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13.5.24

Communication

Dear Parents/Carers,

At Westroyd Primary School we wish for you to be fully informed, in order to enable you to support the learning outcomes of your child. There is always a fine balance between information overload and not enough information. From your feedback, I am mindful of both extremes, as well as what you tell me about how confusing it is to have a number of different platforms used to communicate information to you.

In this letter our intention is to clarify how and where information will be shared with you.

- **The school website.** This is our number one go to place for all the information you need about school life. On the website you will have general information about the school, class pages with the weekly homework, photographs from current learning, calendar dates, letters, half termly newsletters and weekly newsletters. You can sync our school calendar with your own family calendar to help you. The website is how everyone finds out about our school and for us, is the central place for us to shine our light.
- **Weekly newsletter.** Each week on a Friday, Mrs Hollingshead creates a newsletter detailing what has been happening in school that current week and what is happening in the following week. This is emailed to you and on the school website.
- **Half termly newsletter.** This is emailed to you and is on the website at the start of each half term. There is a section on upcoming dates with any new dates added since the last newsletter, in green.
- **Text messages.** Short texts are through the School Comms app. Usually, these are reminders or urgent messages. You must download the app to receive these messages.
- **Emails.** Letters and forms will come to you through email.
- **Medi-tracker.** Medical incidents in school are shared by email through medi-tracker.
- **Tapestry.** In the Early Years, the staff at times will use an online platform to evidence their assessments and parents are able to see these as well as sharing evidence of development measures at home.

We are aware in the past that the school used Seesaw and Google Classrooms as a communication method. A routine developed during lockdown. From now on, we will no longer use these platforms so that we are limiting the number of communication platforms the school has. This is in response to your feedback. This does not mean we do not want to know about what the children have been doing out of school and we encourage them to bring in achievements to share with the class and school community.

As the Headteacher I must be mindful of teacher workload and ensure teachers' time is utilised to have the most impact on pupil outcomes. At Westroyd, our teachers are highly committed to our children's development, going over and above to ensure the children have the opportunity to be successful. We know that you may need to communicate directly with them at times and ask, if that is the case, you contact the school office either by phone or email and the teacher will get back to you as soon as they can. At the end of the day there is always a member of the class teaching team available on the playground as an alternative.

We thank you for working with us and we hope that you continue to feedback to us around how we communicate with you.

Kind regards

Westroyd Primary School and Nursery is committed to safeguarding and promoting the wellbeing of all children.