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Email

Where a member of staff needs to contact you directly they will use the email you have provided to the school. We also share emergency information – such as school closures due to weather – via email. To aid this, please ensure that you keep your contact details up to date within My School Portal or by emailing hello@stchris.co.uk

An up-to-date staff list can be found on our website [here](#). All staff can be reached by email using the format: **firstname.surname@stchris.co.uk**. Our guidelines are that staff will reply within two working days and within office hours except when on a residential trip (when they will be contactable throughout).



My School Portal

My School Portal is a single secure platform that collates and displays all student information in one place. It is a mobile responsive website that works from desktop and Apple and Android mobile devices. Through the portal, you can view:

- Student timetable
- Attendance information
- School reports
- Weekly food menus
- View and subscribe to school calendar
- Book Parents' Consultations
- Sign up for trips, visits and fixtures (via Evolve)
- Access ticket sales
- Share details in the parent directory

Ahead of starting at St Chris the Admissions Team will email you details about how you log in to My School Portal along with some helpful introductory videos.

At the start of term, you will also be sent details of your Evolve account which is where you will see and be asked for consent for bookable clubs, trips, activities and sports fixtures.

stChris

ST. CHRISTOPHER SCHOOL
LETCWORTH GARDEN CITY

Communication Between Home and School

There's always something happening in the St Chris community, and we recognise that effective communication between home and school is essential in supporting social, emotional and academic progress.

In addition to speaking with staff directly, the School uses the following methods of communication listed and described below to communicate with Senior School families.



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Parent Surgeries

We welcome and encourage open dialogue between school and home. The Head (Rich Jones) holds weekly Parent Surgeries every Friday for any parent who would like to come in to speak with him – either face to face or via video call. To make an appointment please contact the Head's PA via toni.warner@stchris.co.uk. You are also welcome to make an appointment with other members of the Senior Leadership Team.



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Social Media

A great way to keep up to date with what is happening at St Chris is by following us on social media. We would love you to share our news and engage with our stories. St Chris is highly active across Instagram, Facebook, and LinkedIn platforms. You can also keep up to date by going to our news section on our website, stchris.co.uk.



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The Roundup

The Roundup is our weekly Friday newsletter that is sent to all parents/carers and student emails and contains news, notices and information about the week ahead.