



Home–School Communication

Dear Parent/Carer,

At The Cardinal Wiseman Catholic School, we are committed to maintaining clear and effective communication with parents and carers.

To help keep you informed, we use **The Cardinal Wiseman School App** as our primary method of communication. The app provides a quick, convenient, and reliable way to receive important information about your child's education and school life. We also use an electronic school communication system alongside the app until it is phased out next Spring.

Through the school app you will receive notifications and communications such as:

- Whole-school announcements and updates
- Letters and important correspondence
- Parents' Evening invitations and reminders
- School events and key dates
- Urgent messages, including emergency school closures where necessary
- Attendance and punctuality notifications where appropriate

You will receive a separate email with instructions on how to download and set up the school app. We encourage you to do this before the start of the new term to ensure you receive all school communications from the beginning of the academic year.

If we need to contact you urgently we will do so by phone and if you are unable to respond we will leave a message or send a text. (Texts will be sent from the following number (0203 137 0489).

The school website also contains general information, policies, term dates and other useful resources and can be accessed at: www.wiseman.ealing.sch.uk

Keeping Your Contact Details Up to Date

It is important that we always have your current contact details.

The school will use the Priority 1 contact details provided during your child's enrolment. If any of your contact details change, including your telephone number, email address or home address, please notify the school as soon as possible so that our records remain accurate.

Where parents or carers live separately, we can arrange for both parents to receive school communications, provided we have the appropriate contact details on record. If you would like this arrangement to be made, please contact the school office.

If you have any questions regarding the school's communication systems or need assistance accessing the school app, please contact Gemma McConville in the school office by email mconvilleg@wiseman.ealing.sch.uk or call on **020 8575 8222**.

Thank you for your continued support in helping us maintain effective communication between home and school.

Yours faithfully,

The Cardinal Wiseman Catholic School

Greenford Road, Greenford, Middlesex UB6 9AW
Head Teacher: Mr D P Coyle (Hons) NPQH

T 020 8575 8222 | F 020 8813 0156

W www.wiseman.ealing.sch.uk | E info@wiseman.ealing.sch.uk

School Trustee: Archdiocese of Westminster