



Gisburn Road  
Community Primary School  
BARNOLDSWICK  
BB18 5LS

office@gisburnroad.com  
01282 812287

gisburnroad.com

23<sup>rd</sup> September 2025

Dear Parents / Carers,

### **'How We Communicate With You'**

We wanted to update you on the various ways you can find out information and keep up to date with what is going on in school. Our aim is to send less paper copies of letters where possible.

**Letters** - <https://www.gisburnroad.com/category/updates> - Copies of all letters can be found on our website. The website has an abundance of information on it from the uniform policy to school meals and holiday dates.

**Online Safety** - <https://www.gisburnroad.com/safeguarding#online> - This is a really useful page. You will find our online safety newsletters here which have lots of tips on how to keep your child safe online whilst using their devices.

**Text Messages** - This is our main communication method to parents. We use this to keep you up to date, remind you of events and send links to letters from school. Please inform us if your mobile number changes. Please note – the text messages go to one main contact from our system. If you require anything different to this, please contact Mrs Barwell in the school office.

**Parents Info** - <https://www.gisburnroad.com/a-to-z> - Here you will find all kinds of information, from holiday dates to information on our school day, before & after school club, school meals and much more.

**Curriculum Newsletter** - <https://www.gisburnroad.com/classes> - Each half term every class teacher provides a curriculum newsletter with details of what your child will be learning, what day home learning will be sent home and any key dates for your diary.

**Newsletter** - <https://www.gisburnroad.com/newsletters> - This is where you can find the weekly newsletter and any key dates for your diary.

**Calendar** - <https://www.gisburnroad.com/calendar> - this will give you further information on trips and parents in class events etc.

**School Meals** - <https://www.gisburnroad.com/school-meals> - this will help you decide, with your child, what they might choose to eat that on any given day of the week. Every day there are a number of options to choose from.

**Facebook** - <https://www.facebook.com/GisburnRoadSchool> – We use Facebook to keep you up to date with learning in the classroom and any quick reminders.

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**School Facebook Messenger**- This is no longer monitored so please ensure you email the main school office with any enquiries. **We ask that you do not contact staff through their personal Facebook messenger as this goes against our safeguarding policies.**

**Class Email Accounts** – Teachers will encourage you to use the class email address to send Home Learning or to send pictures of what's been going on in the holidays. **It can be used to contact a teacher with non- urgent requests. Teachers may only check their class emails once or twice a week.** This is because they have plenty of planning and marking to get on with outside of school hours and in order for them to maintain a healthy work-life balance they need to time limit responding to emails. Please bear in mind they have a lot of work emails that come through in a day too.

**If you have an urgent request the best method is to speak to us is by phone.**  
**Please ring the office on 01282 812287 during Office Hours.**

**PLEASE DO NOT MESSAGE STAFF VIA PERSONAL FACEBOOK MESSENGERS – IF IT'S SCHOOL RELATED, PLEASE USE THE CONTACT METHODS ABOVE.**

Please ensure we have your up to date mobile phone number and an email address on our system to help us with this. If you need to update any contact information, please email [office@gisburnroad.lancs.sch.uk](mailto:office@gisburnroad.lancs.sch.uk) or ring Mrs Barwell in the office on 01282 812287.

We hope you find all the information useful and it keeps you up to date with our busy school.

Warmest Wishes

Mrs Nicola Walker and Mrs Laura Toor

Co-Headteachers

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