

Communication Channels

A Guide

Overview

As a School, we pride ourselves on having a high level of discourse with parents, staff and pupils. We love to be able to acknowledge great work, celebrate success and share important information as well as have a genuine listening ear to receive and act on feedback. Over the time of our physical closure, the ways we communicate as a community are going to become increasingly important. This guide is to outline the various communication channels we will be using as we work together to continue to deliver an outstanding education and to keep in touch.

The Weekly Bulletin

The Weekly Bulletin is a newsletter sent out every Friday afternoon rounding up what has happened at School that week including formal articles, photos, tips, upcoming events and important information. We also encourage families to send in articles about what pupils achieve outside of school to be included. Please send these to our Marketing Coordinator Emma Vernon: evernon@dokschool.org

Assemblies

The virtual assemblies are an important part of our week and community. They will be used mainly to acknowledge great work, share news & community activities, announce competitions and finally to celebrate successes and special days. Assemblies are available to pupils (and parents) as follows:

Pre-Prep: "Star of the Week" audio podcast will be emailed to parents every Friday afternoon

Prep: An audio podcast will be uploaded onto the Prep School Google classroom on Wednesday mornings by 8am

Senior School: Assemblies will be uploaded into Form Google classrooms on a Monday and Friday by 8am

Whole School: Mrs Knox and Mr Macdonald will be recording a whole school assembly every other Monday and these will be uploaded to the various Google classrooms and emailed to Pre-Prep parents.

Website (www.dokschool.org)

The school website is for current pupils, parents, staff, & prospective parents. It can be used for information about the running of the school, school dates, policies, procedures and important information. Parents have a designated area located in the top called: *Parents*. Here, you can locate all information about school from parent meetings, uniform to catering. Prospective parents, visitors and guests will use the website to get a better sense of what Duke of Kent School is about and what they can expect should they choose to join us.

Social Media & Website

Twitter - @DoKSchool

This account is public and is accessible without having to follow however, we encourage you to follow the account to receive push notifications. This platform is used for posting about what pupils have achieved in and out of school, news, updates, educational articles, interactions with other schools, communities and public figures. The content shared is more formal and focused on showcasing the educational strengths within the school. Posts go up daily.

Instagram - dukeofkentschool

This account is private and is only accessible through request for past and current pupils, parents and staff. This platform is used for posting informal pictures, videos/IGTV, live streaming and stories to show parents and pupils what is happening in school day to day as it happens. The content shown is educational based but has a relaxed feel. Posts go up daily.

Virtual Meetings

You may feel that a virtual face to face conversation would be helpful. Mrs Knox, Mr Macdonald and the Senior Leadership Team are all available to have virtual meetings with you. Please do contact us and we can set those up. If your query is directed to form tutors and teachers, email is the best method in the first instance and this can be followed up by a phone call/virtual meeting if needed.

When invited, we will join the PADOK year group Zoom coffee mornings / afternoon tea meetings which are held weekly to respond to any general queries. We are more than happy to "attend" if there are particular questions that you would like us to address. Any information shared will also be communicated to the rest of the parent body.

Contact us

Please do not hesitate to contact Jenny Monk on office@dokschool.org if you have any questions, concerns or feedback you would like to pass on. Jenny will either respond to your query or direct your email to the appropriate person. We warmly welcome your emails.

The School telephone is also being fully manned throughout the day, so please also call us on 01483 277313 and we can again direct your enquiry.

Stay in Touch