



Communication Hub

Welcome to our Chilthorne Domer Church School communication Hub where we will help you find the information you need as quickly as possible.



Find what you need

Get your questions answered instantly and learn all about the school.



Website

Your go-to channel for general and formal information about the school.



Tapestry (for EYFS children)

Get frequent, class specific updates from your child's class teacher including;

- Trip reminders
- Class events
- Home learning
- Photos of your child's learning journey



Calendar

An overview of dates, events and holidays across the academic year.



Annual Events Planner

A yearly overview with important dates and events This will be shared at the start of the school year and can be printed and put up somewhere as a useful reminder.



Class Pages

Learn about the following:

Term Learning - What your child will be up to in school each term

Home Learning – How to support your child with learning at home including some useful resources



Newsletter

A celebration of the learning going on in our happy and vibrant school. This can be found on the front page of our website by clicking Noticeboard.



How we will contact you

A short guide on where, when and how we will contact you.



Tapestry

Our EYFS class teachers will post relevant information to your child's class including; trip reminders, class events and celebrations.



Phone

Clarify absences, invite families/carers to meetings, call if child is sick or suspended, any other urgent messages



Text

Sent from the office to clarify the reason for an absence, prior to phoning. Unexpected school closure. Short notice cancellation of clubs.



E-mail

School weekly news bulletin.
Monthly newsletter.
Announcements of upcoming events.
Class newsletters and updates.
Messages from class teachers.
Notification of awards/certificates.
End of year reports.
Miscellaneous updates from school office.



Celebrations, reminders, useful information from other services and providers.



How you can contact us

Need something else? Please get in touch using the following methods.



Face to Face

Sometimes things are best discussed in person and our class teachers are more than happy to arrange a time to do this. We do however ask, wherever possible, to avoid having these conversations at the start and end of the school day, as these are critical moments where the teacher needs to prioritise the safety and readiness of our children.
If medication is required, speak to the office staff, or email.



Phone

To report an absence, please call before 08:00 if possible.
To give office important updates such as walking home/who is collecting/medical conditions/change of phone number or address etc
To ask to speak with your child's teacher or Headteacher.
Please leave a voice message if staff are unable to take your call in person.



E-mail

For general enquiries please contact: office@cdcs.uk. If communication is urgent, please put URGENT in the subject line. Emails are checked daily during work hours.



Chilthorne Domer Church School, Main Street, Chilthorne Domer, Yeovil, Somerset, BA22 8RD



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office@cdcs.uk



www.chilthornedomerchurchschool.co.uk

PARTNERSHIP COMMITMENTS TO SUPPORT EFFECTIVE COMMUNICATION AT CHILTHORNE DOMER CHURCH SCHOOL

Our Commitments

Our Communication to our families will be:

Honest and Respectful

Mindful of the needs of the child and/or their families

Solution focused and aspirational

Electronic as far as possible in support of our commitment to sustainability.

Your Commitments

We request that your communication to us is:

Honest and Respectful

Mindful of staff workload (staff working hours are generally 8am-5pm Monday-Friday)

Sharing the positives as well as those things you may not be so happy about

All our families need to:

- ✓ Connect to Tapestry (Reception) and ParentMail (the school's e-mailing system)
Please inform our office team if you need support doing this
- ✓ Update the office when your contact details change – this includes phones and email details
- ✓ Check communication channels regularly and provide a timely response when requested.