

Communication and School Information

Working in close partnership with families is an important part of our school ethos and we know that effective communication is essential for this to work in practice. It is extremely important that you check your **emails** regularly for updates.

Most information will be sent via email in our Friday news and added to the school website <http://www.bentleycopdock.co.uk> All class information, news and **letters** are added to the **school website** and can be found using the navigation information below. Urgent messages will be delivered by phone or sent out via **text message**.

Our website can be accessed via your browser or using the School Spider app. The app allows quick access to the parent dashboard where you can see blogs, messages, news, surveys and pay for dinners, uniform and visits. The parent tab of the website has lots of useful information about school so please check out what is available. The wider pages of the website are better viewed via the browser and may be more suited to a tablet or computer screen.

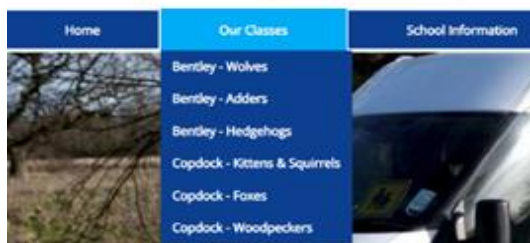
If not already done so, you may find it useful to download the website App for easy access to the calendar and regular updates.

Android (google play) https://play.google.com/store/apps/details?id=com.schoolspider.schoolspider&hl=en_GB

Apple (iTunes) <https://itunes.apple.com/gb/app/school-spider/id1030400910?mt=8>

Class information – this can be found on the top bar of the home page or if viewed on a phone, in the drop down menu as shown on the right. Class timetables, curriculum maps for each half term and homework information will all be added here.

You will find a shortcut to weekly news and blogs here too.



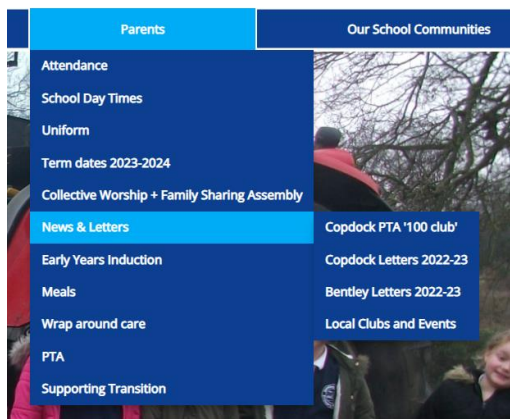
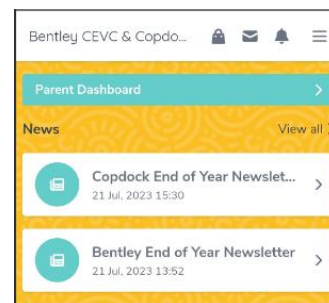
Website blogs – these can be found on the top menu bar of the website. They will go live each week to share information about class activities, homework and reminders of news and events. You will not need to be logged in to access these blogs but it will be important to check these if you have any questions about the coming week. They also appear on the app and class pages.



Weekly news and letters – Weekly News can be accessed at the bottom of the home page if using the browser or by using this link.

[Bentley CEVC & Copdock Primary Federation: Our News items \(bentleycopdock.co.uk\)](https://bentleycevc.co.uk/our-news-items)

They also appear in the app as can be seen here. All previous news items can be found here for reference.



Letters can be found on the top menu under the parent tab. Any letters sent home will also appear here for ease of access.

Website calendar and events – this can be accessed at the bottom of the **home page** or via this link.

[Bentley CEVC & Copdock Primary Federation: Our Calendar \(bentleycopdock.co.uk\)](https://bentleycevc.co.uk/our-calendar)

If you are using the app, a few upcoming events are listed on the opening page and all events can be accessed easily. As the app details all events across Bentley and Copdock schools, they are preceded by a B or C to show which site this is happening.