



URSULINE HIGH SCHOOL – PARENT ENGAGEMENT & COMMUNICATIONS OVERVIEW

Ursuline High is committed to ensuring parents are engaged in supporting their daughter's academic progress and personal development, and to effectively communicating with our parents and carers about school life and news.

ENGAGEMENT

We are committed to ensuring parents are engaged in supporting their daughter's academic progress and personal development. Parents are given many opportunities over the year to meet with their daughters' teachers and tutors to discuss their progress, and in addition receive regular progress reports.

We also provide opportunities for parents to learn more about the world their daughter's live in, through resource sharing, information evenings, and specialist sessions on issues such as online safety and mental health.

COMMUNICATIONS

We are committed to effectively communicating with our parents and carers about school life and news. We use a range of mediums including email, website, information meetings, communications from the Head and other staff, our suite of newsletters and social media.

We communicate with all primary guardians. Primary Guardians have daily parental responsibilities for the child, they receive updates on the academic affairs of the child and communications from the school. There can be more than 1 primary guardian per student.

We communicate with the email addresses on record. Do let us know if you details do change.

We use several portals to support various elements of our students' learning journeys, including Arbor, our Management Information System, Evolve, and SchoolCloud. See page 3 below for more information.

Please ensure you are reading all emails from the school to ensure you are not missing important communications relating to your daughter's education and wellbeing. Where possible, we recommend notifications are enabled and that emails are read daily to ensure nothing important and urgent is missed. Please ensure you add us to your safe senders list, and that you regularly check your junk/spam folders.

**Email**

All communication from the school whether school-wide, year group, form, class or 1:1 will be sent by email to primary guardians. Where possible, we recommend notifications are enabled and that emails are read daily to ensure nothing important and urgent is missed. Do ensure we are added to your safe senders list, but it is worth checking spam/junk folders for emails from the school.

Phone

Teachers and support staff will on occasion contact parents/carers directly via phone about student matters.

Information Meetings

Many in-person and online information meetings take place throughout the year. We ask all parents/carers to attend. Where parents are unable to, we ask that they watch the recording and/or read the slides. These are shared with parent directly and/or available on our website afterwards.

Academic Reviews

Parents/carers of students in years 7 to 10 are invited to attend several meetings during the academic year, to discuss academic progress and attainment. Two academic reviews (ARD) take place each year, in the Autumn term before October half term and then again in the Spring Term prior to the February Holiday. These reviews take place with either the Form Tutor or Head of Year. ARDs are online with exception of the first Year 7 ARD which is in person. In addition, parents are invited to attend an in-person meeting with their daughter's subject teachers at one point in the academic year. Further details including dates will be shared in advance.

Year 11 and our 6th form follow a different schedule; parents/carers will be communicated about this separately.

Progress and Reporting

Students in years 7-10 are regularly assessed throughout the academic year, and attainment and targets for improvement are tracked for each subject (Results logs can be found in exercise books). Three formal reports are produced across the academic year - Autumn Term A, Spring Term A and in the Summer Term after the end of year exams. Reports are uploaded to Arbor and parents/carers will be notified when these are available. At all times parents/carers can keep up to date with progress by reviewing their results logs.

Year 11 and 6th form follow a different schedule; parents/carers will be communicated about this separately.

Headteacher Roundup

A weekly snapshot of school news is shared each Friday by the Headteacher. Roundups can be viewed on our [website](#).

Newsletters

We produce a suite of newsletters. Inform, our school wide newsletter and our Year Group newsletters are produced at the end of each half term whilst our *Catholic Life* and 6th form newsletters are shared termly. All newsletters are shared with parents directly, and are accessible via our [website](#).



Prospectus and other Collateral

We produce a suite of collateral including our main school and 6th form Prospectus and Transitions Booklets. These are shared where relevant and are accessible on our website.

Social media

We have an active presence on Instagram ([@UhsWimbledon](#) / [@uhssixthform](#)) where we share lots of behind-the-scenes content. Please give us a follow to access our visual window into the enriching experiences, accomplishments, and opportunities that our students in both the main school and Sixth Form are embracing. If you are not a social media user, please don't worry - important school/child information is always shared with parents and carers directly.

Website

Our website is our window to the Main School and 6th Form. Here you can read about the School, Admissions, Curriculum, School life, Safeguarding, Health & Wellbeing and so much more.

OUR PORTALS

Our primary portal is Arbor, our Management Information System. In addition, we use Evolve, and SchoolCloud. We understand that the number of portals can be frustrating for parents. This is not an issue exclusive to Ursuline Wimbledon, it is something many schools struggle with as the portals all do different things and many cannot be integrated. We have already made significant consolidation improvements during the past couple of years and will continue to do so where possible.

Arbor is the school's Management Information System (MIS) used to manage payments for food, equipment and trips and to track student records, timetables, reports, behaviour and detentions. Parents have access to their child's records and can view academic progress and behaviour records. You can access our FAQs [here](#).

Evolve is a platform that we use to request parent consent for school trips. Consent Forms will be sent via email to your mailbox.

SchoolCloud is used to book academic review meetings, and host online parent/teacher meetings.

Microsoft Teams is used to host our online parent presentation meetings. Teams meetings are accessible via a computer browser or mobile device, via the Teams app. (you will need the Teams app installed on your mobile).

Logins: Parents and carers receive their Arbor login when they join the school or in the case of SchoolCloud at the time it is needed. No account is required for Evolve.

Please visit the [Parent Portals](#) page of our website for further information, user manuals and FAQs.



CONTACT US

All staff contact details can be found on the [Ursuline directory](#) on our website.

Please use email to contact us.

Form Tutors – general enquires about the Ursuline, friendship issues, organisation, homework, clubs/enrichment, uniform, equipment, travelling to/from school, punctuality, trips/calendar events.

Head of Year, Assistant Head of Year or Pastoral Support Assistant – Mental health, bullying, safeguarding, online safety, absence request forms, request for your daughter to receive school counselling/educational well-being practitioner, financial support/free school meals.

Ms Young – Attendance and punctuality/lateness. All absences and lates must be reported via email or phone no later than 9.30am on the day in question. If students are late more than 5 times to school, you will be notified, and they will receive a one-hour detention which is held on Friday afternoons after school.

Subject Teachers must be contacted for any subject specific enquiries.

Our IT Helpdesk is available to help with any parent portals, laptops, and other IT queries.