

22nd May 2015

Dear Parent/Carers

REF: Emails

We have recently trialled an email service within school whereby all communications that are usually sent home are emailed directly to parent/carers. This has been very successful and cuts down on valuable resources which saves money and impacts favourably on the environment.

I would like to take this opportunity to urge you to complete the reply slip below informing us of your up to date email address(es) where we can send school letters, notifications and any other information directly to you.

You will still have a pupil home/school book which will come home with your child and be completed by class staff that day, also giving you the opportunity to inform class of anything you deem necessary.

Many thanks for your continued support.

Yours sincerely

Sara Stubbs
Administration Manager

REPLY SLIP – Email Information for School Office

Child's Name: _____

Parent/Carers Email Address(es):

Signed: _____ (Parent/Carer)