

Shirley Infant School

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Every Child, Every Chance, Every Day

Shirley Junior School



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25th November 2019

Dear Parents & Guardians,

NEW Shirley Schools' Communication Format

Shirley Schools have recently been reviewing how we communicate to parents in both schools. Over the last 5 years, communication has advanced and, whilst the schools have attempted to keep abreast of changes, this has also resulted in information being sent home in a number of different ways. The schools understand and value all the different ways we can communicate, hence why we have historically embraced them all. This system does, however, present many challenges and can cause confusion. We have now streamlined all communication systems to ensure a consistent approach and to avoid duplication. Through the parent forums we have considered the needs of all the families in our community, along with the environmental impact and administration time and cost of producing paper letters. We are sure that all parents recognise the school is not able to accommodate individual parents' wishes and suggestions. From Monday 25th November this is how both Shirley schools will communicate:

Website: the schools' primary form of communication are our websites. We have recently invested in our new websites and staff continue to work very hard to ensure that they are kept up-to-date. To simplify the process for parents, communication is added to the website every Friday. This information can be found in three main areas, all of which have direct link from the home page:

1. **Weekly Communication:** Each Friday an attachment is added with school notices for the following week and key dates for the forthcoming weeks.
2. **Letters:** Each Friday all letters from the schools are added. Within this section is a page for each half term. The letters are added chronologically with the most recent letters appearing at the top of the page. In addition, the schools will provide **paper letters** of the following documents:
 - Dates for your fridge (see next page)
 - Trip information sheets (see next page)
 - Letters issued that contain a reply slip to be returned to school (this does not include optional forms from FOSIS/PTFA, e.g. school disco, quiz night)
3. **Calendar:** Dates and timings for event will be on the calendar from the start of each half term.

Marvellous Me: this will be a communication tool from teachers to parents to celebrate the children's successes and inform parents of their learning (as it was initially intended). Teachers may also send notifications or reminders and it may sometimes be used for the whole school in an emergency communication.

N.B. the most recent version of the app now includes a 30-day News Centre, that shows everything received from the school in one screen. Parents can sort, filter and star messages as they wish. We request that ALL parents sign up to Marvellous Me.



Dates and Trips: each half term the schools will produce a 'Dates for your Fridge' sheet that includes upcoming events and timings for parents' information. This is issued on **paper** and will also be added to the website. If your child does not bring this sheet home, further copies are always available from the office. At the start of every year, a letter informing parents of the year's trips and events will be published. Several weeks before a trip, a 'Trip Information' sheet will be distributed. Please be aware that sometimes we are offered opportunities at short notice that are too good to turn down and that will enrich the curriculum. On these occasions, we may not be able to inform you in the normal way.

Paper copies of all letters can be provided to parents and are available from the school office.

Facebook: we recognise that parents like to be able to support each other and build a sense of belonging in the community. The nominated class reps have set up Facebook groups for this purpose, and parents can choose to opt in to these. This is a **parent support group only**; the schools will not be directly associated with it and parents must understand that the schools cannot respond to issues raised in these forums. The schools will not communicate through these Facebook groups

We would remind you of the schools' Social Networking policy, which is available in full on our websites. We draw your attention to the following paragraph:

*Parents are permitted to create parent Facebook groups only. It is recommended that parents forming groups on Facebook or other social networking sites **must refrain from commenting on the school, staff, pupils and families**. Members of the group should feel able to refer any comments of concern to the Headteacher or a school governor in confidence. Any comments that are made on parent Facebook groups that the school deems to be inappropriate or detrimental to the school or staff members' reputations will be removed promptly. This is to uphold the reputation of the schools.*

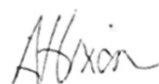
This change to the format of our communication has largely been driven by a concern for the wellbeing of all of our parents and carers. We feel that a more streamlined system, with minimal duplication of information, will be beneficial for all concerned, and we are grateful to all of the parents who have given us their thoughts and feedback in the lead-up to this change.

We are extremely proud of the caring, helpful community that exists around our schools and we thank all of our parents for your continued support in ensuring our schools run efficiently.

Yours sincerely,



Cate Gregory
Shirley Infant



Annette Hixon
Shirley Junior

