

The Wickford Church of England School
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 SS11 8HE
 Executive Headteacher - Mrs D Rogan
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Monday 12th November 2018

Dear Parent/Carer,

As a member of the school community I would like to draw to your attention the following means of communication that we use to pass information to you. This might be a useful list to have in order to ensure you are accessing all possible means;

1. The school text system, please ensure the mobile number we have stored is kept updated.
2. The weekly newsletter, emailed out to parents (if you have provided your email address). This is also displayed on the class noticeboards outside each classroom, on Little Teds noticeboard and is available on the website as well.
3. The school website; <http://www.hearts-wickfordcofe.uk>
4. The school Twitter feed, do you follow us? @WickfordCofESch
5. The 'dates for your diary' (for the main school) is sent out in paper form at the start of each term and was also on the newsletter dated 7th September. Naturally, in a busy school we may have things to add to this list as the term progresses but we do our very best to ensure you have this information with notice.
6. Class Dojo – please speak to your child's teacher if you are a Year 1/2 parent and are having trouble accessing this app.
7. Tapestry – similar to Dojo, your child's class teacher/Little Teds team should be able to assist you with any issues you might have. We will contact the technical team if problems cannot be resolved.
8. Individual letters which are sent home via book bags.
9. The class teachers/Little Teds team are accessible after school each evening and are more than willing to help in any way they can.
10. The office staff, Mrs Woodger and Mrs Tucker are your first port of call in the morning and are more than happy to assist and answer any questions you might have. Teachers should be working with your child or other children in class from 8:35am.
11. The reading diaries (in FS, Year 1 and Year 2) also pass information to you, please ensure you check these each evening as you read.
12. The FACES PTA are a friendly, helpful group who will gladly help and support where they can. Their photos are displayed on the main board opposite the FS playground.
13. There are meetings organised for key events such as Thriftwood, Sleepovers and parents training etc.



Hopefully this list will reflect the many ways we try to pass on information, please ensure you are able to access it. If any contact information needs updating, please speak to Mrs Woodger or Mrs Tucker as soon as possible and this will be done immediately.

If we can help further please do not hesitate to let us know.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Louise Johnson', with a long horizontal flourish extending to the right.

Louise Johnson