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Westwood Website Guidance Session
Thursday 18th May 3:30pm

Dear Parent/Carer

Last year saw the introduction of our new website and we have been working hard behind the scenes to build the content and functionality of this essential resource ever since. Our ultimate intention is for all communication to be available through our official website between home and school. Using a website as a school portal is a learning curve for us all; staff, pupils, governors and parents, so it is essential that we support each other through these early developmental stages.

If you have provided us with your email address, you will soon receive an email from us (via School Spider) giving you your unique "Parent Log-in" details.

Please use these details to log in to the Parent's Area of our website.

You will be able to navigate through the site to change your log in details to something more memorable.

I would like to invite you to an information and demonstration session to help you understand how our website is currently working and to give you an insight into how it will work in the future. We will also show you how the "School Spider" App works hand in hand with our website to enable us to communicate with you at home and via portable devices such as mobile phones and tablets.

Things we will be using the website for:

- Sending e-mails home with notifications, reminders or news relevant to your child.
- Blogging
- Sharing photos and pictures of events
- Circulating monthly newsletters
- Booking Parents Evening appointments
- Linking to on-line payment facilities for school dinners and trips
- Sharing positive publications and marketing our school
- Providing a link to safe, effective learning experiences and activities for children
- Access to all appropriate school policies
- Visibility to school progress and performance data
- Consistent access to school information for dual family situations.
- Conducting school-related questionnaires and gathering vital stakeholder data
- Setting homework tasks

Sometimes, the thought of using and relying on technology is daunting and some of you may be worried about coming on board with the switch to web-based communication. We need to embrace the future and do all we can to ensure all parents/carers are equipped and able to access our website, app, e-mail and payment systems over the coming months. I hope you will be able to join us in the school hall at 3:30pm on Thursday 18th May so we can get you started. Please complete, detach and return the slip below so we know how many of you to expect. Thank you for your support.

Website Guidance Session ~ Thursday 18th May 3:30pm

Number **attending**: Adults: _____ Children: _____

OR

I am **unable** to attend this session but I would be interested in a later time ~ **Yes / No** (please circle)

Parent/ Carer: _____ Name of Child/ren: _____

