

# Parents' Forum

Parent's' forum is essential in driving our school forward and is a vital form of communication. We want to hear about the things you love about our school and how we can improve further. Perhaps a particular member of staff has really impressed you or you have an idea of a club we can run or an area we can change to improve standards.

Parents' Forum meet termly and the names of the class Representatives will be updated on the website

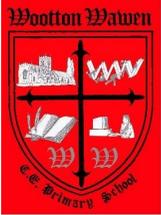
In the reception area you will find a parent voice box; you are invited to drop in your feedback (positive and constructive) to the box which will be checked weekly.

If you would like us to respond to your feedback please leave your name and contact details.



Finally  
The school also uses questionnaires on a regular basis to seek your views and opinions so that we can constantly improve our provision.

# A guide to communication for Parents and Carers



*Communication is the key to education; it leads to community, understanding, confidence and mutual valuing' Rollo May.*

Over the last academic year we have increased the number of ways in which we can communicate with each other. There are now many ways to communicate and share information and ideas

It can be difficult to know which method of communication is most appropriate to use at any time. This booklet aims to outline the purpose of each communication method at Wootton Wawen CE Primary School and when to use them.



## What's the fuss about communication?

## What are our Primary Communication Methods?

## Enough technology– face to face conversation!



We know that life in the 21st century is becoming increasingly busy, but it has never been easier to share information. The important thing is to make sure that all members of the school community know where to access that information and who to contact if they cannot find the information they need. If in doubt go to the website.



Visit Wootton Wawen CE Primary School Facebook page



News updates @PowerWootton



[www.woottonwawenprimaryschool.co.uk](http://www.woottonwawenprimaryschool.co.uk)

### Website:

This should be your first port of call for any information about dates and the everyday organisation of the school.  
[www.woottonwawenprimaryschool.co.uk](http://www.woottonwawenprimaryschool.co.uk)

### Telephone:

Please call the office on to report any absence, discuss changes in child care arrangements for the end of the school day, report any **urgent** concerns or to make an appointment with the teaching staff or senior leadership team. 01564 792574 from 08.30—16.30 (answer machine available)

### Email:

You can email us at: [admin3074@welearn365.com](mailto:admin3074@welearn365.com)  
Please use the e mail facility for **non-urgent** enquires and requests such as school uniform orders, ParentPay queries and wrap around care arrangements. E mails are checked daily in term time. We aim to respond within 48 hours.

### Facebook:

This is a new initiative. We will update the fb page regularly with messages, news, reminders and events.

### Twitter:

The teachers like to tweet messages about what has been going on in the classes. You can keep up to date with curriculum events, sports competitions etc. Go to @PowerWootton and follow us.

### WELEARN Portal:

This has a class page with information about the topics for the term and **homework**. There are also lots of useful educational resources.

Use a search engine to find [www.welearn365.com](http://www.welearn365.com). Choose the school from the drop down menu (last school) then enter your login details when prompted. If you have any problems the school keeps a central record of all usernames and passwords

### Morning Messages:

A Teaching Assistant is at the KS1 gate every morning to welcome the children and take any messages.

A member of staff is available on the KS2 door every morning to greet children as they come in. They are always happy to have a chat, listen to any concerns or take messages  
The office is open from 08.30 until 16.30 where Mrs Agar will be happy to help you.

### Class Teachers:

Class teachers bring the children on to the playground at the end of the day and are happy to answer simple requests. For anything more important please make an appointment.

### Senior Leadership Team (SLT):

Mrs Jones (Head teacher), Mrs Gair (Deputy Head teacher) and Mrs Hemming (SENCO) comprise the Senior Leadership Team. If you have spoken to the class teacher and they cannot help you with an issue you may want to contact them through the office.

### Newsletters

These are produced every fortnight and appear on the website. They are full of reports and important updates. The newsletter will always contain the most recent set of dates as they can often change or dates can be added. These dates can also be seen on the website's front page. The newsletter can be opened in ParentPay along with other letters sent out.

We do not send out paper copies of the newsletter as we are committed to reducing waste but please ask at the office if you prefer a paper copy.