

23<sup>rd</sup> September 2022

### SOCIAL MEDIA AND COMMUNICATIONS

Dear Parents/Carers,

I hope this letter find you and your family well after the extended weekend.

I am emailing with some information about supporting communication between home and school.

We are always working hard to ensure we keep essential communication to a minimum, whilst also making sure you have the information you need - it is a fine balancing act which is very hard to achieve!

There are three key ways how we will try to keep you up to date with all relevant information:

- ✓ The school Website
- ✓ Social media
- ✓ Emails / letters / Arbor in-app text messages

#### School Website

The school website is the go-to for the main information about the school - this is kept as up to date as possible and holds the main information about the school, including the school calendar.

<https://www.archbishopwake.dsat.org.uk/>

#### Social Media

We have three main social media accounts:

- Twitter
- Facebook
- Instagram



For the school Twitter account, please search for @ce\_wake - the school account shares information about the school, as well as the local community and beyond - it is a good reference point for what the school is involved with.

For the Facebook account, please search on Facebook for the following: Archbishop Wake CE Primary School. In order to access this private account there are some questions to complete. Posts are frequently monitored and approved before publishing.

For the school Instagram account, please search for @archbishop\_wakeprimaryschool - again, this account will provide as much up to date information as possible. This account is a private account and you will need to request permission for access.



**Archbishop Wake**  
CE Primary School

Headteacher: **Mr Daniel Lasbury-Carter**  
Email: [office@archbishopwake.dsat.org.uk](mailto:office@archbishopwake.dsat.org.uk)  
Website: [www.archbishopwake.dsat.org.uk](http://www.archbishopwake.dsat.org.uk)  
Twitter: Search for - [@ce\\_wake](https://twitter.com/ce_wake)

Aim high, believe; Fly high, achieve.

#### Emails / letters / Arbor in-app text messages

Whilst the school works hard to limit the amount of information shared through emails and letters, there are peak times during the year where this is difficult. For example, at the beginning of the school year, there is often a lot of information needing to be shared and therefore, a number of letters and emails may be needed.

Please understand all efforts are made to ensure you are provided with the appropriate information in a timely manner.

If your child is ill and you need to register their absence, or there are circumstances which the school need to be aware of - such as appointments - please contact the main school office using the normal details and email address.

#### Email contact with class teachers

If you need to contact your child's class teacher directly, the class email address is the most efficient method:

Lionfish: [lionfish@archbishopwake.dsat.org.uk](mailto:lionfish@archbishopwake.dsat.org.uk)  
Starfish: [starfish@archbishopwake.dsat.org.uk](mailto:starfish@archbishopwake.dsat.org.uk)  
Angelfish: [angelfish@archbishopwake.dsat.org.uk](mailto:angelfish@archbishopwake.dsat.org.uk)  
Seahorses: [seahorses@archbishopwake.dsat.org.uk](mailto:seahorses@archbishopwake.dsat.org.uk)  
Rainbowfish: [rainbowfish@archbishopwake.dsat.org.uk](mailto:rainbowfish@archbishopwake.dsat.org.uk)  
Sea Turtles: [seaturtles@archbishopwake.dsat.org.uk](mailto:seaturtles@archbishopwake.dsat.org.uk)  
Sea Lions: [sealions@archbishopwake.dsat.org.uk](mailto:sealions@archbishopwake.dsat.org.uk)  
Sea Otters: [seaotters@archbishopwake.dsat.org.uk](mailto:seaotters@archbishopwake.dsat.org.uk)  
Jellyfish: [jellyfish@archbishopwake.dsat.org.uk](mailto:jellyfish@archbishopwake.dsat.org.uk)  
Seals: [seals@archbishopwake.dsat.org.uk](mailto:seals@archbishopwake.dsat.org.uk)  
Dolphins: [dolphins@archbishopwake.dsat.org.uk](mailto:dolphins@archbishopwake.dsat.org.uk)  
Swordfish: [swordfish@archbishopwake.dsat.org.uk](mailto:swordfish@archbishopwake.dsat.org.uk)  
Octopus: [octopuses@archbishopwake.dsat.org.uk](mailto:octopuses@archbishopwake.dsat.org.uk)  
Orcas: [orcas@archbishopwake.dsat.org.uk](mailto:orcas@archbishopwake.dsat.org.uk)



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Twitter: Search for - @ce\_wake

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\*Please note - class emails will be monitored periodically by the class teacher - if you send in a message over the weekend, this may not be picked up until the following week. If you have an urgent message, it would be better to email the main school office: [office@archbishopwake.dsat.org.uk](mailto:office@archbishopwake.dsat.org.uk).

#### Senior Leadership:

If you wish to contact the school's senior leadership, please use the following contact details;

Jenny Sampson (SENDCo): [jsampson@archbishopwake.dsat.org.uk](mailto:jsampson@archbishopwake.dsat.org.uk)

Jackie Pitcher (Deputy headteacher): [jpitcher@archbishopwake.dsat.org.uk](mailto:jpitcher@archbishopwake.dsat.org.uk)

Trudy Roach (Deputy headteacher): [troach@archbishopwake.dsat.org.uk](mailto:troach@archbishopwake.dsat.org.uk)

Pastoral team (Charlotte Corfield / Debbie Walton-Smith): [pastoral@archbishopwake.dsat.org.uk](mailto:pastoral@archbishopwake.dsat.org.uk)

Daniel Carter (Headteacher): [dcarter@archbishopwake.dsat.org.uk](mailto:dcarter@archbishopwake.dsat.org.uk)

#### Arbor - in-app messages



In-App messages through Arbor is another method of contacting the school and this will come through to the school office. You can either in-app message, or text using the app - either will get through to the school main office.

It is hoped that this guide will help with all communications moving forward.

Many thanks for your on-going support,

Mr Carter

Headteacher