



Halfpenny Lane J, I & N School

Halfpenny Lane Pontefract

West Yorkshire

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17 January 2023

Dear Parents / Carers,

Due to the fact that we have spent considerable time during the Autumn term developing the different communication platforms that we have in place at Halfpenny Lane, we would like to take this opportunity to remind parents that Class Dojo is a key part of the communication strategy. With this in mind, please may we politely remind all parents and carers that the primary functions should be to share our pupils' successes, house point recognition, and communicate swiftly and supportively with our families.

Should you have any issues that require our support, these should be approached through other means of communication rather than Class Dojo. For example, contacting the office at admin@halfpennylane.patrust.org.uk to book an appointment to meet with a member of staff or senior leadership team. We also value the opportunity to meet face-to-face with parents at the start and end of the day when you are either dropping off or collecting your child from school.

We also request that you carefully consider the timing of any messages that are sent. Please be aware that teachers are not expected to respond to messages during non-working hours, but may choose to do so.

Remaining within the theme of communication, all messages sent from the school will be sent via the MCAS system and for parents/carers who are not registered with MCAS, a SMS will also be sent to ensure all key communications are being received by our stakeholders.

Thank you for your ongoing support,

Mr Shuttleworth

A handwritten signature in black ink that reads 'Mr Shuttleworth'.

