

19th June 2018



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Dear Parent/Carer

Paperless Communication – email addresses required

I write to remind you that from the start of school session 2018-2019, we will be using e-mail, and text messaging - rather than paper - as our primary means of communicating information to parents and carers. This is a change which many schools have already made and found to be a more reliable means of communication than passing on letters via pupils. From August 2018, you will receive items such as newsletters, specific class information letters, parent surveys and intervention letters by e-mail.

Early in the new term we will send a hard copy annual data check form to you which you should return to us complete with an up to date e-mail address. Although we have email addresses for the vast majority of parents/carers, there are still a number for whom we do not.

As e-mail will now be our primary means of communicating directly with parents, it is essential that we are provided with an up to date email address. In a small number of cases there will be good reasons, such as location or hardship, why we cannot contact you by email. Should this be the case, please indicate this on the annual data check form and an alternative arrangement will be made.

Increased use of e-mail to send you out vital information will be complemented by ParentPay for making payments to the school and Show my Homework (Secondary) which you will be introduced to early in the new school term.

We will provide further detailed information about all of this when we issue the data check form to you in August. In the meantime should you have any questions about this please do not hesitate to contact the school office for further information.

Yours faithfully

A handwritten signature in black ink, appearing to be 'JGD'.

John G Devine
Headteacher

