

Serviam; Developing our gifts and talents for the good of others.



URSULINE HIGH SCHOOL - COMMUNICATIONS OVERVIEW

The Ursuline High School is committed to effectively communicating with our parents and 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. In addition, the document addresses some frequently asked questions.

OUR COMMUNICATIONS MEDIUMS

Weduc (App and Web Portal)

Our parents and carers use the app/web portal to receive communications from us. Parents can also use the app/web portal to report an absence, view historical absences and access our calendar, Parent Pay, Progresso, and newsfeed. Over time more integrations and functionalities will be available.

We ask all primary carers to enrol and use Weduc, and soon after your child starts with us you will be sent an invitation to enrol. This invite will include your unique enrol code and full joining instructions. However, you will receive communications from us via email to your mailbox if that is your preference. 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.

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 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 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 each exercise book).

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 their child's progress by reviewing their results logs.

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Newsletters

We produce our school wide Inform newsletter at the end of each half term and our Chaplaincy newsletter is termly. In addition, year group specific newsletters are shared termly by Heads of Year. 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

Evolve is a platform that we use to request parent consent for school trips.

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.

Progresso (Cloud School) is used by the school to track student records, timetables, reports, and behaviour.

SchoolCloud is an online portal that we use to book academic review meetings, and to also 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 web browser or mobile device, via the Teams app. (you will need to have the Teams app installed on your mobile). If you encounter any technical issues or you cannot attend the live meeting, please do not worry, a recording of the meeting will be made available.

Parents and carers receive relevant logins for all portals when they join the school. Please visit the Parent Portals page of our website for user manuals and other information.

FREQUENTLY ASKED QUESTIONS (FAQs)

Which parents/carers will receive communications?

As a school we primarily communicate with the designated primary parent/carer.

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.

How do I get IT support (Weduc, Progresso, Parent Pay etc)

Please email ITHelpdesk@ursuline.merton.sch.uk