



COMMUNICATION AT WOODRIDGE

We believe that an open and co-operative relationship between parents and staff are important at Woodridge.

Our primary source of communication is through the Engage Parent Portal. All parents receive login details for this and are required to register and check the portal regularly. **New parents will receive their login details in January 2021.**

The parent portal provides a Calendar, Notices (emails), Documents, Daybook entries, DMS (document management system) which can be viewed and utilised by the Parents.

Daybook entries are Bus Hopper requests, Boarding Exiat's, Excuse Notes for absentees and direct contact with your child's teachers and sports coaches.

The **Documents** section displays documents (various categories are available) that the school has published for you to view. It is important to check this daily/ weekly as the Weekly Whats On and Sports Programme is published here. These are **not** sent via email.

This area will also be used to publish any specific correspondence applicable to your child – eg a camp letter; or information regarding a match they are playing.

Various policies and general school information – eg Term Dates, Tuition Fees, Hair policies, uniform requirements etc are available here!

The pupils termly academic reports are also distributed via the Engage Parent Portal (within **Assessments**) and these are not sent to parents via email, therefore it is essential that you login to your Parent Portal.

User Guides for the various aspects of the Engage Parent Portal can be found in the **Parents DMS.**