



Woodfield Primary School

Wigan Lane, Wigan WN1 2NT

Wednesday 26th September 2018

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Headteacher: Miss A Prior

Dear Parents/Carers,

At Woodfield Primary School, we strive to ensure that our communications are frequent, transparent and clear. To achieve this, we use a wide variety of ways and means of communicating, to enable all who are interested in school events to be able to access the necessary information.

The ways in which we communicate with parents/carers are detailed below.

To communicate or notify:

The **Woodfield School Website** <http://www.woodfield.wigan.sch.uk/> is a great source of information about the school and is updated on almost a daily basis. The homepage contains information about the *Events Calendar* (upcoming events), the *School News Feed* and the *Twitter Feed*. We will shortly be adding an area where you can view photos and pictures of daily school life also. The *calendar* is available to view by clicking on the link beneath 'Events Calendar' on the homepage; this is also updated regularly and details all the upcoming events which have been planned by the school. This is a very useful way of seeing 'at a glance' what is happening across school. In addition, many whole school *letters* and copies of past *newsletters* can be found under the 'Information' tab.

The school regularly adds information to the '**School Updates App**'; this contains the same updates that can be found on the website. The app is available to download free of charge; please see a member of the school office for any further information or help on how to download it. Notifications can be turned on in your individual phone's settings.

Email is used as a frequent method of correspondence. Letters and notifications may be emailed to parents/carers of particular classes, or to the whole school.

Paper letters are sometimes sent out when appropriate. As part of our Eco School status, we aim to reduce the use of paper wherever possible, so we endeavour to keep the use of paper communications to a minimum. Paper letters will also be emailed wherever possible.

The **notice boards** around school are updated on a weekly basis to reflect upcoming events.

Going forward, the school **newsletter** will be emailed to parents on a fortnightly basis. This will detail upcoming events, provide information and reminders and celebrate the children's and school's successes.

The **Facebook** and **Twitter** feed will sometimes contain information about upcoming events but should not be relied upon to contain all information as it is not always possible to post everything to these sources.



For information:

School will regularly update and post pictures, photographs and small reports on events of interest which have already occurred on the school **Facebook** Page, **Twitter** account and the school **website**. These pages are for the parents/carers and the wider community. Whilst parents are welcome to add positive comments on posts, the accounts are not set up to enable us to reply to messages. The pages are monitored and any comments deemed to be not in the best interests of the school will not be approved.

We encourage all parents to check the website as the primary source of information or 'one-stop shop' regarding upcoming events. It can easily be found by googling 'Woodfield Wigan'.

If you have any queries or suggestions regarding communications, please do not hesitate to contact the school office, myself or any member of staff.

Yours sincerely



Miss A Prior
Headteacher

