

WIDFORD LODGE

PREPARATORY SCHOOL



Widford Lodge School

Parent Guide to School Communication

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Effective communication is vital in running a successful school and Widford Lodge School uses several channels to make sure important information is disseminated to parents. Each of these channels fulfil a different purpose and some, because of the nature of the personal data they hold, require a password for access.

This guide has been produced to assist parents in finding the information they are looking for. We recognise that we must continue to build effective communication both internally and externally and understand the importance of listening to our community.

Please browse all the descriptions below and should you have any questions, requests or feedback, feel free to contact admin@widfordlodge.co.uk

The Widford Lodge School Website <https://widfordlodge.co.uk>



The website is a central hub for school communication and contains a wide range of information for parents.

To access information of particular value to parents, such as term dates, click on “Information” – this area contains sections for:

- The school calendar – which includes fixtures, trips, parents evenings and other school events
- Uniform
- Parent Information – which includes forms for parents to download for administration of medicines, request for absence, speech and drama and music lesson application form etc
- Menu
- Term dates
- Late stay

There is a further, secure, section within the website entitled “Parent Information”, we provide a username and password to this area when a pupil joins the school. In this section you can find information about:

- Class timetables
- Newsletters
- School staff
- Media gallery and
- Links to Matrep – the system we use to provide our pupil progress reports.

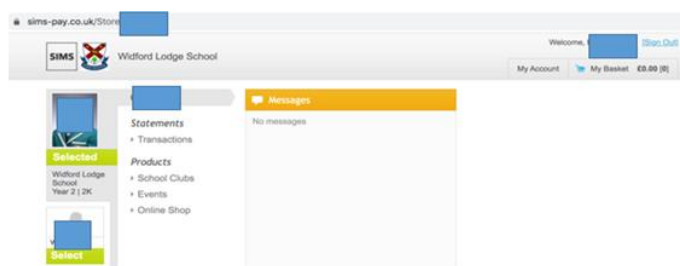
Widford Lodge newsletter – “From the Study”



We publish a newsletter fortnightly on Friday. Our newsletter is sent to parents by email but is also available on our website. The newsletter includes:

- news articles on the activities in which the pupils have been involved over the prior two weeks
- menu for the coming two weeks
- forthcoming events for your diaries
- updates and reminders of forthcoming activities
- updates on charity events
- Sports news and results
- News from FOWL

Pay360



Pay360 is a secure system which allows parents to make payments online using a debit or credit card for items such as school events, trips, fundraisers, swimming hats and planners.

It also provides an easy booking system for school clubs and Late Stay.

Once a child joins the school, we will send parents a registration email. Within the email parents are invited to register a new account by following a link. If parents have any questions about making payments, please contact the office team on admin@widfordlodge.co.uk

SIMS Parent

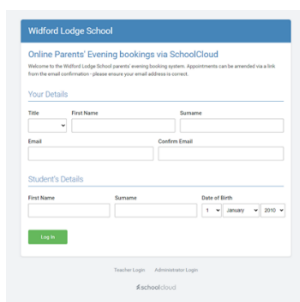


It is vital that the school holds the most up-to-date contact information to enable us to contact parents, including in an emergency. We use SIMS parent and this system enables parents to update contact details, and other information for their children. This can be accessed either via an app (SIMS Parent) or a website www.sims-parent.co.uk

We ask that parents annually review and confirm the contact details held but you can update these at any time. If you have any questions about the use of the system, please contact the office team on admin@widfordlodge.co.uk

Parents' Evening system

Parents have access to an intuitive and easy to use online appointment booking system. Parents can access the system by visiting <https://widfordlodge.schoolcloud.co.uk> The system allows parents to choose appointment times, post a comment and then receive an email confirmation of their appointment slot(s). Parents receive advanced notice via email of when the system will be opened and closed for bookings and appointments are made on a first come first served basis.



The screenshot shows the login page for the 'Online Parents' Evening bookings via SchoolCloud' system. The page is titled 'Widford Lodge School' and includes a welcome message. It features two main sections: 'Your Details' and 'Student's Details'. The 'Your Details' section has fields for Title, First Name, Surname, Email, and a Custom Email field. The 'Student's Details' section has fields for First Name, Surname, and Date of Birth (with a dropdown for month and year). A 'Log In' button is located at the bottom left of the form. At the bottom of the page, there are links for 'Teacher Login' and 'Administrator Login', and the SchoolCloud logo.

If you have any questions about the use of the system, please contact the office team on admin@widfordlodge.co.uk

Twitter



Parents may search for Widford Lodge school in twitter and send a request to the office team to follow the school on twitter. We have a main twitter account and a separate sports twitter account. All requests have to be approved prior to accessing either of these accounts.

Microsoft Teams



Microsoft Teams is used by the school for communication and collaboration between teachers and pupils/parents, in the form of virtual lessons, setting of assignments and use of the 'chat' function. All children need to have access to Microsoft Teams in order to communicate with their teachers, access virtual lessons, access assignments and to receive feedback on work completed. Pupils use their school email address and their normal computer club password to access Teams.

<https://teams.microsoft.com/download>

The following are the links to the relevant websites for the applications that we commonly use. The login details for each pupil are included in their planners:

Spelling Frame <https://spellingframe.co.uk/>

Purple mash	https://www.purplemash.com/login/
Times table Rock stars	https://trockstars.com/
Activelearn	https://www.activelearnprimary.co.uk/login?c=0
Code.org	https://studio.code.org/users/sign_in
Oddizzi	https://www.oddizzi.com/schools/login/
Language Angels	https://www.languageangels.com

Matrep

Pupils' progress reports are provided to parents through Matrep.

We send parents usernames and passwords which are unique to individual pupils and remain the same throughout their time at Widford Lodge. To access pupils, please click the "Reports" link on the school website or type <https://widfordlodge.matrep.co.uk/> directly into your web browser.

We recommend that parents associate an email address to their account and change their password to something more memorable as by doing this, parents can make use of the automated password recovery, without needing to contact the school. Any queries about the use of Matrep may be raised with the school office team.

Specific queries

If you have any questions or require support, in the same way as usual, please do not hesitate to contact the relevant member of staff.

- initially please contact your child's form teacher – please raise any questions by writing a note in their reading diary or planner or by sending an email. Staff emails are the teachers first initial then surname e.g. Mr Hopgood is rhopgood@widfordlodge.co.uk
- academic questions including homework, academic progress and behaviour should be raised with the teachers in the first instance or via the specific Subject Leaders and the Deputy Head (Academic), Mr Ed Callaway ecallaway@widfordlodge.co.uk
- pastoral queries including behaviour, health and attendance : Sam Pawsey, Deputy Headteacher Pastoral, on spawsey@widfordlodge.co.uk
- learning support queries including educational or health assessments, individual learning plans and advice on support networks : Claire Palmer, Learning Support Leader (SENCO), on cpalmer@widfordlodge.co.uk
- queries about sports fixtures and teams : relevant Sports teacher
- administrative issues including uniform, trips, medicines, Pay 360 payments, clubs and admissions: the Office team, on admin@widfordlodge.co.uk

These staff are best placed to provide quick responses to any questions that you may have and they will escalate to the relevant member of the school's Senior Leadership Team any queries they have or help that they need to be able to answer any questions.

Please note that during the school day teachers are usually teaching, so any queries raised with teachers will be answered as soon as they are able to do so, but please don't expect an instant reply.

If your query is urgent, please raise with the school office team.