

8th November 2024

Dear Parents & Carers,

Welcome to the **autumn 2** half-term, and our history themed, **Time Travellers half-term**.

We recently conducted a **communications survey** and shared the results with you. One of the suggestions made in the survey was that we were very clear in the purpose for each communication type, e.g. 'Clearly stating somewhere how what gets communicated via what channels.' As a consequence, we have identified our reasons for using each particular communication method in the grid below.

Communication method (in preference from the survey)	Reason for method
1.) Emails	For direct communication with parents. Content may include attached letters or posters - curriculum information we encourage you to discuss with your child(ren) as part of their 'home learning'. - mass distribution of key information
2.) Texts	Allows us to communicate reminders to smaller groups rather than mass messages; Opportunity to do small and frequent reminders
3.) Verbal SLT (drop-off/collection)	Content will include - general reminders - theme specific
4.) Phone calls (from admin/teachers)	To communicate with individual families. This may be related to: attendance, behaviour, illness, finances, etc.
5.) Letters (including special newsletters e.g. SEND newsletter, School Development Newsletter)	Content will include - curriculum information we encourage you to discuss with your child(ren) as part of their 'home learning'. - school developments
6.) Verbal Admin (drop-off/collection)	Efficient way of responding to questions and queries instantly and directing to others for action
7.) Parents WhatsApp group	Non-school involvement method to share messages; network creation, socialising, reinforces reminders etc
8.) Website	A window into the school for statutory information, policies, who's who, curriculum content, photographs of learning, links to resources etc. For current and prospective parents, the local authority and OFSTED
9.) Video updates	A visual representation of key and current information as an alternative to the written word
10.) Social Media	Snapshots into what children are learning and experiencing in real time

As we start the autumn 2 half-term, and the temperature takes a bit of a dip, I'd like to encourage you to keep warm by consuming lots of hot beverages and supporting our recently opened community cafe, **Da Café**, which is open for business **Monday – Friday from 8am – 9am & 3:15pm – 4:45pm**. Please note that all profits go towards the school.

Talking of days and times, to help you plan for the **upcoming festive period**, we encourage you to visit our **online calendar**.

<https://www.daubeney.hackney.sch.uk/about-us/calendar>

As I prepare to bring this week's letter to a close, please find below the Golden Expectation, Word of the Week and our debate topic of the week which we strongly encourage you to **discuss** with your child(ren) at home.

Golden Expectation: **Learn brilliantly**

Word of the Week: **Different**

Debate of the Week: **Television is better than books**

Looking forward to next week we will have our **Book Fair** with us as follows:

Monday 11th November = 3:30-4pm

Tuesday 12th November = 3:30-5pm

Wednesday 13th November = 3:30-4pm

Do have a great weekend and enjoy some of **Hackney's 10x10 activities**.

<https://education.hackney.gov.uk/content/10x10-programme>

Yours sincerely,



Mr Gregory Logan
Head of School



Robin Warren
Executive Head Teacher

