



HARDWORKING

# Whitehill Primary School

18<sup>th</sup> March 2019

Dear Parents and Carers,

We recognise that communication in schools needs continued development and requires constant focus and attention. Recently, we had our first Communication Committee. This collaborative group involves the leadership of the school, parents and governors working together to ensure the highest standards of communication supporting engagement and clarity. We reflected that it is important families understand channels of communication that exist at the school and if there any problems, including with individual accounts etc, to please contact either Miss Pond ([lpond@whitehillprimary.kent.sch.uk](mailto:lpond@whitehillprimary.kent.sch.uk)) or Mrs Lear ([flear@whitehillprimary.kent.sch.uk](mailto:flear@whitehillprimary.kent.sch.uk)) who will then seek to rectify the issue. Please find below some of our channels of communication and the purpose behind them.

Channel	Purpose
<b>Website</b> ( <a href="http://www.whitehillprimary.kent.sch.uk">www.whitehillprimary.kent.sch.uk</a> )	To be a central hub for all communication with information including letters and key details.
<b>Twitter</b> (Follow us at <a href="http://www.twitter.com/whitehillps">www.twitter.com/whitehillps</a> )	Regular tweets to celebrate achievements and success.
<b>Facebook</b> (Follow us and like us <a href="http://www.facebook.com/whitehillprimaryschool">www.facebook.com/whitehillprimaryschool</a> )	Provide reminders of events and share achievements and success.
<b>Newsletter</b> (sent at the end of each term)	Updates the school community as to the latest news.
<b>Anomaly Screens</b> (Located on each playground – updated on Friday afternoons)	Reminder of events over the next week. School Menu for next week. Details of extracurricular activity clubs. Video content regarding the school. Key details for communication.
<b>Schoolcomms</b> (App or <a href="https://schoolcomms.com">https://schoolcomms.com</a> )	Electronic letter sharing and allows parents to pay monies to the school for dinners, breakfast and after school club and residential trips.
<b>Letters</b>	Key information and events occurring in school shared via schoolcomms or hard copy.
<b>Texting</b> (Please make sure the office have updated contact information at all times)	Reminders regarding school events and to share minor injuries and first aid administered.
<b>Tapestry</b> ( <a href="https://tapestryjournal.com/">https://tapestryjournal.com/</a> )	An app and website for Reception and Nursery parents. Teachers upload photos and learning, and parents can upload photos and learning from home.
<b>Learning Letters</b>	At the end of each term, alongside the newsletter, information as to future learning for each year.

Headteacher: A Lowing

For general information, which cannot be found on the website, contact our administration officers Mrs Webster and Mrs Lear. To ask questions relating to finance then please access Mrs Oram and Mrs Conyers. For most matters relating to your child, your first point of contact will usually be with the class teacher either at the end of the day after they have dismissed the class, or through the contact book. To assist the link between home and school, you can also phone Mrs Couchman and Mrs Neat in Student Support who offer assistance with pastoral care and working in collaboration with teaching staff and parents. If any of these people are unable to help after your initial contact then further assistance may be provided. For example, this could be through Mrs French, Deputy Head for Teaching, for classroom related matters. Alternatively Mrs Patterson, as Head of Inclusion, in conjunction with Mrs Payne, SENCO, provides further support in matters linked to children's personal development, welfare and behaviour, including special educational needs. Mrs Mannings is also able to support families, including with attendance, and can give extra information and direction. For children in Reception and Early Years, then Miss Thompson, EYFS Leader, may give extra support in response to your query.

Thank you for your ongoing support, and your continued partnership with the school.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mr Lowing', written in a cursive style.

**Mr Lowing**  
**Headteacher**

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