

June 2009

IMPORTANT LETTER IMPROVING HOME/SCHOOL COMMUNICATION

Dear Parent/Carer

We are constantly looking at how we can improve communication between home and school. Sending written information home with the children can sometimes be unreliable and we have therefore decided to implement an electronic system called Schoolcomms. Using this system will help us to send letters by email and short messages directly to your mobile phone as texts.

The advantages of the new system are that you will:

- Receive letters more reliably and promptly in your inbox like any other email
- Receive a short text message if we need to contact you urgently
- Still opt to receive paper letters if you don't have or do not wish to use email
- No need to rely on your child for carrying messages, letters, notes etc.
- Be able to reply by email or text
- Send us reasons for absence via text or email

We can:

- Save admin time on printing, and paper to help the environment
- Contact you easily for any emergency or urgent message
- Send more messages/information but keep them shorter and to the point

This section has been deliberately left blank for the reply slip overleaf

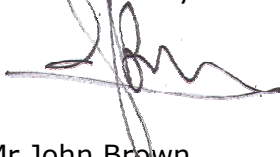
The school will use the email address and mobile phone number that we hold for priority one contact in our database.

Your details will not be used for any purpose other than school business. You will not receive any spam or marketing material.

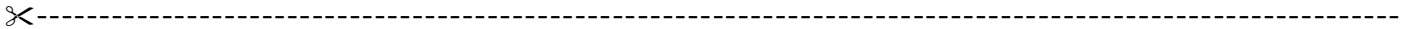
From **Monday 22nd June** we will move to the new system which will give us a month or so in this academic year to test it and iron out any difficulties. **From 22nd June our preferred method of written communication with you will be using the Schoolcomms system.** Parents only need to opt out if they don't want to use the system. If we do not hear from you we will assume that you are happy with this new arrangement.

If you have any questions or concerns please do not hesitate to contact me or the school office staff.

Yours sincerely



Mr John Brown
Headteacher



Schoolcomms Electronic Communication

Please complete and return this slip to the school office.

Pupil Name: Class:

Contact Name:	
Mobile Phone Number:	
Email:	

I would prefer to continue receiving paper copies of any correspondence.
(please tick if applicable)

Signed Date