

# English Martyrs Catholic Primary School

*"where everyone is special"*

## Newsletter 5: Friday 10<sup>th</sup> January 2019

[www.englishmartyrs.warwickshire.sch.uk](http://www.englishmartyrs.warwickshire.sch.uk)

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@EMCPrimary

## Improvements to communication between school and home

As a school we value the good relationships we have with our families and how parents keep the school informed which benefits the children. To improve this further, parents are now able to contact teachers via email. Their email addresses will also be placed on the school website. There are clear protocols for both staff and parents to follow if email is used and we ask parents to ensure they have read these before they email. If a parents needs to inform the school on an urgent basis, eg informing that someone else will be picking your child up, this must always be communicated by phone. We anticipate that parents, especially those who are not often on the playground, will benefit greatly by the email communication but face to face conversations on certain matters are always the most effective.

**School Office: Miss Sands**

[admin3564@welearn365.com](mailto:admin3564@welearn365.com)

**Headteacher: Mrs Deery**

[head3564@welearn365.com](mailto:head3564@welearn365.com)

**Reception teacher: Mr Bromage/Foundation Stage and Key Stage 1 Lead (Senior Leader)**

[Bromage.g3@welearn365.com](mailto:Bromage.g3@welearn365.com)

**Year 1 teacher (Monday & Tuesdays): Mrs Stawt**

[charlick.l@welearn365.com](mailto:charlick.l@welearn365.com)

**Year 1 teacher (Wednesday to Friday): Mrs Tomlinson**

[tomlinson.c@welearn365.com](mailto:tomlinson.c@welearn365.com)

**Year 2 teacher (Monday to Wednesday): Mrs O'Connor**

[oconnor.h@welearn365.com](mailto:oconnor.h@welearn365.com)

**Year 2 teacher (Thursday & Friday): Mrs Rouledge**

[rouledge.l@welearn365.com](mailto:rouledge.l@welearn365.com)

**Year 3 teacher: Miss Petras/ Deputy Headteacher/ KS2 Lead (Senior Leader)**

[petras.e@welearn365.com](mailto:petras.e@welearn365.com)

**Year 4 teacher: Mrs Jones (Monday to Wednesday)**

[jones.r3@welearn365.com](mailto:jones.r3@welearn365.com)

**Year 4 teacher: Miss Long (Thursday to Friday)**

[long.e1@welearn365.com](mailto:long.e1@welearn365.com)

**Year 5 teacher: Mrs Skuse**

[skuse.h@welearn365.com](mailto:skuse.h@welearn365.com)

**Year 6 teacher: Miss Pichon/SENCO (Senior Leader)**

[pichon.c@welearn365.com](mailto:pichon.c@welearn365.com)

### Email Protocols for staff and parents

English Martyrs is committed to open, honest and timely communication. We are also committed to communication being respectful, measured, sensitive and constructive. In adhering to these principles we aim to strengthen the goodwill and the positive partnership between parents and the school, to enhance the wellbeing and learning opportunities for our students. To support this English Martyrs has recently introduced a way for parents to contact teachers directly through the email system for communication. For the email system to be a benefit for both staff and parents there needs to be clear understanding of the expectations of both staff and parents in the use of email as a communication tool. Although email is very convenient for parents who work during school hours and find it difficult to catch up with school staff during regular work hours, as a school community, we still value the face-to-face and telephone conversations as well.

## Expectation of Both staff and Parents around email use at English Martyrs Catholic Primary school

The following etiquette and tips should be followed when staff and parents are communicating via email:

- Emails are at their best when they are brief and informative. Issues that require a level of detailed discussion should be dealt with in person or over the phone.
- At the beginning of an email the sender can use 'No reply necessary' to convey an information sharing email only.
- Emails should always be respectful and constructive. If the email relates to a concern or problem, it ought to be focused on understanding the problem and finding a solution.
- Emails work best when they are positive. Avoid sending negative or confrontational emails. Email is not to be used to vent. We never say in an email what we wouldn't say to the recipient's face.
- Never write about or seek personal information regarding third parties (staff, students or parents).
- The tone or intent of emails can easily be misunderstood, especially when humour or sarcasm is involved. Be conscious of this and pick up the phone rather than send an email in this instance.
- Avoid writing in capitals or using exclamation marks to emphasise a point.
- Parents are to only send non-vital messages by email eg do not use email to inform a teacher that your child is not going to a club after school or a different adult is picking them up at the end of the day. Given work demands teachers will most likely not get to read emails during teaching hours. The school must be informed of these by phone through the school office.
- Parents are not to email to discuss in detail a child's academic progress, learning expectations, or ongoing behavioural issues via email. These are best addressed over the phone or in person.
- When parents are sending an email to a class which has a job share (ie two teachers) it is good practice to send it to both teachers in the one email. Only one teacher will respond.
- Staff and parents are not expected to respond to emails that are contentious or require ongoing dialogue. A face-to-face meeting should be arranged in this circumstance.
- Schools do not accept emails and will not respond to emails if more than one parent is included.
- Staff will not email to discuss a sensitive issue which was not initiated by the parent or had not been previously discussed with the parent.
- Staff will not disclose other parent emails to third parties.
- When an email is received from a parent that requires some time to gather information and reply properly, the staff member should respond acknowledging that the email has been received and indicate when an informed response will be sent.
- Staff will aim to reply to parent emails within 2 working days. There is no expectation from staff to read emails after 5pm on a working day or at weekends.
- Staff will not respond to offensive or abusive emails and will forward them to the headteacher who will take the appropriate action.

## Reading Bears

The reading bears will be coming home starting next week for children in Reception, Year 1 and Year 2. There are 4 bears for each class and they will be going home on Monday to Thursdays. The children will have them for one night and will be returned to the class the following day. Each bear has a book to be shared at home and there is an activity book also enclosed.



## English Martyrs Church

Father Matthew has asked me to politely remind parents that mobile phones should not be accessed or used in any way in the Church at any time. Your cooperation on this matter is greatly appreciated.

## Who should I speak to?

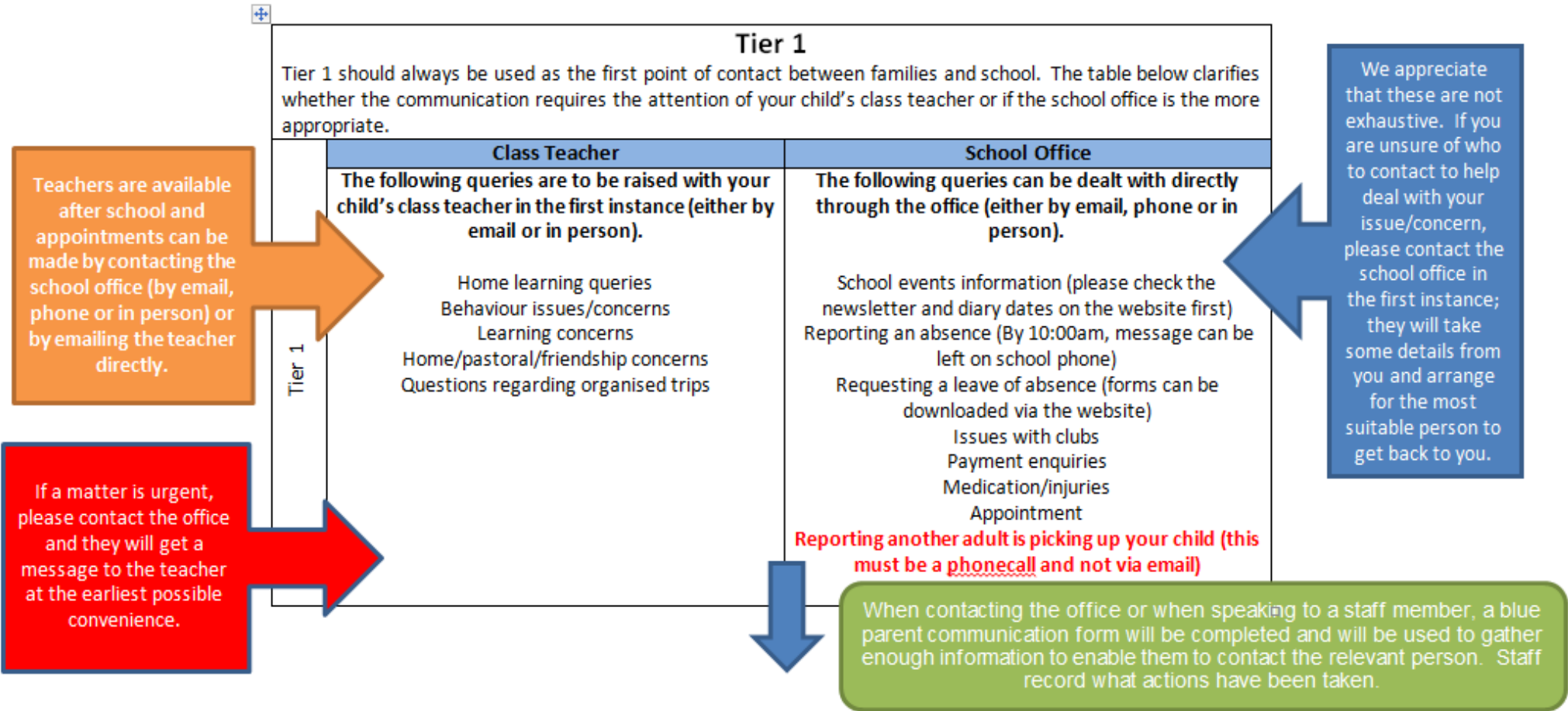
The school has an 'open door' policy and will always meet with parents if requested, sometimes this can be accommodated at the time and at other times appointments will be given. A school communication flowchart has been devised so parents are aware of which staff member to speak to.



# English Martyrs Catholic Primary School

## School Communication Flowchart

At English Martyrs we value and encourage good communication between the school and our parents. By having good communication systems in place it will support and develop our pupils. School Communication is a tiered approach which aims to support both parents and staff and allow the opportunity to resolve issues efficiently and effectively. We endeavour to deal with any queries or concerns as quickly and effectively as possible. However, there are occasions where staff roles determine that immediate correspondence is not possible, but please be reassured that we will get back to you within a realistic timeframe.



## Tier 2

If further support is required the following SLT members are available to support in their specific areas as detailed below. Either a teacher, a parent or a combination of the two can request a conversation/meeting with the SLT member most closely related to the nature of the concern. Again, these requests can be made through the school office or via the teacher with whom the original concern was raised.

	<b>Miss Petras (Deputy Headteacher &amp; KS2 Lead)</b>	<b>Mr Bromage (Foundation Stage &amp; KS1 Lead)</b>	<b>Miss Pichon (SENCO)</b>
Tier 2	Escalated teaching and learning concerns for KS2 classes (Y3, Y4, Y5 & Y6) Initial complaints regarding teaching and learning in KS2 classes Questions regarding the Sacrament of Reconciliation and First Holy Communion	Escalated teaching and learning concerns for Foundation Stage & KS1 classes Initial complaints regarding teaching and learning for Foundation Stage & KS1 classes	Escalated SEND concerns Initial complaints regarding SEND concerns/practice Ongoing SEND correspondence



## Tier 3

Having followed this flowchart through Tier 1 and Tier 2, if a matter needs further attention, it can be brought to the Headteacher. Again this can be organised through the office or in collaboration with the member of SLT currently dealing with the query.

	<b>Mrs Deery (Headteacher)</b>
Tier 3	In addition to concerns escalated through Tier 1 and 2, the following queries can be raised directly with the <u>headteacher</u> . <ul style="list-style-type: none"><li>• Issues which relate to safeguarding concerns (or with another Designated Safeguarding Lead – Miss Petras)</li><li>• Requests for school appeals or reference requests can be made directly to the <u>headteacher</u> via the office<ul style="list-style-type: none"><li>• Questions regarding the Sacrament of Confirmation</li></ul></li></ul> <p>NB. Anything that would normally be raised with <u>Mrs Deery</u> can be raised with Miss Petras in her absence.</p>



## Tier 4

Whilst we would hope that we are able to resolve any matters through the escalation of Tiers 1 to 3, if the unfortunate situation arises where you are still not satisfied that your concerns have been successfully resolved, our Chair of Governors, Mr Declan Kingsley-Walsh, is available to offer support.

	<b>Mr Declan Kingsley-Walsh (Chair of Governors)</b>
Tier 4	To contact Mr Kingsley-Walsh directly, you need to access the appropriate form which is attached to our school's complaints policy. This is available to download from our school website. Alternatively a printed copy can be obtained from the school office. This should be placed in a sealed envelope marked, 'Confidential' and addressed for the attention of the Chair of Governors via the school office. The office will notify the Chair and pass on the envelope. The complaint will be handled following the procedures in the complaints policy.



## School Improvement Suggestion

As a school we are always striving to improve, a good school listens to suggestions and opinions which can often lead to school improvement and positive change. If you have any suggestions you wish to share with the school, please fill the slip in below and hand it in to the school office or in the white letterbox in reception. Parents can also visit [www.parentview.ofsted.gov.uk](http://www.parentview.ofsted.gov.uk) to complete the parent view questionnaire.

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Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Dates

### January

- 16<sup>th</sup> Reception – Vision Tests
- 17<sup>th</sup> Whole school parish mass- led by Year 6
- 17<sup>th</sup> Parish meeting 7:30pm
- 22<sup>nd</sup> Foundation Stage & Year 6 Height and Weights Check. Year 6 online questionnaire.
- 24<sup>th</sup> Mass Y5 & Y2
- 30<sup>th</sup> 9:15am - Year 6 will be leading a school assembly – PARENTS ARE VERY WELCOME.**
- 31<sup>st</sup> Mass Y4 & Y1

### February

- 3<sup>rd</sup> Sunday Parish Mass 11:00am led by Y5
- 7<sup>th</sup> **Parent E-Safety Meeting/Presentation 6:30pm (in school hall – all parents/carers invited)**
- 7<sup>th</sup> **9:15am - Year 5 will be leading a school assembly – PARENTS ARE VERY WELCOME.**
- 7<sup>th</sup> Mass Y3, Y6 & YR
- 9<sup>th</sup> to 10<sup>th</sup> Deanery Visitation to the parish of English Martyrs by Bishop Kenney
- 14<sup>th</sup> Mass Y5 & Y2

**HALF TERM 18<sup>TH</sup> TO 22<sup>ND</sup> FEBRUARY**

### March

- 28<sup>th</sup> Peer Mediation Training
- 28<sup>th</sup> Mass Y4 & Y1
- 6<sup>th</sup> Ash Wednesday Whole School Mass led by Y3

7 <sup>th</sup>	World Book Day (Children come to school dressed as their favourite book Character for £1 which will be given to one of the Lenten charities)
12 <sup>th</sup>	Parent Evening 3:45pm – 7pm
14 <sup>th</sup>	Parent Evening 3:45pm – 7pm
14 <sup>th</sup>	Mass Y5 & Y2
21 <sup>st</sup>	Mass Y4 & Y1
27 <sup>th</sup>	<b>9:15am - Year 4 will be leading a school assembly – PARENTS ARE VERY WELCOME.</b>
28 <sup>th</sup>	Mass Y6, Y3 & YR

## April

4 <sup>th</sup>	Mass Y5 & Y2
8 <sup>th</sup>	Stations of the Cross (Y3 to Y6) in Church 1: 45pm – <b>PARENTS ARE VERY WELCOME.</b>
11 <sup>th</sup>	Last day of term
11 <sup>th</sup>	Easter Service in Church and end of term presentations 1:45pm – <b>PARENTS ARE VERY WELCOME.</b>
12 <sup>th</sup>	Teacher Training
29 <sup>th</sup>	Pupils return to school

## May

1 <sup>st</sup>	Year 5 - day retreat with the other Catholic schools in Leamington, Rugby and Kenilworth.
6 <sup>th</sup>	Bank Holiday
13 <sup>th</sup>	Year 6 SATS week
24 <sup>th</sup>	Teacher Training Day

## June

8 <sup>th</sup>	First Holy Communion 2pm
10 <sup>th</sup>	Y1 (Some Y2 children) Phonics Test Week
27 <sup>th</sup>	Warwickshire School Induction date for Year 6 (Pupils attend their Secondary Schools)

## July

3 <sup>rd</sup> to 5 <sup>th</sup>	Beaumanor Hall Y5 Residential Trip
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