



Meon Junior School Communication with Parents



Information and Helpful Guides

At Meon Junior, we try very hard to keep parents informed with what is happening at school. To accomplish this, we are constantly sending information, either in written form or by electronic means to try to ensure that this reaches as many parents as possible. Written letters and other information are generally sent out on a Friday for children to bring home and copies are posted on our school website.

We recognise that parents are very busy, however, we would very much like to encourage you to take some time to familiarise yourselves with all the avenues we use at Meon Junior School to try to keep you up to date.

Meon Junior School Website

Our school website link is:

www.meonjuniorschool.org.uk

Our school website contains lots of information to help parents to keep up to date with school life. Under the 'Our School' tab there are many features such as an 'Events Calendar', which has details of current and future events for the academic year. In addition, there are tabs for 'After School Clubs', 'News Bulletins', 'Newsletters', 'Year group and School letters', as well as many others. All of these are designed to make accessing what is going on at school easier for parents.

Under the 'Curriculum' tab, there is information about how all the various subjects are taught at Meon Junior. Additionally, the year groups produce 'Curriculum Maps' for the Autumn/Spring/Summer terms and these are added each half term to inform parents of what will be happening in the various year groups. The Curriculum Maps also include homework activities. We would

encourage all parents to regularly access the school website to help you to stay as informed as possible.

Homework

Homework is sent out in homework books for children to bring home, complete and return to school on a weekly basis. Children are encouraged to be as responsible and as independent as they can with ensuring that homework is completed and returned on time each week.

Another way we try to keep parents informed is with a free app called:

'My Ed'

'MyEd' is a free parent app to download that gives parents a multitude of communication and information features to stay in touch with what is going on at school, and these are conveniently accessible in this one app. The 'My School' area of the app gives you direct access to your child's attendance, absence records, as well as links to key dates, news, our school website, and other sites to help make payments for things like trips, clubs and school meals. We update and change the information in the app as the school year moves along.

We are able to send you messages directly to the MyEd app relating to important information about your child's education as well as general reminders etc on matters that may pertain to your child.

Parents will receive an app notification if we send you a message. There isn't a charge for any messages that you send to us within the app.

The MyEd app is available for both Apple iOS and Android devices, and can be found either on the Apple App Store or on Google Play by searching for MyEd or by scanning the QR code (see right of page). Once you have installed and opened MyEd, search for Meon Junior School and follow the simple instructions to identify yourself. (Please note that My Ed will **not** work on Windows phones).

Once connected and the system has updated overnight, any parent that is listed as being the primary contact for their child in school can access information such as



The graphic is a promotional poster for the MyEd app. At the top, it features the 'MY Ed' logo in a blue speech bubble, with the tagline 'Connecting parents, students and schools' below it. A smartphone is shown displaying the app's interface. The main text reads 'Download our school app NOW'. Below this, a three-step process is outlined: 'Step 1: Get the app', 'Step 2: Search for Meon Junior School', and 'Step 3: Download the app'. A central banner states 'Information about your student and school direct into your pocket.' Below this, several app features are listed with icons: 'Attendance' (helps you track your child's attendance), 'News' (get the latest news from school), 'Timetables' (get a quick overview of the timetable), 'Key Dates' (important dates for the school year), 'Home' (quick access to school news), and 'Web Pages' (links to school website and other useful links). A QR code is provided for scanning, and a 'GET THE APP HERE' button is visible. The website 'www.myedschoolapp.com' is listed at the bottom.

attendance data from the 'My Student' area at bottom of the app page.

We would encourage all parents, to regularly access the 'My Ed' app to help you to stay as informed as possible.

A further free app that we use is:

ParentMail

ParentMail is used to make payments for **school trips, clubs, discos etc.**

This is a free app that parents will need to download, and then register with.

When new parents join our school and download the ParentMail app, a registration link will be sent out to you directly from ParentMail. This registration link will need to be activated within 48hours or the link will not be available. Should this be the case, please contact the school office and request that a new link be sent out. Once you are registered and connected with your child on the ParentMail system, it is ready to be used.

A parents' help function is also available on the app once logged in.

Parents are notified by ParentMail, when a trip etc requires payment and parental consent. To make a payment, simply go to 'Payments' tab and then 'Shop' (at bottom of page) to find the item, select the item to be paid and follow the onscreen instructions.



Additionally, ParentMail has an email tab. If the school has sent an email to parents, it will appear under this tab.

Another feature of ParentMail is Parents Evening Manager or PEM. Parents will be invited to make an appointment to see their class teacher at Parents' Evenings which are held at different dates in the year and invitations are sent via the PEM tab. Parents will need to access the link sent and select a time to see the teacher on screen. An email will be sent to confirm, if it is requested.

ParentPay

ParentPay is an online website used for payment of **school meals only**.

In order to register with ParentPay, parents will require a coded letter from the school. This is issued once your child is enrolled into our school and will come home in an envelope for security via your child. To register, go to www.parentpay.com and enter the coded login and password details as per the letter and select activate. Complete the activation as detailed on the screen.

If you do not receive a coded letter, please contact the school office where a copy can be re-issued.

If you require more information about how to make payments, merge accounts, change user name /passwords, add credit etc, please go to our school website www.meonjuniorschool.org.uk , click on the 'Our School' tab , followed by the 'School Meals' tab and at the bottom of the page are lots of helpful guidance sheets.

Alternatively, please copy the website details below into your browser for more parental assistance: <https://www.parentpay.com/parent-account-faqs/>

News Bulletins and Newsletters

Another way we try to keep parents informed is by weekly **news bulletins**. The bulletins are produced each week to provide parents with helpful reminders for the forthcoming week etc, and are sent out with children each Friday.

A copy of the weekly bulletin is also posted on the school website, under 'Our School'/'News Bulletins' where it is available to view weekly.

Each half term, the school also produces a **newsletter**. This contains news on events that have been happening in school over the half term. We send the newsletter out to parents via email using many platforms to endeavour to assure that the newsletter reaches parents. (i.e. school texting service/email service, or ParentMail email.

A copy of the newsletter is also posted on the school website, under 'Our School'/'Newsletters' where it is available to view each half term.

School Letters

Printed whole school and year group letters, inc Weekly School Bulletin are mainly sent out on Friday's. However, occasionally, there may be a need to send letters out to parents on a different day. Copies of letters are also posted onto the school website and can be found via ' Our School' tab/ Year group and School letters.

TSAT Meon Junior Facebook page

Meon Junior has an official Facebook page (TSAT Meon Junior) where we share experiences and photos from activities that our children enjoy both in and out of school.

We also send out many reminders via Facebook to assist parents with important dates, information and deadlines etc.

If you are already on Facebook, please look for our TSAT Meon Junior Facebook page and follow us so that you can keep up with reminders. If you are not on Facebook, you can setup one up with a very brief logon and just follow our school page if you so wish.

We hope that this has explained all the different ways we try to keep parents informed at Meon Junior School. If you need any further advice or assistance, please do not hesitate to contact the school office.