



**Dame Elizabeth
Cadbury School**

Respect. Aspire. Believe. Commit
www.decschool.co.uk

Our ref: RP/Parental Communication

Date: 25th May 2023

Dear Parents/Carers,

Re: Parental communication

At Dame Elizabeth Cadbury School, we are committed to building partnerships with parents and carers and ensuring that we keep you updated on school matters so that we can help you support your child's learning at home.

I am writing to provide you with information on the many ways in which we work with and communicate with parents and carers.

Parental Workshops

We have a number of informative workshops which you can attend, either in person or online, which focus on different areas of school. Workshop topics range from learning about the most effective reading strategies we use in school, based on research, to supporting you with mathematics skills. All workshops are designed to be informative and to build parent/carer confidence when it comes to supporting your child with their education. Each set of workshops has a target audience which is clearly labelled on the promotional schedule. We deliver sessions in three ways:

- **Face to face sessions** give parents the opportunity to come into school and be slightly more hands on. Physical resources can be collected and you are invited to interact with staff if you have any queries about any elements of the workshop.
- **Online 'live' sessions** require parents to register their interest for the session. Details of the session will be sent a few weeks beforehand, and a link to MS Teams will be sent. Logging on is easy and you can participate in your session from the comfort of your own home. Parents will be invited to ask questions through the chat facility and contribute ideas. Sessions will be recorded and all resources will be placed on the website.
- **Online pre-recorded sessions** offer the flexibility of being accessed at any time that suits you. These types of sessions are updates on different areas of school and information about upcoming events or initiatives.

Twitter

As a school, we exploit every opportunity to tweet out about what events are taking place and what pupils are learning about. Our school Twitter handle is *@followDECTC*; please follow us for the most up to date news. We enjoy sharing content delivered through assemblies, special events and extra-curricular activities. Some examples of these are awareness days such as Mental Health Awareness Day, National Careers Week and the outstanding results of our UKMT Maths Challenge Competition.

Website

In addition to good news stories shared on the website, there is a wealth of information to support your child's journey with us. We are currently working on a comprehensive guide to help you navigate the different areas of the website. Our website has a host of information, ranging from the make-up of the school day to how to what texts are recommended for your child to read. We also ensure all school letters are published on our website under 'Publications'.

Parent Advisory Board "You said, we did"

Parental voice is very important to us at Dame Elizabeth Cadbury School. We host a termly Parent Advisory Board meeting which provide us with invaluable feedback on new ideas and initiatives that we'd like to roll out. Actions taken in response to the valuable feedback from parents are consolidated into a "You said, we did" document on the website.



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Dame Elizabeth Cadbury School



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Termly Newsletters

Each term, an online newsletter is sent to parents which contains news stories about events that have happened in either the autumn, spring or summer term. This is also an opportunity for the Heads of Houses to share updates about each specific pastoral house.

Dedicated email and telephone lines for queries

If parents, or the general public, have queries, they can email a dedicated email address, enquiry@decschool.co.uk.

We also have dedicated telephone lines for direct contact with each Pastoral House, our Social Workers Hub and main reception. All areas can be accessed through the main telephone number followed by the relevant option (option 1 – Absence answer phone facility, option 2 – Durham and York Houses, option 3 – Warwick and Exeter Houses, option 4 – Social workers team and option 0 – main reception).

Attendance answer phone service

In response to your feedback, if your child is absent for any reason, we now have a dedicated answer phone facility (accessed through the main telephone number – option 1) which allows parents to leave a message about their child's absence. Pastoral teams will pick up messages each morning and record the relevant reason.

Parent 'drop in' sessions

Throughout the year, we have planned parental drop in sessions; a calendar for which you will receive later in the summer term. For example, we have hosted a drop in session for year 11 parents on 'Careers and next steps' with our Careers advisor and also 'SEND coffee mornings' with our SENDCO.

Progress Evenings and reports

We take a blended approach to Progress evenings, with a mixture of online and in person. This offers flexibility to parents by enabling them to speak to their child's teacher from the comfort of their own home.

Your child will receive three termly Progress reports throughout each academic year. We have recently streamlined our approach to Progress reports by providing more context and clarity around the judgements for 'effort' and 'progress'.

Upcoming events – Summer 2023

We welcome all parents to participate in one of our upcoming events below.

- 1) **Online 'live' session on 'Reading and Supporting Literacy at home'** on 12th June 2023 (5.00-6.00pm). This workshop is suitable for all parents and aims to provide information on reading and literacy techniques we use in school, which can be replicated at home. If you would like to attend this session on MS Teams, please register your interest by scanning the QR code or following the following link <https://forms.office.com/e/YdTfLAnqZN>.
- 2) **Online pre-recorded session update on 'Careers' which will be released after 4.00pm on 19th June 2023.** There is no need to sign up for this as it will be accessible to all.

I really hope that you will be able to join us on at least one or more of the many parental events we have planned for Autumn 2023. See <https://decschool.co.uk/parent-carer-support-workshops/> for more details.

As always, thank you for your continued support.

Yours Sincerely



Mr R Prime
Headteacher

Dame Elizabeth Cadbury School
Parental session - register your
interest



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