

Metropolitan Borough of Sandwell



Headteacher: Mr D Heather

Wolverley Crescent
Oldbury
West Midlands
B69 1BG

Thursday 19th September 2024

Communications with school

Tel: 0121 552 5491
www.stjamesprimary.co.uk

Dear Parents/Guardians,

I am writing to highlight the avenues for communications with school moving forwards. We are aspiring to reduce our carbon footprint, thus reducing the paper and ink that we use each day. Therefore, our letter communications will now be sent attached to emails. These will be sent to the email address that you have provided to school - you can check this on the Arbor Parent App. The email address that will be used to send communications is contact.us@stjamespri.uk and the sender should appear as 'St James CE Primary'. Please add this email address to your safe senders list and be sure to check your junk and spam folders for any missed communications.

Class Dojo is no longer used by school. Instead, we are encouraging parents to visit our school website regularly - www.stjamesprimary.co.uk. Here you can access the 'Latest News' and upcoming whole school events in the 'Calendar'. In 'Letters' you can find the letters that we have sent out via email. For notices that are important to your child's year group, these will be posted on the relevant year group page in the 'Year Groups' tab.

You can directly message school through the Arbor Parent App, via contact.us@stjamespri.uk or by calling 0121 552 5491. The office team will monitor these channels between 8am and 4pm on school days and will aim to respond to your communications as soon as possible, but no later than 5 working days.

If you haven't already downloaded the Arbor Parent App, please ensure that this is completed as a matter of urgency. This enables us to have up to date contact and medical details for your child and will be used more frequently by school in future months (booking parents evening appointments and tickets for school assemblies). The app can be found on Google Play and Apple App Store and is free to download. If you need support to do this, please contact the school office.

Yours sincerely,

Mr Heather
Headteacher