St Paul's Catholic Primary School

Parent Communication Guide

Staying Connected with School

We know family life is busy, so we use a range of apps, online platforms and email addresses to keep you informed and make day-to-day school life as straightforward as possible.

This guide will help you find the right place for information, communication and school services.

📱 School Apps & Online Platforms

App	What is it for?	Use it to...
🌳 **Arbor**	Main School App	✅ Book trips ✅ Make payments ✅ Book Parents' Evening ✅ Check attendance
🍽️ **SCOPAY**	School Dinners	✅ Book and manage school meals
🧸 **Seesaw (Years 1-6)**	Class Communication	✅ Class updates ✅ Teacher messages ✅ Learning photos and activities
🎨 **Tapestry (Nursery & Reception)**	Early Years Communication	✅ Learning journeys ✅ Photos and observations ✅ Communication with staff
📸 **Instagram @stpaulsschoolcheshunt**	School News	✅ School events ✅ Celebrations ✅ Photos and achievements

School website St Paul's Catholic Primary School - Home	School information	✅ Information about the school

Other learning apps (homework/additional home learning):
Times Table Rockstars and Numbots – online maths learning for children at home KS1/KS2 (log in needed)

Accelerated reader – reading quizzes to be used after finishing a book - KS2 only (log in needed)

Mymaths – online maths learning for children at home KS1/KS2 (log in needed)

First aid reporting

🚑 Medical Tracker

You do **not** need to download an app.

You'll receive an email if your child:

✅ Has an accident or injury at school
✅ Receives medication during the school day

📬 Please check your emails regularly so you don't miss important updates.

👩‍🏫 Contacting Your Child's Teacher

For class-related enquiries, please use the appropriate class email address:

Year Group	Email Address
Nursery	nursery@stpauls373.herts.sch.uk
Reception	reception@stpauls373.herts.sch.uk
Year 1	year1@stpauls373.herts.sch.uk
Year 2	year2@stpauls373.herts.sch.uk
Year 3	year3@stpauls373.herts.sch.uk
Year 4	year4@stpauls373.herts.sch.uk
Year 5	year5@stpauls373.herts.sch.uk
Year 6	year6@stpauls373.herts.sch.uk

🤒 Reporting an Absence

Please email:

📧 **attendance@stpauls373.herts.sch.uk**

Please include:

✅ Child's full name
✅ Class
✅ Reason for absence

❓ General Enquiries

For general school enquiries, please contact:

📧 **admin@stpauls373.herts.sch.uk**

Examples include:

✅ School office queries
✅ Questions about events or procedures
✅ Enquiries not related to attendance or class matters

⏰ Response Times

We aim to respond to all parent enquiries as promptly as possible. If you have not received a response within **three working days**, please contact: 📧 **admin@stpauls373.herts.sch.uk** and we will follow up your enquiry or seek support from a member of the Senior Leadership Team who will be available either before or after school on the KS2 gate.

🚦 Quick Guide: Where Do I Go?

I need to...	Go to...
🎒 Book a school trip	🌳 Arbor

💳 Make a payment	🌳 Arbor
👯 Book Parents' Evening	🌳 Arbor
📊 Check attendance	🌳 Arbor
🍽️ Book school dinners	🍽️ SCOPAY
👩‍🏫 Contact my child's teacher	👩‍🏫 Class Email
🎨 Find out about my child's curriculum	🎨 Tapestry or Seesaw
📸 See school news and photos	📸 Instagram or Website
🚑 Receive accident or medication updates	📧 Medical Tracker Email
😟 Report an absence	📧 attendance@stpauls373.herts.sch.uk
❓ Ask a general question	📧 admin@stpauls373.herts.sch.uk

We're Here to Help

We hope this guide helps you feel confident about where to go for information and support.

We value our partnership with parents and carers and greatly appreciate your continued support as we work together to help every child thrive.