



Improving Home – School Communications

Dear Parent/Carer,

As part of our efforts to communicate with parents/carers and keep everyone up to date and well informed we have implemented an electronic school communication system. This will enable you to receive some school information electronically, quickly and reliably. For example, we can send letters such as invitations to parents' evenings by email to your inbox. (If neither parent has an email account, please contact the school to let us know). 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)**).

We will use this service for notification such as:

1. Emergency school closure
2. General school letters
3. Parents' Evening reminders
4. Absence (on day 1 of absence) when no explanation has been received by 10am
5. Punctuality meeting with senior staff where punctuality is a cause for concern
6. Saturday detention

Please note that the school website will also contain 'general' school information such as in 1, 2 and 3 above, the website address is www.wiseman.ealing.sch.uk

You can

- Avoid concerns that information may have been lost between the school and home.
- Reply by email or text to give the reason for your child's absence and to confirm attendance to meetings.
- Communicate with the school to inform us about your child's absence or for anything related to their attendances, using the dedicated email: absence@wiseman.ealing.sch.uk – clearly stating your child's name, year group and reason for absence.

The school will use the contact details that you have given for the Priority No.1 contact on the Enrollment Form that have been filled and submitted on line at the time of the Offer Letter, containing **Student's Medical & Emergency Contact Information**. If you have to edit one of these information, please contact the school as this is highly needed **prior to your son/daughter joining us** in September 2023. If in the future you change your contact details, please inform the school immediately.

In cases where parents are separated and information from school is not shared between them, we can arrange for both parents to receive information electronically. If you need this arrangement to be put in place, please contact the school.

If you have any questions or concerns regarding the above, please contact Mrs Lorraine Clarke in the school office on 020 8575 8222 ext. 404, or by e-mail ClarkeL@wiseman.ealing.sch.uk

Your details will not be used for any purpose other than school business. You will not receive any spam or marketing material.

Yours faithfully.

Mr. D P Coyle
Headteacher