

How information is communicated at St Wilfrid's:

Information for the school community

Due to the changes and improvements to technology, communication at all levels is reviewed and updated to coincide with these improvements. Good communication is key so that all parties are aware of what is happening. However, there are times when there is a breakdown and as a school, we will endeavour to rectify this.

The following information will provide you with details as to how information is communicated:

Class Dojo

For those of you who wish to keep updated with what is happening in your child's class, for example celebrations of work, special events etc, then Class Dojo is the one to use. You will also be able to find out more about rewards achieved etc. More than one member of the family can sign into Class Dojo. If you are struggling with this app, please speak to your child's class teacher who controls your child's Class Dojo pages. Please use this app to comment positively on children's work and learning experiences. A reminder, that Class Dojo is not to be used to lodge a complaint or to provide negative feedback. For complaints, please see the school's website for details of this procedure. Please see Class Dojo policy to understand use of agreement.

Parent Mail

This is the **key** method of communication for whole school events, important announcements, letters etc. If school was to be closed due to extreme weather for example, Parent Mail would be the method of communication. Again, more than one member of the family can have access to Parent Mail to ensure you are all kept up to date. Parent Mail is sent by the school office or Miss Bartlett (generally for sporting events) and staff are now included on this communication. If you are struggling to sign up to this with your email, please speak to either Jo Edwards, Janet Hollins in the school office or Joanne Love – the School's business manager.

Newsletters

These are sent by parent mail each Friday. This method of communication is used to update families on the children who have achieved the 'Gold Award' where work/outstanding choices will be celebrated in the whole school assembly for Reception to Year 6. The Newsletter is also used to update you on extra-curricular activities, events during the week, month etc and other important announcements will be made e.g. Charity events. At the end of each half term, the newsletter will provide the whole school with information on what other year groups are have been learning about; trips they have experienced; celebrations of their successes. Individual members of staff will contribute experiences so that you can also see what is happening across the wider school.

Phone Calls

Phone calls are used to inform you of any accidents your child may have had, emergency contact required such as parental consent, contact by class teacher/phase leader/senior member of staff to discuss your child.

Electronic Information

All staff at St Wilfrid's have access to the electronic calendar, which is updated daily by various members of staff to ensure they are kept abreast of information. If you do speak to a member of staff about an event and they do not know, they will endeavour to find out the relevant information for you or will contact the right person to speak to you.

Website

This is generally used for prospective parents, but information regarding policies, half termly overviews of learning etc is constantly available.