



Learning and Caring Together,  
“...they will flourish in the courts of our God.” (Psalm 92:13)

24<sup>th</sup> March 2022

## COMMUNICATION

Dear Parents/Carers,

As I said in my end of half term letter in February, I am writing this half term regarding your improvement points suggested within our recent surveys/questionnaires.

Some of you would like communication systems and processes to be clarified and / or explained further and some would like to know more about what your children are learning.

I hope the information below is useful.

### DOJO



### DOJO MESSENGER

You can message any member of staff, leadership, the office and Brambles via Dojo Messenger.

This forum is a two-way communication stream and is monitored daily between 8.30am and 4.30pm.

#### Teaching staff will use this forum to:

- Share relevant messages from the day
- Share your child's individual documentation
- Share log ins
- Share accident notifications
- Share individual achievements
- Request support with reading and homework
- To arrange a meeting with you

#### You should contact your child's class teacher via Dojo Messenger to:

- Share relevant messages from home
- To share basic information regarding learning and welfare
- Enquire about class based and lunchtime / playtime queries
- To arrange a meeting to discuss a query or concern with teaching staff
- Return individual documentation /authorisation on request
- Tell them what you value and what they are doing well


#### Office staff will use this forum to:

- Share relevant messages
- Share your child's individual documentation
- Share log ins

#### You should contact Mrs Swift via Dojo Messenger to:

	<ul style="list-style-type: none"> <li>• Raise individual queries regarding admin and finance</li> <li>• Share queries or concerns regarding office systems and processes</li> <li>• To tell them what you value and what they are doing well</li> </ul> <p><b>Mrs Leese will us this forum to:</b></p> <ul style="list-style-type: none"> <li>• Share relevant messages</li> <li>• Share your child’s individual documentation</li> </ul> <p><b>You should contact Mrs Leese via Dojo Messenger to:</b></p> <ul style="list-style-type: none"> <li>• Share health, medication and wellbeing messages</li> <li>• Arrange to speak with her regarding personal development or welfare</li> <li>• Arrange to speak with her regarding family support</li> <li>• Share what you value about St Edward’s and what our school and/or staff are doing well</li> </ul> <p>Please note, messenger <b>is not a forum to discuss queries or concerns at length</b> but is a forum for arranging a meeting to discuss any concerns of <b>complaints in more detail</b>. In the first instance, most queries or concerns should be addressed to your child’s Class Teacher (teaching, learning &amp; welfare) or office personnel (administration, finance).</p> <p><i>This is rarely the case, but if issues are not resolved or addressed adequately, you should then escalate your concerns to a leader. This should be Mrs Hordern for teaching and learning queries and concerns, Mrs Clifford for Inclusion (including SEND) and behaviour, Mrs Leese for welfare and Mrs Machin for office related issues.</i></p> <p><i>If issues are still not resolved, you should escalate your concerns to me, Mrs Machin/The Principal, and I will arrange to meet with you promptly.</i></p>
<p><b>SCHOOL STORY</b></p>	<p>This forum is primarily used to share information relevant to the whole school such as:</p> <ul style="list-style-type: none"> <li>• Whole school events</li> <li>• PTFA information</li> <li>• Principal Half Termly Letters</li> <li>• Academy Newsletters (Community, Online Safety, Wellbeing, Academy Councils)</li> </ul>
<p><b>OFFICE STORY</b></p>	<p>This forum is a two-way communication stream and is monitored throughout the day between 8.45am and 3.30pm. This forum is used to share information and to address all administration queries such as:</p> <ul style="list-style-type: none"> <li>• Finance/Parent Pay (including Brambles)</li> <li>• <b>Important dates and reminders (please note, dates are also on the website calendar)</b></li> <li>• Health &amp; Safety Information (including medical)</li> <li>• School Dinners</li> <li>• Brambles booking forms</li> <li>• Club letters</li> </ul> <p><b>Please use this forum for any <u>general</u> administration queries and / or to share what our office staff are doing well.</b></p>

<p><b>CLASS STORY</b></p>	<p>This forum is a two-way communication stream and is monitored daily between 8.30am and 4.30pm. This forum is used to share class information such as:</p> <ul style="list-style-type: none"> <li>• Learning objectives for the week</li> <li>• Weekly spellings</li> <li>• Curriculum learning activities</li> <li>• Homework – half termly, maths and weekly spellings</li> <li>• Celebration awards</li> <li>• Year group / class event information</li> <li>• Year group / class meetings information</li> <li>• Year group / class health and safety notifications e.g. Covid</li> <li>• Lost property messages</li> </ul> <p><b>Please use this forum for any <u>general</u> class queries and / or to share what you value and what our classes are doing well.</b></p>
<p><b>DOJO PORTFOLIO</b></p>	<p>Homework and home interests should be uploaded to your child’s portfolio. <b>Teaching staff</b> will comment on and/or like your child’s posts.</p>

<p><b>WEBSITE</b></p> <p><a href="https://www.stedwardscheddleton.co.uk/">https://www.stedwardscheddleton.co.uk/</a></p> 	<p>We have made improvements to our website and continue to develop it. There is a wealth of information shared via our website tabs, accessed from the bar at the top of the homepage. Drop down menus will appear when you hover over the tabs. There is also a search function above the tabs to help you find specific information. If you can’t find something, please let us know!</p> <p><b>HOMEPAGE TABS</b></p> <ul style="list-style-type: none"> <li>• Information</li> <li>• Christian Distinctiveness</li> <li>• Policies</li> <li>• Curriculum</li> <li>• Wellbeing</li> <li>• Gallery</li> <li>• News</li> </ul> <p><b>LETTERS</b></p> <p><b>All letters shared via School Story or Office Dojo are now uploaded onto our website</b> within 24 hours. Click on the <b>NEWS</b> tab on the top bar of the homepage to find these. For those who find scrolling through Dojo frustrating, we hope that this enables you to retrieve them more easily.</p> <p><b>DATES AND EVENTS</b></p> <p>In addition to being shared via Dojo, <b>all dates and event information are now added to the academy calendar on the website.</b> Scroll down on the homepage to <b>‘Upcoming Events’</b> where you will see the next four events and a button to click onto for a monthly calendar which you can use to update your own calendars at home.</p> <p><b>LATEST NEWS</b></p> <p>You can access <b>‘Latest News’</b> from our website by scrolling down on the homepage. Here you will find our <b>School Story News, Facebook</b> and <b>Twitter</b> messages.</p> <p><b>CURRICULUM</b></p> <p>You can view your child’s curriculum overviews from our curriculum tab. You can also find <b>HOMEWORK /HOME LEARNING</b> from this tab too.</p>
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## PHONE CALLS



Our phone lines are open from 8.45am-3.30pm but messages can be left at any time via the answerphone service.

### Teaching staff will use this forum to:

- Inform you of a more serious accident
- To ask you to collect your child from school (e.g. illness)
- Find out why your child has not been collected from school
- To arrange a meeting with you

### Office based staff, Mrs Leese and Leaders will use this forum to:

- Speak with you in person during the day

### You should contact the office by phone to:

- **Report your child's absence by 9.00am** (this must not be done via Dojo. A message can be left on the office answerphone)
- Share messages that need to be shared or actioned immediately

## EMAILS



### Office based staff & Mrs Leese will use this forum to:

- Send all emails and/or attachments to parents including on behalf of staff and leaders

### You should contact the office & Mrs Leese via email to:

- Return and share documentation /authorisation
- Make a formal complaint in writing
- Share what you value about St Edward's and what our school and/or staff are doing well

## GO READ



This forum is a two-way communication stream and is monitored daily.

### Teaching staff will use this forum to:

- Record individual reading in school (at least once a fortnight)
- Monitor reading at home

### You should use this forum to:

- Record your child's reading at home
- Request additional books if your child is reading their reading book fluently before the teacher next reads with your child

*Please note: Although additional reading books will be allocated, the teacher will assess fluency and confirm that their phonic book is agreed as completed, when they next read individually with your child.*

## SOCIAL MEDIA



We will share most information via School Story but please do access and share our good news stories on Facebook and Twitter too.

**Facebook** Search: St Edward's Academy, Cheddleton

### Twitter

[@StedwardsC](http://www.twitter.com)

## MEETING WITH STAFF



You can arrange to meet with a member of staff via **Dojo messenger**.

Now that we are 'learning to live with Covid', **you may also speak with staff at the end of the day**, following dismissal. Please collect your child and then wait patiently on the yard until ALL children have been dismissed safely. If appropriate, you can talk with staff on the yard, if your conversation needs to be private, please ask to come into school for a discussion.

## MEETING WITH THE PRINCIPAL

**Mrs Machin**



I pride myself on being a visible Principal and, commitments permitting, I am often available **at the school gates** as you arrive or collect your children from school. I appreciate the positive feedback you give and it is always good to have a chat. I will usually direct you to the relevant staff to address general questions, queries or concerns (in the first instance).

Testament to my staff team's proficiency within their roles and responsibilities means that **my intervention for concerns and/or complaints** is rare. However, as expected, if teaching staff, Mrs Hordern (Assistant Principal for the Quality of Education), Mrs Clifford (Assistant Principal for Inclusion and Behaviour), Mrs Leese (Home, School Link Leader) or office staff (for admin/finance) are not able to address concerns raised sufficiently, I will, of course, meet to discuss where and why this process has broken down and work with you restoratively from this point. **Please do not hesitate to message me directly on Dojo Messenger or email me via the office if you are not satisfied with how your concern or complaint is being addressed.**

As we establish a new normal, following Covid restrictions, I will be hosting informal **'Catch Up, Cuppa and Cake with Mrs Machin'** meetings (Other staff available at the time will attend too). These will be monthly catch ups, open to all parents/carers. Catch ups will provide another informal opportunity to talk about provision and care at St Edward's.

Thank you again for your constructive feedback that enables us to continually improve as we learn and care together at St Edward's.

Best wishes,

Mrs S. Machin  
Principal