



Working together to improve the way we communicate

In today's 'instant' society, effective partnerships between teachers and parents has become even more essential to meet the needs of the children we "share." And as Tozer grows, it has become apparent we need to form clearer and more regular pathways to communicate with parents and students.



Therefore, I've asked Julie Wilson (pictured here) to organise and issue general communications with immediate effect. Julie not only has a son, Ben, attending Tozer, but she also runs her own marketing business and so understands the need for effective and efficient communication. Once all the Personal Details forms are returned, Julie will ensure all communication is sent by email – so please return the forms ASAP and no later than Saturday 11th September. Please note under no circumstances will any details be shared with anyone other than Tozer admin staff. All details are confidential.

In addition, all general communication relevant to all students and parents will be posted on the following platforms:

- **Facebook** – a closed group has been set up called Tozer Studios. You can search for this on Facebook and request to join it. Only Tozer Studios parents and students may join the group. Regular updates and information will be posted here. Please go to Facebook and request for your name to be added. If you do not have a Facebook account, do not worry as the information will also be provided on:
- **Twitter** – a Twitter account has been created at [@tozerstudios](https://twitter.com/tozerstudios) – please follow this and check it for updates.
- **Website** – please keep checking the website for news - www.tozerstudios.co.uk.
- **Noticeboards**

To keep this as straightforward as possible, please send all general enquiries about classes to Julie by email. I am of course still very happy to meet with parents on an individual basis if required and Mrs. Lynn is still very much hands on at the studio. Julie accesses her email almost 24/7 and if she can't get you an answer straight away, will acknowledge receipt of your enquiry and let you know she is on the case!

Also, if anyone is unsure which classes their children should be attending, please email Julie (address at the bottom of this letter), who will reply with details.

We hope this improves communication and the way we work together going forward – but as always we welcome your feedback and suggestions on ways things could be further improved.

Here's a quick recap on what we'd like from you to help this transition:

Action	By When
Return the completed Personal Details Form	Saturday 11 th Sept
Go to Facebook and request to join the Tozer Studios closed Facebook Group	Saturday 11 th Sept
Follow our Twitter page at @tozerstudios	Saturday 11 th Sept and ongoing
Check the website and noticeboards for updates	Ongoing and each week
Email Julie if you require details of which classes your child is attending this term	Saturday 11 th Sept

Best wishes

Miss Haynes

Julie's Contact Details – julie@sorethumbmarketing.co.uk

4 September 2015