

COMMUNICATION WITH MCS

It is important to us that we have clear communication with all our parents/carers, please see our guide below:

ARBOR APP:

- Report child absences
- School closure SMS from MCS

OFFICE EMAIL:

- Report child absences
- Send us child appointment letters
- Inform us of contact updates
- Your queries
- Receive MCS newsletter
- Receive scheduled appointments with MCS

CLASS DOJO:

- Queries you may have for your child
- Receive Outdoor Education updates
- Receive class information from teacher
- Parents Evening appointments

ATTENDANCE COMMUNICATION:

Reporting a child absence:

If your child is unwell or unable to attend school for any reason, please remember to report their absence to the ***school office before 8.15am.***

It is easy to do using one of the below methods:

- Call the office on 01392 494919 and speak to one of the team or leave an answer machine message
- Send a text via Arbor App
- Email the office on office@magdalencourt.org

Please ensure you include your child's full name and the reason for their absence.

We require a daily message, even if the reason is the same.

If your child has a medical appointment, please send them into school before or after, time allowing so they do not miss their learning. Please email your child's hospital letter or digital confirmation to the school office for our records.

Please do **NOT** use Class Dojo to report absences as the office do not have access to this.

CLASS DOJO INSTRUCTIONS:

If your child's teacher has sent you an invitation link via email to join their class, here's how you can easily connect!

1. Click on the link in the email
2. You will then be prompted to log into your parent account. If you do not have an account yet, you can create an account.
3. Once you are logged into your account, you'll be automatically connected to your child's account. 🎉

Once connected to your child's class, you will be able to:

- Privately message all teachers connected to the class
- View the teachers' posts on the Class Story feed
- View School Story posts

You can use Dojo to update your child's teachers with any details you think they need to know. Please do **NOT** use Class Dojo to report absences.

Thank you for your continued support!