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URSULINE HIGH SCHOOL - COMMUNICATIONS OVERVIEW

The Ursuline High School is committed to effectively communicating with our parents/carers and has a clearly defined marketing communications strategy that includes a wide range of mediums.

This document serves to provide clarity regarding the various mediums and portals we use to communicate with parents.

OUR COMMUNICATIONS MEDIUMS

Weduc (Ursuline High App and Web Portal)

Weduc is our communications tool. Our parents and carers use the app/web portal to receive form, year, and school-wide communications from us. Also, parents/carers can also use the app/web portal to report an absence, view historical absences and access Parent Pay, Progresso, key website content and our Weduc newsfeed. Over time more integrations and functionalities will be available.

When your child starts with us, all primary and secondary carers (if we have a valid email on record and the parents have parental responsibility) are invited to enrol on Weduc. The invite emails contain a unique enrol code that cannot be shared. If you do not wish to use Weduc, you will receive communications from us via email to your mailbox. For further information see our [FAQs](#)

Email and Phone

Teachers and support staff will on occasion contact parents and carers directly via phone or email about student matters. Consent Forms will also be sent via email to your mailbox.

Information Meetings

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

Academic Reviews

Parents and 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 take place each year, in the Autumn term before October half term and then again in the Spring Term prior to the Easter Holiday. These reviews take place online with either the Form Tutor or Head of Year. 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 information including dates, and other important meeting details will be shared by email, in advance.

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

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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 Progresso and parents and 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.

Newsletters

We produce our *Inform* newsletter at the end of each half term and our *Chaplaincy* and 6th form newsletters are termly. In addition, *year group* newsletters are produced each half-term. 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 Prospectuses and Transitions Booklets. These are shared where relevant and are accessible on our website.

Social media

We have an active presence on Instagram ([@Uhswymbledon](#) / [@uhssixthform](#)) and Twitter ([@uhswymbledon](#) / [@sixthformuhswc](#)). Please give us a follow, engage with our feeds and be part of our growing social community! 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.

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OUR PORTALS

Arbor is used by the school to track student records, timetables, reports, and behaviour. Parents have access to their child's records and can view academic progress and behaviour records.

Evolve is a platform that we use to request parent consent for school trips. Consent Forms will be sent via email to your mailbox as Evolve is currently not integrated with Weduc. You can also view your Forms by clicking on the myEvolve tab of the Weduc app.

ParentPay allows you to credit money to your child's account, obtain balance reports, view the weekly menu, see what your child has ordered etc.

SchoolCloud is an online portal that we use to book academic review meetings, and to host all online parent/teacher meetings.

Microsoft Teams is the application we use 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).

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Logins: Parents and carers receive relevant logins when they join the school. Please visit the [Parent Portals](#) page of our website for user manuals and FAQs.

FREQUENTLY ASKED QUESTIONS (FAQs)

Which parents/carers will receive communications?

As a school we communicate with both primary and secondary parents/carers as long as we have a valid email for them, and they have parental responsibility. However, there are occasions where we must communicate with the primary parent only and this is to avoid receiving two responses back which can cause confusion. Examples include Consent Requests and Parent Meeting Bookings.

How can parents/carers contact the school?

A comprehensive list of staff contact details is available on our [website](#).

The names of your child's subject teachers are listed on Progresso at the start of each academic year. Please use your email mailbox to send us an email.

Contact Us

If you wish to contact us regarding our Communications Strategy, please email communications@ursulinehigh.merton.sch.uk

For any technical support (Arbor, ParentPay, Weduc etc.) please email ITHelpdesk@ursulinehigh.merton.sch.uk