

29 January 2021

Dear Parent/Carer

Communications from School

We have recently been reviewing the way we contact parents and carers in a bid to keep you fully informed at all times, and have made some changes to improve upon the existing methods used. The methods of communication are as follows:

Website – Our website is full of information about the school, from tutor information and home learning to letters and resources. **Please check the website regularly as it is updated on a daily basis and is your go to place to find information that may not have been emailed directly due to technical reasons** - <https://www.selwood.somerset.sch.uk>.

SIMs Email – With immediate effect, whole school emails will be sent from Selwood Academy (selwoodacademy@educ.somerset.gov.uk). This will include newsletters, whole school letters and other information. The email will go to any parent or carer who has Parental Responsibility for the child, therefore any parent or carer not living with the child will also receive it, as long as we have their up to date email address. The first email sent this way will be the next school newsletter, please look out for this. You may need to check your spam or junk folders and move it into your inbox as a trusted sender, this will ensure that future emails will not go to junk/spam.

Text Messaging – We will continue to only use texting to send urgent messages where we feel it is necessary to bring information to your attention quickly.

SIMs Parent App – The Parent App will give you access to your child's timetable, attendance, reports and later this academic year you will be able to view behaviour and achievements at any time and update your contact details, so we always have the most up-to-date information in case of an emergency.

Facebook – We will continue to post updates on our Facebook page, but please be aware that this is not checked regularly and is for information only. Any queries should be directed to our usual school email address please.

ParentPay – This will now be used for Finance matters only. You can use ParentPay to pay for trips, school meals, Music tuition etc.

In order to keep you fully informed it is important to always have your most up to date contact details. Please contact us if you change these details at any time to ensure your records are updated. It is especially important to remember that email addresses and mobile numbers are kept up to date to avoid not receiving electronic communications.

'Let your light shine before others' Matthew 5 v 16

Head Teacher: Mr Daniel Jeffries BA(Hons) MA NPQH

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Safeguarding is everyone's responsibility - Selwood Academy is committed to safeguarding and promoting the welfare of our children and we expect all members of staff, volunteers and visitors to share this commitment

How to contact us:

General enquiries: Telephone: 01373 462798 or email Selwoodacademy@educ.somerset.gov.uk
Pupil absences: Telephone: 01373 468615 or email attendance.selwood@educ.somerset.gov.uk
Covid enquiries: Email: SelwoodCovidHelpline@educ.somerset.gov.uk
Tutor Contacts: These can be found on the website <https://www.selwood.somerset.sch.uk/about-the-school/our-staff/teaching-staff-year-tutor2>

We hope this is helpful to you. We suggest that you keep this letter in a safe place for future reference and do not hesitate to contact us if you have any queries.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Melissa Singer', with a long horizontal flourish extending to the right.

Melissa Singer
Business Manager