

Take Off and Fly

Inspiring everyone, every day to grow and succeed

Communication Plan

Some parents have highlighted to us that during this difficult time nationally, that a guide to communication channels used to communicate from school to home would be helpful. Obviously, our aim during this national lockdown is to ensure everyone hears the very important messages and has the support that they need.

We have a whole range of ways of passing information backwards and forwards, so we thought it prudent to outline all the ways we share information and which type of information this might be:

Communication form:	Who?	Why?
Parent mail	School leaders and the school office.	This is to communicate personal or large message to a parent/s within the school. This is also used for forms and gaining consent for learning linked to your child. Newsletters and information.
Class Dojo	Class teacher and school leaders	To share the children's learning and celebrate success. Also to share whole school messages. School will not reply or respond to any messages in the messaging part of class Dojo.
Email	The office	You can send an email to enquiries@woodlands.lincs.sch.uk To share or discuss something. Please allow 24 hours for a response to your email.
Tapestry	Class teachers and teaching assistants	They will post messages and respond to learning on here. You can also ask any questions about your child's learning. Any messages you send via tapestry are recorded automatically and kept.
TEAMS	Class teachers and teaching assistants	They will post messages and respond to learning on here. You can also ask any questions about your child's learning via the chat function. Any messages you send via teams are recorded automatically and kept.

Kind regards
 Miss Bingwa
 Headteacher

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Forest Skies Federation