



# Dry Sandford Primary School

## Keeping in Contact

### The School Office

Our class teachers are always happy to speak to parents and carers at the classroom door at drop-off and pick-up times for quick messages and informal information sharing. However, if you need to discuss something more sensitive or require more time, we advise you to arrange a meeting at a mutually convenient time. The school office is parents' and carers' main point of contact with all school staff: [office.2565@dry-sandford.oxon.sch.uk](mailto:office.2565@dry-sandford.oxon.sch.uk) 01865 730432. Emails and phone calls should, in the first instant, be made to the school office staff, who will be happy to forward messages on to the appropriate member(s) of staff and will endeavour to respond within a reasonable time frame. The school office is manned from 8.45am-3.15pm every day that school is open. Outside of these hours, urgent safeguarding concerns can be sent directly to Mrs Friday, our headteacher: [head.2565@dry-sandford.oxon.sch.uk](mailto:head.2565@dry-sandford.oxon.sch.uk)

### Letters, emails and SMS messages

Information about events, trips, clubs, staffing updates, parents' evenings, etc. will be sent to parents and carers via email. Monthly School Newsletters and termly Class Curriculum Letters are sent by email attachment.

Paper copies of some letters may be sent home by hand where necessary.

SMS messages are sent with details of minor injuries, medical updates and reminders.

Please contact the office if you require a printed or translated copy of any letters, forms, dinner menus and term dates, which have been sent electronically. Many of these can also be downloaded from our school website.

### Phone calls

Phone calls are made when immediate contact is required – for example, if your child needs to be collected due to illness, or to inform you of a head injury or more serious medical incident. In these circumstances, the office team will contact parents, carers and emergency contacts in order of preference, as specified by parents and carers when providing contact details.

### Class Dojo

Class teachers, school leaders and administrative staff use this secure online communication app to share messages, information and photos to update parents and carers on what is happening at school. Your child's class teacher will provide you with details of how you can sign up, log-in and access your child's class 'story' as well as the whole school 'story'. <https://home.classdojo.com/#/signup> Please note, direct messages on Class Dojo are not monitored – please continue to use the school office as the first point of contact.



**ClassDojo**

## School Website

Our school website is full of useful information, including forms, and the latest news, photos and calendar dates: [www.dry-sandford.oxon.sch.uk](http://www.dry-sandford.oxon.sch.uk)

## Arbor

From September 2025, Arbor will be our main school management software. This system comes with an app that can be downloaded and used by parents for:

- Booking and paying for school lunches
- Consenting to and paying for school trips and visits
- Providing and updating contact details, personal details, medical needs, dietary requirements, etc.
- Granting permission for photo consent, GDPR, internet usage, local trips, etc.
- Booking parents evening appointments
- Viewing attendance data
- Booking and paying for wraparound care and extra-curricular clubs organised by the school

This one system will replace previous apps and systems used by the school (School Money, Eduspot Text Messaging, paper permission booklets, SIMs, etc.).

We will be rolling out the new systems one step at a time and gradually phasing out the old systems. Please await instructions from the school office on how to set up and manage the app; and do not hesitate to get in touch if you are experiencing any difficulties that we can help you with.

For families of new starters from September 2025, Arbor should be the only system you need to get to grips with using.



**Arbor**

**Please ensure that the office has the up-to-date phone numbers and email addresses of all parents and carers with parental responsibility to ensure that important information reaches you.**