



27<sup>th</sup> January 2010

Dear Parents/Carers

### Improving Home-School Communication

To keep your child/ren safe and ensure their well-being, we are constantly looking for ways to improve our links with you and keep everyone up-to-date and well informed. As sending written information home is sometimes unreliable; we have decided to implement Schoolcomms, an electronic school communication system. We are undertaking this venture along with our 9 partner primary schools and it should be in place over the next few weeks. The system will enable you to receive all your information from school quickly and reliably. We can send letters by email to your inbox and short messages directly to your mobile phone as a text message.

#### You will

- Receive letters and newsletters more reliably and promptly
- See letters in your inbox like any other email
- Get a short text message if we need to contact you – this could be to remind you about a school event, notify you about extra-curricular activities, inform you about school closures etc
- Still get paper letters if you don't have email
- Not need to rely on your child for delivery
- Be able to reply by email or text

#### We can

- Contact you urgently when necessary
- Send more letters and information and improve home-school communication
- Save money on admin time, printing and paper

The school will use the email address and mobile number that we hold for the Priority one contact(s) in our database. If you are not certain that we have your correct details, please use the reply slip provided. If you change your contact details please let the school know as soon as possible.

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

If you have any questions or concerns please do not hesitate to contact school.

Yours sincerely

Miss L Watterson  
Deputy Head



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I give/do not give (**delete as appropriate**) permission for my e-mail address & mobile number to be used to receive information from school.

**Priority 1 Parent name** \_\_\_\_\_

Children/s names \_\_\_\_\_ Tutor Group \_\_\_\_\_

Children/s names \_\_\_\_\_ Tutor Group \_\_\_\_\_

Children/s names \_\_\_\_\_ Tutor Group \_\_\_\_\_

E-mail address \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If you would like information to be sent to the Priority Two contact as well, then please could you complete the details below:

**Priority 2 Parent name** \_\_\_\_\_

E-mail address \_\_\_\_\_

Mobile telephone number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_