for the information in the fortnightly school newsletters

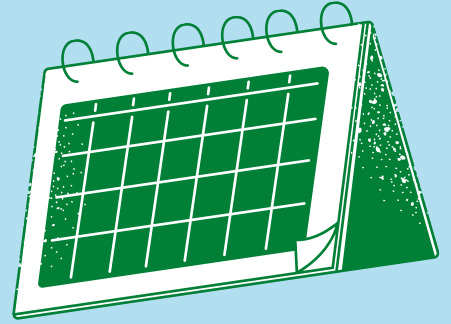


## Social Media

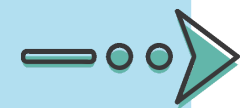
Follow and view the school's Twitter and Facebook pages



# How will I know what events are happening at the school?



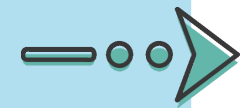
## School Website



**Go to the school's website**



**Click on 'News and Events'**



**Click on 'Calendar'**



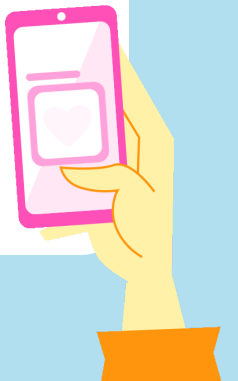
**Look out for the information in the fortnightly school newsletters**



**Also, information leaflets are sent home a week in advance.  
Check your child's book bag**



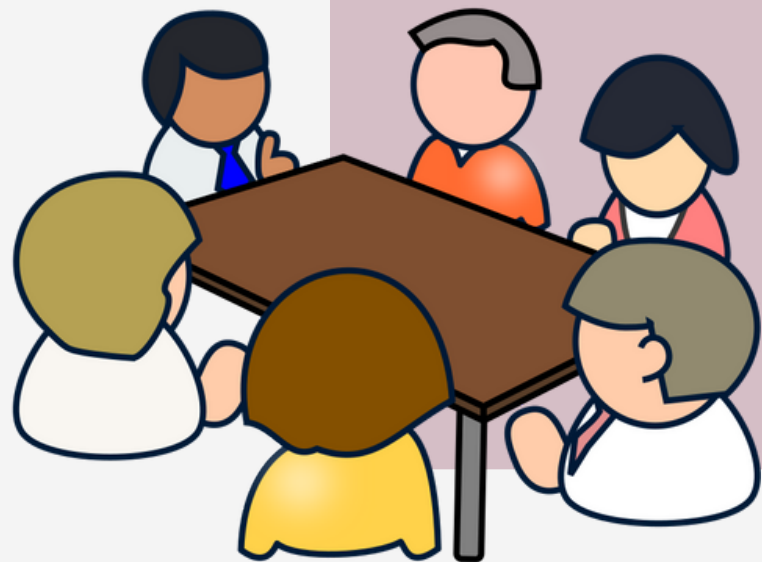
**Follow and view the school's Twitter and Facebook pages**



# How can I contribute to school events?

## Parent Teacher Association (PTA)

Ask how to join the PTA at reception. You can take part in key community events such as fundraising events, Christmas events, summer activities etc



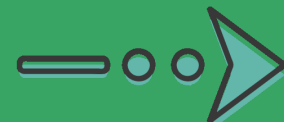
## Volunteer

- Go to the school's website
- Click on 'Policies'
- Click on 'Volunteer Policy' and download it
- Fill in the form at the end of the policy and hand it in to reception

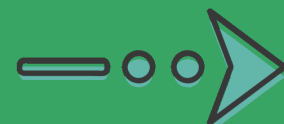


# Where can I find out about the curriculum my child is learning?

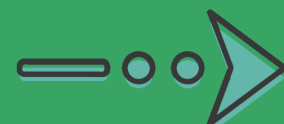
## School Website



**Go to the school's website**

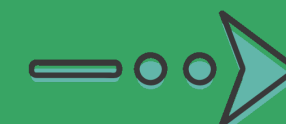


**Click on 'Curriculum'**



**Click on 'Subjects'**

## Printed Curriculum Leaflets



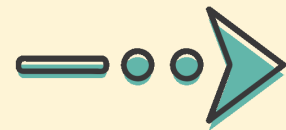
**Pick up a curriculum leaflet from the school reception area**

# Where can I find the school's policies?

## School Website



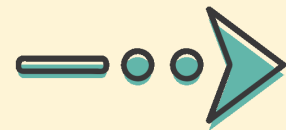
**Go to the school's website**



**Click on 'About Us'**

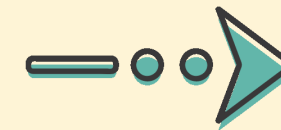


**Click on 'School Information'**



**Click on 'Policies'**

## Printed Policies

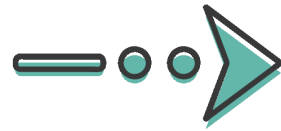


**Ask for a copy from the office staff in the reception area**

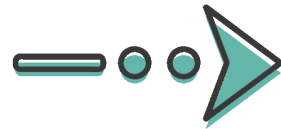
# Where can I find information on the school's SEND provision?



**Go to the school's website**



**Click on 'About Us'**



**Click on 'School Information'**



**Click on 'SEND Information'**




**OR**

**Ask for a copy of the 'SEND Local Offer' from the school's office**





# How can I communicate with the school?

-  You can speak to your child's teacher at end of the day to arrange a meeting.
-  You can utilise the parent comment box at reception.
-  You can speak to a member of the senior team at the school gate.

# Summary of Today's Coffee Morning



## Newsletters

Orchard - [www.orchard.hackney.sch.uk/news-events/newsletters](http://www.orchard.hackney.sch.uk/news-events/newsletters)

Southwold - [www.southwold.hackney.sch.uk/news-events/newsletters](http://www.southwold.hackney.sch.uk/news-events/newsletters)

Hoxton Garden - [www.hoxtongarden.hackney.sch.uk/news-events/newsletters](http://www.hoxtongarden.hackney.sch.uk/news-events/newsletters)

OR

Sent home with your child



## Website

Orchard - [www.orchard.hackney.sch.uk](http://www.orchard.hackney.sch.uk)

Southwold - [www.southwold.hackney.sch.uk](http://www.southwold.hackney.sch.uk)

Hoxton Garden - [www.hoxtongarden.hackney.sch.uk](http://www.hoxtongarden.hackney.sch.uk)



## Facebook

Orchard - [www.facebook.com/OrchardPrimary](http://www.facebook.com/OrchardPrimary)

Southwold - [www.facebook.com/SouthwoldSchool](http://www.facebook.com/SouthwoldSchool)

Hoxton Garden - [www.facebook.com/HoxtonGarden](http://www.facebook.com/HoxtonGarden)



## Twitter

Viridis Schools - [www.twitter.com/ViridisSchools](http://www.twitter.com/ViridisSchools)

Orchard - [www.twitter.com/Primary\\_Orchard](http://www.twitter.com/Primary_Orchard)

Southwold - [www.twitter.com/SchoolSouthwold](http://www.twitter.com/SchoolSouthwold)

Hoxton Garden - [www.twitter.com/HoxtonGarden](http://www.twitter.com/HoxtonGarden)

**Thank you for  
attending!**

**Please do not forget to  
complete an evaluation  
form.**