










# St Martin's School

## *How we communicate with you...*

*For support with any of these platforms please contact reception unless otherwise stated.*

Method		Information
	School Website	<ul style="list-style-type: none"> <li>★ <a href="http://www.stmartins.caerphilly.sch.uk">www.stmartins.caerphilly.sch.uk</a></li> <li>★ Our school website will be updated with all general news updates and information for parents and carers.</li> </ul>
	Social Media	<ul style="list-style-type: none"> <li>★ <a href="https://www.twitter.com/stmartinsinfo">www.twitter.com/stmartinsinfo</a></li> <li>★ <a href="https://www.instagram.com/stmartinsinfo">www.instagram.com/stmartinsinfo</a> (business and radio use only)</li> <li>★ Information will be shared via our Twitter account on a regular basis.</li> <li>★ We will also notify you via our twitter page of any news updates that have been posted to our website.</li> <li>★ Our new instagram page is designed to promote our school hire and radio podcasts only.</li> <li>★ Our social media pages are an information sharing page only and any comments should be shared by email, telephone or post.</li> <li>★ It is possible to receive a notification whenever we tweet</li> </ul>
	Email	<ul style="list-style-type: none"> <li>★ <a href="#">Staff email list</a></li> <li>★ Email addresses of staff are available to view on our website.</li> <li>★ Our staff are available to contact via email between the hours of 8.30am and 3pm, although please be mindful most staff members</li> </ul>

		<p>have heavy teaching commitments and will do their best to reply at their earliest convenience.</p> <ul style="list-style-type: none"> <li>★ Often, when we email you, we will do so via 'Capita-Intouch' or via 'SIMS-Communication'.</li> <li>★ Please can parents and carers check their 'junk' folders from time to time as email providers often filter emails containing links.</li> <li>★ Also, please reply to reception / staff directly via email rather than responding to 'intouch' messages.</li> </ul>
	<p>Online Parents Evening</p>	<ul style="list-style-type: none"> <li>★ <a href="http://www.schoolcloud.co.uk">www.schoolcloud.co.uk</a></li> <li>★ Our parents' evenings platform that was introduced to parents towards the end of last academic year. Details will be sent out prior to the event.</li> </ul>
	<p>Parent Pay</p>	<ul style="list-style-type: none"> <li>★ <a href="#">Click here for details</a></li> <li>★ Parent Pay as an e-payment method to pay for school trips. This can be done online using a very secure website called ParentPay or in cash at local stores where you see the PayPoint logo.</li> </ul> <p>For support:</p> <ul style="list-style-type: none"> <li>★ <a href="mailto:finance@stmartins.caerphilly.sch.uk">finance@stmartins.caerphilly.sch.uk</a></li> </ul>
	<p>School Shop</p>	<ul style="list-style-type: none"> <li>★ <a href="http://bit.ly/stmartinsshop">bit.ly/stmartinsshop</a></li> <li>★ Our school shop (part of parent pay) allows parents and carers to make direct e-payments to the school for a range of items such as uniform, school equipment and more.</li> </ul> <p>For support:</p> <ul style="list-style-type: none"> <li>★ <a href="mailto:finance@stmartins.caerphilly.sch.uk">finance@stmartins.caerphilly.sch.uk</a></li> </ul>

 	<p>i-Pay &amp; Fusion Cunninghams</p>	<ul style="list-style-type: none"> <li>★ <a href="#">Click here for information</a></li> <li>★ Information was shared to learners at the end of July regarding our enhanced use of the Cunninghams cashless catering system. iPay is an online payment system. More information on the 'Fusion' part of the platform will be released soon.</li> </ul> <p>For support:</p> <ul style="list-style-type: none"> <li>★ <a href="mailto:finance@stmartins.caerphilly.sch.uk">finance@stmartins.caerphilly.sch.uk</a></li> </ul>
	<p>SIMS parent app</p>	<ul style="list-style-type: none"> <li>★ <a href="#">Click here for information</a></li> <li>★ SIMS parent app is how we share information on attendance, timetables, reports and assessments.</li> </ul>
	<p>Class Charts</p>	<ul style="list-style-type: none"> <li>★ <a href="http://www.classcharts.com">www.classcharts.com</a></li> <li>★ <a href="#">Click here for information</a></li> <li>★ Class charts is used to record classroom management updates which are accessible to parents / carers and learners via the app. Please view the link above to find out how to download and access your account.</li> </ul>