



# School Communication Guide for Parents

## To Your Email Inbox

Year/Class Group  
Communications  
incl. Trips,  
Forest School,  
Photography etc.

Learning Partners  
Communications

## To Your MCAS Inbox

PTA Events  
Attendance messages  
Any short term messages  
incl. club booking information, forms  
to complete etc.

## Announcements

Any upcoming event or deadline reminders  
incl. PTA events, forms, club booking etc  
School newsletters (published every half term)  
Community News

**Any urgent messages will be sent as an SMS**

incl. unplanned school closures, attendance (morning absence)



Northmead  
Junior School



# CHECKLIST

Please ensure you have done the following so that you do not miss any school communications:

## YOUR PERSONAL EMAIL INBOX

1. Ensure that emails from [15221@bromcomcloud.com](mailto:15221@bromcomcloud.com) (Stoughton) or [15220@bromcomcloud.com](mailto:15220@bromcomcloud.com) (Northmead) DO NOT go into your spam/junk folder, by marking the emails as 'safe'.
2. We recommend that you organise your inbox so that you can retrieve any information easily, should you need to refer to it again at a later date (perhaps a folder to file emails from school).

## MCAS

1. Download the MCAS app to your phone
2. Ensure you can log into your account (contact the school office for help)
3. Enable push notifications on your phone (in 'Settings')



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