



COMMUNICATION CHANNELS AT QUEEN'S COLLEGE PREPARATORY SCHOOL

The majority of modern communication is now electronic, and at QCPS we recognise that this offers us the opportunity to communicate with each other and with parents more efficiently and effectively in many cases. The School communicates with parents in a wide variety of ways, and this guide has been prepared to provide an overview of where information can be found, and how it is disseminated.

| | | General School Website | Parent Section of School Website | SchoolBase Parent Portal | Electronic Newsletter | Printed School Calendar | By Email to Parents | Girls' School Diaries |
|---------------------------------------|---|------------------------|----------------------------------|--------------------------|-----------------------|-------------------------|---------------------|-----------------------|
| COMMUNICATION WITH GROUPS OF PARENTS | Term Dates / School Diary | ✓ | | ✓ | | ✓ | | |
| | Upcoming Events / Reminders | ✓ | | ✓ | ✓ | ✓ | | |
| | Weekly Menus | ✓ | | | ✓ | | | |
| | Staff Contact Details | ✓ | | | | ✓ | | |
| | School Policies | ✓ | | ✓ | | | | |
| | General Parent Letters | | | ✓ | | | ✓ | |
| | Information about Educational Visits / Workshops | | | | | | ✓ | |
| | Curriculum / Academic Information | ✓ | | | | | ✓ | |
| | Photos of Events / News | | ✓ | | | ✓ | | |
| | Parent Handbooks & Guides / Uniform Lists / Fees Lists | ✓ | ✓ | | | | | |
| | Parent Forms (e.g. Medicine Forms) | ✓ | ✓ | | | | | |
| | Co-Curricular Clubs & Activities | ✓ | | ✓ | | | ✓ | |
| Assessment & Grading Explanations | | ✓ | | | | | | |
| COMMUNICATION WITH INDIVIDUAL PARENTS | School Reports | | | ✓ | | | | |
| | General Communication between Staff & Individual Parents | | | | | | ✓ | ✓ |
| | Confidential Communication between Staff & Individual Parents | | | | | | ✓ (or telephone) | |
| | Girls' Individual Attendance Records | | | ✓ | | | | |
| | Girls' Individual Timetables | | | ✓ | | | | |