



Communication



This publication has been written to ensure all parents and carers are aware of the types of communication we use, the reasons behind some of the communications and also to highlight what you can expect from our school.

One of my priorities is to have communication between home and school be as strong as possible, so that we are **all** fully informed about information and events which affect and support your children.

We are committed to continuing to improve our service and welcome your feedback, as always.

Lisa Chalmers
Head Teacher

[Phone calls](#)

[Text Messaging](#)

[Emails](#)

[Letters/Newsletters](#)

[Social Media](#)

[Parents' Meetings](#)

[Reports](#)

[Show My Homework](#)

**School Number:
01505 81 3116**

Phone Calls

Phone calls can be made to the school office on **01505 813116**. Clerical staff will divert your call to the most appropriate member of staff. Most of the time this is a member of the Pastoral Support Team in the first instance. They will then judge whether they are able to deal with your request or concern and if not, pass this on to either a department head or Depute Head Teacher. The Depute Head Teacher makes a judgement as to whether the Head Teacher should be involved.

Please bear in mind that all

staff have a teaching commitment and, in addition, Pastoral Teachers and Depute Head Teachers have local authority commitments, which means they may be unavailable on the day you make contact. However, someone should get back to you within a reasonable timescale. If you do not feel this is happening, you have the right to complain. Renfrewshire Council policy states that calls should be returned within five working days, however we will endeavour to work to a tighter schedule.

Should you wish to respond to a text, you must call the school office or email.

Text Messaging

Like most schools, we use a text messaging service, which is linked to our electronic registration system to contact you regarding absence and other brief information items.

The system is limited to sending a 121-character message, which is why messages can be brief. Also the system also only allows one main contact to receive text messages; we cannot alter this limitation.

In addition, we use the text messaging service to inform you when letters are being issued, holidays etc. We are continually looking to expand the way we use this service.

Emails

The school email address is

glenifferhighenquiries@renfrewshire.gov.uk.

Clerical staff, who forward the email to the appropriate member of staff, monitor this inbox. Information can be supplied, or requested, using this email address.

Letters/Newsletters

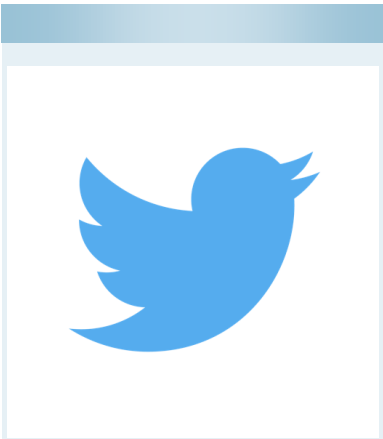
In an effort to be eco-friendly and reduce costs, we mail very little of our communication now. School bag drops are issued to inform you of upcoming events, however we do appreciate that these do not all reach home! Letters are also added to the school website and we aim to text and inform you of when letters are issued.

The school newsletter is a large document and is best read in colour. This is an expensive item to print and therefore we have made the decision to email the newsletter, as well as post on the school website. However, if you would prefer a paper copy, you can request an A5 booklet from the school office, which your child can bring home.



Spring Issue:





Twitter

The school has its own dedicated twitter account for people who use social media. This is a great opportunity to learn what is happening in the school and see young people learning. You can follow us [@GlenifferHS](#).

There are also accounts for Employability, PE and Pastoral Support . [@EmployGleniffer](#), [@Gleniffer_PE](#), and [Gleniffer_Pastoral](#)



Facebook

Whilst the school does not have a facebook account, the Parent Council has a “Gleniffer High School Parent Council” account. This account is linked to our twitter feed and picks up information coming from the school.



Website

The school website is updated regularly; however, we will be working to improve the quality of information available via the website.

Any parent/carer who would like to provide feedback on the type of information that would be useful to have on our website, can give feedback to the Head Teacher by calling the school office or using the school email account.

Parents' Meetings

These can take the form of Parents' Night, review meetings, information events or meetings which are scheduled to discuss concerns relating to your child. While the school may request the latter; **you are also entitled to ask for such a meeting.**

Across Scotland teaching staff are contractually obligated to a set number of hours for parents' nights. This looks completely different in the secondary to the primary, and is the reason for their only being one for each year group in a school session. This should not be a barrier to you getting information about progress. If you do want information at any time please contact us.

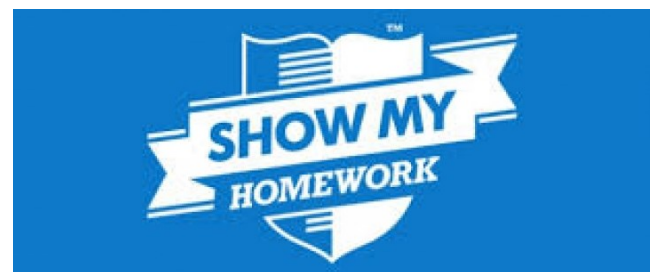
Reports

You will receive one full report in addition to a tracking report each session. The tracking report is a brief update and probably the most important grade is effort. The full report is designed to give more in-depth information.

We are re-organising our calendar for next session to spread when you are receiving information, be it either through a tracking or full report or parents' night. However, you can always ask for updates regarding your child at any point in a school session.

Show My Homework

This is our online homework tool, where staff post homework to be completed. This can be accessed through the Show My Homework website or app. Parents are issued with their own code to sign up for notifications, which lets you monitor the work which needs to be completed at home.



First point of contact for matters related to your child.

Pastoral Support Team



Mrs Foley
Brodie House



Mrs Denny
Glen House



Miss Cameron
Moredun House



Mrs Harris
Thornly House

Senior Leadership Team



Miss Feggans
Thornly House



Mrs McMunn
Glen House



Mrs Prentice
Brodie House



Mrs Sangster
Moredun House



Miss Chalmers
Head Teacher