



THE HOWARD PRIMARY SCHOOL

The Square, Elford, Tamworth, Staffordshire, B79 9DB

Head Teacher: Mr Wynn

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September 2024

Communication Methods

Dear Parents,

In a bid to improve our communication we will be streamlining our communication methods to create a more cohesive and clearer process for all. At present the use of email alongside the varying options on Class Dojo can mean it is difficult to keep tabs on day to day events. Important messages (both to and from school) can be missed and often there are messages for one event in multiple places.

As such the following will apply.

- All key events will continue to be placed on the school website which can be accessed [here](#). This should be the main check point for upcoming school events.
- A website blog for each class will be available each week for parents to see what has been happening in the classes. This will contain photos of the children and information about their lessons and achievements. These are available [here](#)
- School Story on Dojo will be used to add reminders for upcoming events and any last minute changes to the school week. Messages from staff for things such as non-uniform day, change in uniform, etc will appear here.
- Letters regarding trips, clubs and sporting events will be sent on School Story with Google forms for completion for permission or direct links to the website. This should make planning trips and sporting events easier for staff to track and plan. All letters will be posted on the school website [here](#) and a link to them will be made available on school story.

How to contact school?

At present we have a range of communication methods and it can mean that messages get missed or do not reach the correct staff. As such the following will apply:

- If you need to contact school please do so through Mrs Moss in the school office on howardoffice@tssmat.staffs.sch.uk. These messages will be checked throughout the day but please attempt to send messages before 1:15pm as Mrs Moss finishes then.
- Messages will be answered by Mrs Moss or passed on to the appropriate staff member.
- Phone calls can also be made on 01827 383292. Please leave a message if nobody answers the phone.
- Direct messages on Class Dojo will not be available from September.

We hope that this simple method of communication will really help parents and staff.

Kind regards

Mr Wynn and Miss Jennings

