

Silverwood Communication Workshop

Thursday 15th December 2022, 6.00pm via TEAMS

Silverwood Attendees: Sean McKeown, Executive Head (SMc)
Sophie Covington, Pupil Services Manager (SCv)
Rachel Bell, Assistant Head of Learning (RBe)

Action Points:

- **SeeSaw** – There needs to be consistency across each of the campuses. It is used at Rowde but it needs to be used at Chippenham & Trowbridge. It is an extremely useful platform to upload photos of the students engaging in class activities, which acts as a conversation starter between child and parent at home. Especially students that are non-verbal or who struggle to communicate. A weekly photos of what their child has been up to that week would be hugely beneficial.

SCv will also look into SeeSaw to be used as the main communication tool between school office and home, it would seem appropriate if all classes are going to be using it.
- **Class Dojo** – Parent/carer advised that this is the communication tool used at Springfield Academy, where he teaches and it works very well. SCv to investigate this tool in more detail.
- **Newsletters** – very positive feedback regarding the fortnightly newsletters and the full end of term newsletter sent out which includes class updates and photos. However, it was picked up on that not all classes are included which seems unfair and not consistent. Should all classes not have an article with photos? SCv to feedback to Senior Leadership Team and class teachers.
- **ParentPay** – Feedback given regarding emails received from ParentPay. Although to parents are registered to an account only one of the parents receives any emails sent through ParentPay. SCv to contact ParentPay and look into this.
- **Evidence For Learning** – It was noted that the original roll out date for this across the school was September 2022 but unfortunately many families are yet to be signed up and use EFL, which is disappointing. There have been some delays with rolling out the programme, SCv to investigate these and get some dates confirmed for the new Year.
- **Inaccurate data** and information sent out on email communications. Parent/carers to send SCv examples of these.
- **Parent Engagement Policy** – SCv to circulate this to all attendees. Any feedback or comments to be emailed to sophiecovington@silverwood.wilts.sch.uk
- **Up & coming dates** – Parents/carers would benefit from a list of ‘important dates/events’ to be issued at the start of the term so they can organise their calendars and sort childcare etc to ensure they can attend.