

# Dodworth St John the Baptist C.E. Primary Academy

*Do it, Learn it, Live it*

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29<sup>th</sup> June 2023

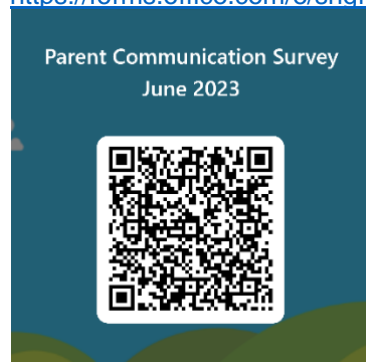
Dear Families,

I hope this letter finds you well.

One of our priorities as a school is to ensure that we have a consistent approach to communication. We understand how important communication is to the successful organisation and running of school, and we want to make sure that all parents and carers are aware of how we are going to communicate key messages.

We are aware, however, that communication has to work for you, the wider community. We are keen to get your voice on what you feel are the best methods of communication that we can employ. To this end, please complete the questionnaire available through the QR code and link below:

<https://forms.office.com/e/sngfvUkmV6>



In the meantime, it is important for us to provide some clarity on our current methods of communication. Please see below the main lines of communication we currently have in place at school, and what we use these for:

Means of Communication	What we use it for:
<b>School Website:</b> <a href="http://dodworthstjohns.org.uk">dodworthstjohns.org.uk</a>	<p>This is our central hub, and the best place to keep up-to-date with all things Dodworth.</p> <p>This is where we put all of our newsletters and other communications. These can be accessed via the 'Newsletters' tab at the top of the page. In the future, communications which are class specific – such as information regarding a trip, for example – will also be duplicated to the specific class page so you can see communication relevant to your child's class in one place.</p> <p>If you'd rather not sign up for Twitter, you can still access the school's Twitter feed on the home page of the website, and keep updated with your own child's class on the class pages section on the site.</p>
<b>Text Message</b>	<p>We communicate with you via text message to alert you to important items which require your attention. These texts often contain a link to the school website, where you can find the relevant communications. If you suspect we may have an out-of-date mobile number for you, please contact the office.</p>
<b>Newsletter</b>	<p>The newsletter is uploaded to the school website every Friday. This is a great place to find out what's been happening in school, and for you make a note of any upcoming dates for your diary. We will send out a text message to inform you that the Newsletter is live, and we</p>

	will also tweet a link to it from the main school Twitter account, @DSJ_Academy.
<b>Twitter</b>	<p>We highly recommend that you follow us on Twitter, as this is the quickest and easiest way to keep up to date with what is happening in class. We will also use this platform to remind parents and carers of important events; however please be assured that it will not be the only method of communication used to inform you of them.</p> <p>The Twitter accounts are as follows:</p> <p><b>General:</b> @DSJ_Academy</p> <p><b>F1:</b> @DSJ_Nursery</p> <p><b>F2:</b> @DSJ_Reception</p> <p><b>Y1:</b> @DSJ_Year1</p> <p><b>Y2:</b> @DSJ_Year2</p> <p><b>Y3:</b> @DSJ_Year3</p> <p><b>Y4:</b> @DSJ_Year4</p> <p><b>Y5:</b> @DSJ_Year5</p> <p><b>Y6:</b> @DSJ_Year6</p> <p>Please note that we will add a Year 3/4 and a Year 4/5 account before September so that parents of children in these classes can keep up to date with their children's work in the new academic year.</p> <p>As stated above, if you'd rather not sign up for Twitter, you can still access the school's Twitter feed on the home page of the school website, and keep updated with your own child's class on the class pages section on the site.</p>
<b>Physical Letters</b>	Occasionally, there may be times when we need to send a physical letter home. Copies of physical letters will be available on request. Whenever we need send a physical letter, we will also ensure that a copy of the letter is available on the website for you to view.
<b>Telephone or meeting with parents</b>	Where necessary, we will call parents and carers when individual children need to be discussed. Similarly, if there is something we need to communicate to you regarding your child, we may also speak to you on the playground at the start or end of the day.

We hope that by making you aware of these lines of communication, you will be better informed of events in school. In due course, we will review the responses to the survey above and may adjust our methods of communication. Where this is the case, we will of course inform you of any changes.

As always, thank you for your support and do not hesitate to get in touch if you require further help or clarification.

Kind regards,

*Jon Smith* (incoming Head of School)