



# Autumn Newsletter - 21st September 2026

Dear Parents/Carers,

**I hope you all had a lovely weekend and a good week last week.**

**Just a few things to share...**

- We really need your help with something. We have updated our communication document and I have attached it to this newsletter. Please can you try and follow our school guidance for communication and we will do the same. We also ask that you don't use staffs' own email addresses. This includes Mrs Game and Mrs Seker. We both have a huge amount of emails to get through each day and it could be missed. Please use the 'contact' email address instead.
- From today, all staff will be using the 'away' message facility on dojo. This means you will get an automated message when you send something through. This message will remind you what to do if it is an urgent message. Some staff are getting urgent message via dojo which is difficult to manage as they don't have time to check their messages during the day. Thank you for your support with this. Dojo messaging is brilliant but staff are spending such a lot of time answering messages when the

information has already been shared or it needs to go to the office. Thank you so much for your support with this.

- All of our dates are either on the school website or on dojo. We will do our very best to keep these the same however sometimes there are unforeseen circumstances.
- The school website has changed over the summer and the calendar updated with many of the events planned for this academic year. The calendar can be found here: [Oldswinford C of E Primary School - Calendar](#) If you would like all events to be automatically added to the diary on your mobile phone, simply tap on the link above and then tap on the 'subscribe' button in the top right hand corner and follow the simple instructions. Even if you have done this in the past, you will need to do it again as our website provider has changed.
- A few parents have asked how they report poor parking. It is via Dudley Council's Civil Parking Enforcement webpage. The link to it is here: [Civil Parking Enforcement | Dudley Council](#) . We have issues on both Marlborough Drive and Field Lane over the last few weeks. We know it is busy but please park lawfully and respectfully if you are not able to walk.

Have a lovely week,

Ellie Game

| Communication!                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
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| <p>Everyone at Oldswinford CE Primary School is dedicated to providing a great school experience for our families, which includes respectful, polite, clear and courteous communication. In return we expect our families to be respectful, polite and courteous too. We encourage anyone who feels that this has not been achieved to speak to Mrs Game or another member of the leadership team. From Monday 21<sup>st</sup> September, when you message on Dojo you will automatically get an acknowledgement message and staff will aim to get back to you within 3 working days. If we feel that communication on Dojo is not as we expect, we <u>will</u> speak to families first but it could involve parents being blocked from the chat facility.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| If you want to contact us you might use:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| <b>Arbor:</b><br><b>Please do</b> <ul style="list-style-type: none"> <li>log absences from school</li> <li>order lunches</li> <li>pay for trips etc...</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Class Dojo:</b><br><b>Please do</b> <ul style="list-style-type: none"> <li>share or celebrate something</li> <li>send any non-urgent message to your child's teacher</li> <li>ask your child's class teacher if you have a query about something that has happened in class</li> </ul> <b>Please don't</b> <ul style="list-style-type: none"> <li>consider the timings of your message</li> <li>send the same message to several staff</li> <li>use Dojo to send a complaint</li> <li>send messages that are disrespectful</li> <li>don't post questions on Dojo posts as we are not alerted to these</li> </ul> | <b>Email:</b><br><a href="mailto:contact@oldswinford.dudley.sch.uk">contact@oldswinford.dudley.sch.uk</a><br><b>Please do</b> <ul style="list-style-type: none"> <li>celebrate school successes</li> <li>share any concerns, worries or complaints that can't be sorted by class teachers</li> </ul> <b>Please don't</b> <ul style="list-style-type: none"> <li>use staff email addresses unless they have contacted you first as they go to junk</li> <li>email after about school pick up after lunchtime -- call the office instead so it isn't missed</li> </ul> | <b>Contact with the school office:</b><br><b>Please do</b> <ul style="list-style-type: none"> <li>pass on any urgent messages. Call 0121 846 20400 or visit the main reception area</li> <li>let us know if your child is being picked up by another parent</li> <li>let us know if your child has forgotten something</li> </ul> <b>Please don't</b> <ul style="list-style-type: none"> <li>send duplicate messages -- just tell the office and they will tell relevant staff</li> </ul> | <b>Verbal Communication:</b><br><b>Please do</b> <ul style="list-style-type: none"> <li>catch class teachers at the end of the day</li> </ul> <b>Please don't</b> <ul style="list-style-type: none"> <li>ask <u>dojos</u> for staff in the morning as they will be looking after their classes</li> </ul>      |
| If we want to contact you we might use:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |
| <b>Arbor:</b><br><ul style="list-style-type: none"> <li>formal communication about events in school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Class Dojo:</b><br><b>We will</b> <ul style="list-style-type: none"> <li>share or celebrate something</li> <li>share pictures</li> <li>send a message sharing some non-urgent information or a reminder</li> <li>share our weekly newsletter</li> <li>share calendar dates on Dojo</li> <li>share incidents in school or to ask if you are free for a phone call/meeting</li> <li>text to message between Barn and Dpm</li> </ul> <b>We won't</b> <ul style="list-style-type: none"> <li>share difficult messages or concerns</li> </ul>                                                                         | <b>Medical Tracker:</b><br><ul style="list-style-type: none"> <li>sends emails to parents to inform them that their child has received treatment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Verbal communication:</b> <ul style="list-style-type: none"> <li>Face to face, at the end of the day, to pass on urgent messages</li> <li>via a phone call if we have questions, worries or concerns</li> </ul>                                                                                                                                                                                                                                                                        | <b>Email:</b><br><ul style="list-style-type: none"> <li>We might send an email from <a href="mailto:contact@oldswinford.dudley.sch.uk">contact@oldswinford.dudley.sch.uk</a> or some staff may email using their school email addresses if there are things/attachments that can't be sent via Dojo</li> </ul> |
| In addition to this, a member of school staff will always be on the gate at the start and end of the school day for any questions or queries.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                |

## Collective Worship



Last week we shared the story of Micah and thought about how God would want us to live.

Micah was reminding everyone that faith is not only about what we say. Faith is shown through what we do.

When we see someone being treated unfairly, we act justly. When someone makes a mistake, we show mercy. When we remember that we need God and others, we walk humbly.

Micah's words are like a guidebook for how we should live.

- Act justly
- Do what is right.
- Treat people fairly.
- Stand up for those who need help.

We thought about how we could do this and I asked our children to come and tell me about anything that they had noticed that was unfair or unjust that we needed to remind people of. This could be in our school, local community or further afield. If you do get chance to talk about this at home, drop me a message on dojo to let me know.