



WILLIAM HARDING SCHOOL
Aim high... Work hard... Be kind...

WILLIAM HARDING SCHOOL

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Head Teacher: Miss T Cotchin BA(Hons) PGCE NPQH



16 December 2022

Dear parents and carers,

Re: Improved communications

Thank you to those of you who completed our Parent Communications survey. As a school we have reviewed all the comments and found the following;

What works well;

- Letters coming all in one go
- Friday comms at end of the week as knowing which day means we don't worry about missing things
- Like how all letters are on the website so can refer to them at anytime
- Letters are very easy to read
- Historic letters are left on website to look at if we forget
- Appreciate the urgent Schoolcomms emails as we know these are urgent
- The system works fine as it is
- The summarised list on one day is great

As always we try to improve and support easy communication between school and home. Whilst we are unable to action all individual comments, we have looked for trends and as a result the following will be trialled in January;

- Upcoming events - There will be a text box at the top of the 'Communications & Letters' website page with upcoming events. As we move through the term and past the event, the office will delete what has happened already
- Standardised letter names – for ease all letters will be named in the same format, for example Whole school PE letter, Year 2 book competition leaflet
- Proofed - the letter must be proofed by at least 1 other person to avoid mistakes
- Order – whole school communications will be at the top, then Preschool, Reception, Year 1 through to Year 6
- Joiners – new parents will be given information about our communication approach
- RESPONSE – where a response or action is needed this will be put in the title
- REMINDER – where the letter is a repeat/reminder this will be put in the title

We hope that these changes will be an improvement to our communications with you. Thank you for your support.

Best wishes,

Miss Cotchin
Head teacher

Our School Values are: Inclusion, Perseverance, Honesty, Respect, Responsibility and Collaboration.

