



Archdiocese of Birmingham
Our Lady of Grace Catholic Academy
Principal: Mrs S Rathbone, BA (Hons) NPQH
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Tuesday 1st September

Re: School Communication Methods

Dear Parents/Carers,

As we begin a new academic year, we would like to take this opportunity to outline the ways we communicate with our school community. At Our Lady of Grace, we place great importance on maintaining clear and consistent communication between home and school. It is our goal to keep you informed and up to date with all school events, news, and key information.

To help us achieve this, we use the following communication methods:

Letters

Important notices and formal communications are sent to your registered email address on Fridays. For ease of access, a copy of these letters is also uploaded to the school website under parent>letter.

Text Messages

We use Arbor to send quick messages and reminders directly to your mobile device. This ensures you receive timely updates in a convenient way.

Messenger

Our monthly newsletter is communicated to your registered email address on the first Friday of each month. We use this to share news/events with you. A copy of the messenger is also uploaded to the school website under parent>messenger.

Website Calendar

We update the calendar section of our website regularly to communicate diary dates with you. We encourage you to check it frequently. (You also have the option to add the calendar to your phone, so you don't miss out). Where Dates/times may change, these will be updated automatically on the calendar.

We kindly ask that you check these platforms regularly to stay informed. If you need any assistance accessing them, please don't hesitate to contact the school office, we're here to help.

Thank you as always, for your continued support and partnership in your child's education.

Yours Sincerely,

Mrs Statham
Head of School