



Enriching Lives:
Unlocking Potential

8th January 2020

Dear Parents/Carers,

We have been looking at ways of improving the efficiency of home-school communication and we are going to be sending all letters home via email. It will be far more reliable, faster and will prevent children from bringing letters home in their book bag and them getting lost. It will also save lots of paper!!

We recently carried out a data checking exercise with parents/carers to ensure all contact details are up to date. We therefore believe that we have most parent/carers email addresses. If you have recently changed your email address or you do not start receiving emailed letters from us by the end of this week, please speak to the office to ensure we have your correct email address.

We will continue to use the app alongside emailing. Text messages will only be used for more urgent communication.

We thank you for your support and appreciate any feedback you may have about how well this works.

Yours sincerely,

Miss. C Jones
School Business Manager

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