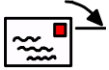




23rd November 2020



Dear Parent/Carer,



Communication

We have listened to our parents/carers and have been working hard to improve our communication with families.

Please find attached our parent/carer communications plan demonstrating when and how you can expect to hear from school during normal school openings and during school closures.

The important improvements are:

- The introduction of the Weduc communications app.
- The replacement of home-school diaries with daily/weekly communication with teachers using the Weduc app.
- The Learning Zone of our school website including all the home learning packs and instructional videos.
- Wellbeing virtual meetings if your child is isolating while their class is in school.

The introduction of the Weduc app provides the following advantages:

- Direct communication with your child's teacher.
- Immediate important school notices.
- Feeling part of our Ellesmere Family with regular updates on the news feed.

From December 2020 we will no longer be sending paper copies of letters or using home-school diaries. To receive important information relating to your child you will need to download and register on Weduc. If you need support to get started on the Weduc app please contact Jo Mason in school on 0116 2894242 or by email on jmason@ellesmere.leicester.sch.uk

We do realise that there are a small number of parents/carers who do not have access to a smart device in order to use Weduc. If this is the case please contact Jo Mason as above to discuss alternative arrangements. This will only be possible by specific arrangement.

Please help us to keep in touch regularly and effectively. We consider your children to be part of our Ellesmere Family so need to work closely with parents/carers to ensure the very best for every single one of our children.

Please help us to make this happen. Download the Weduc app today.



Kind regards



Steph Beale
Principal

Ellesmere College Parent/Carer Communications Plan

Term Time – School open as usual

Type of Communication	Who?	Method	Frequency
Pupil Progress information	Teachers	Parents Evening	3 per year
	EHCP lead/Assistant Principals	EHCP review	1 per year
	Vice Principal	Interim Reports	December annually
	Teachers	Full Report	Summer term annually
School News	Jo Mason (PA to the Principal on behalf of the principal)	Weduc Newsfeed	As needed – at least once per week
Whole School Notices	Jo Mason (PA to the Principal on behalf of the principal)	Weduc Notice Board	As needed
Events Letters	Jo Mason (PA to the Principal on behalf of the principal)	Weduc	As needed.
Information specific to your child – in replacement of home/school diaries.	Class team	Weduc	Weekly (minimum)
Newsletters	Jo Mason (PA to the Principal on behalf of the principal)	Weduc	Termly
Emergency information	Teacher/admin/SLT	Phone call	As needed

Term Time – During school closures
In addition to 'business as usual' communication

Type of Communication	Who?	Method	Frequency
Home Learning Packs	Teachers – managed by VP Ange Smith	Website – Home Learning Zone/post	2 weekly during closure or isolation.
Home Learning videos		Website Home Learning Zone	
Home learning additional resources.		Website	
Assemblies	Lead Teachers/SLT	Website	Weekly
Wellbeing Calls	Class team	Phone call	Weekly
Additional Welfare Calls	Student Support Officers	Phone call	As needed
In the case of bubble /school closure... Daily contact to support with home learning	Class team	Weduc messages	Daily
In the case of isolation when school/bubble is open... Wellbeing class contact	Class team	Teams video call	Weekly