



13.10.2023

Dear Parents/Carers,

We are writing to provide you with information and reminders regarding academy communication with parents/carers.

We are aware that there have been some teething issues with the communication portals that we have in place for this academic year. Firstly, we would like to apologise for this inconvenience and understand that this has made certain aspects of academy life more challenging. This was not something that we had envisaged as an issue and we have had to move quickly to rectify some unexpected issues.

We can assure you that sharing your child's learning with you is a major part of our curriculum vision and we are working hard to find solutions to ensure that we can move forward with this. In the meantime, we ask for your patience and understanding as we rectify these challenges.

Toddle:

- Toddle is no longer being used as a means of daily communication for parents in Year 1 and Year 2. We are sourcing alternative ways to share your child's learning with you.
- Toddle is still being used to complete the Early Learning profile for children in Reception only.

Arbor:

We are utilising the platform, 'Arbor', which links directly to our register system, so we can ensure that we have accurate and clear data.

The Arbor application will be used for:

- Keeping you updated with your child's attendance.
- Alerting you of any achievement points that your child has earned.
- Booking onto extra-curricular clubs.
- Booking onto parent consultations.

Parent Mail:

We have also introduced 'Parent Mail'. Again, this application links directly with Arbor and the data is synced daily.

The Parent Mail application will be used for:

- Making payments for trips
- Making payments for food (KS2+)



Communication:

It is so important that you are able to communicate with the class teacher, if you have any concerns or questions. However, we must ensure that this is done using the correct method. If you wish to make an appointment to meet with your child's class teacher, please do so by calling or emailing the academy office. Please do not send emails directly to the class teacher.

If you have any urgent messages to pass on to the class teacher, we always have a member of staff at the academy gate at the start of the day or in the office, who will happily pass on any messages.

Weekly bulletin:

There will be a weekly bulletin sent out by Mr Tharme outlining achievement points, star of the week, attendance winners, key messages and upcoming dates. These will be emailed to you every Friday afternoon and also stored on the academy website.

Termly newsletter:

There will be an academy newsletter sent out at the end of each half term. This will outline key events, celebrations and news from the academy. These will be emailed to you on the last Friday of the half term and also stored on the academy website.

Curriculum Overviews:

Information on what each year group is learning can be found on our website.

Go to **LAB Primary > Click on your child's year group > Click on the termly overview.**

PE:

The children will change for P.E. in school so they must bring their full P.E. kit to school on the day of their PE lesson. It is important that every item in your child's P.E. kit is clearly labelled. Your child will bring their P.E kit home on their PE day for you to wash ready for the next week.

Uniform:

It is important to label every item of your child's uniform (tie and blazer included). As we are now in the Autumn term, children need to arrive at school wearing the correct Autumn term uniform which can be found in the uniform policy. This includes a jumper or a blazer, white shirt with the correct colour tie (according to their school house) and black trousers or skirt. Please note, this does not include the summer dresses. Black school tights or socks are to be worn under dresses and skirts only and not leggings. As your child grows, it is important for them to learn to take responsibility and look after their belongings.



Absence:

A reminder that when your child is unwell or unable to attend school, you must email:

Office@livingstone-aspirations.org

Please state your child's name, class teacher and reason for absence.

Bookbags and equipment:

Your child does not need to bring in a rucksack and should only bring in their book bag containing their reading books or reading journal. There is not enough room for rucksacks on their pegs. They must bring a refillable water bottle.

Lunch Orders:

From after half term, Impact Food Group will be taking over the ordering system directly.

A letter has been sent to you today outlining how to make orders. www.lfg-psm.co.uk

MediTracker:

Please ensure your email address is up to date on Arbor. You can do this by contacting office@livingstone-aspirations.org. This is to ensure we can send medical notification through to you, using our first aid portal meditracker.

Please do not hesitate to get in touch if you have any further questions.

Kind regards,

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