

July 2017

Dear Parents/Carers

Ref: Communications from the School – new system SIMS InTouch

We try very hard to keep parents regularly informed about what is going on at the School, however, sending paper letters home can be rather 'hit and miss' with letters often going astray along the way. We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with paper communication.

To help improve communication we have been using a service called ParentMail over the past few years to communicate with parents by email and text message. **From September 2017 we shall be migrating from Parentmail to a new communication system called SIMS InTouch.** The new system has all of the benefits of the Parentmail system in that:

- Messages will get to you quickly and reliably
- You will quickly know about important or urgent messages by text, for example about non-attendance and enforced school closure (during bad weather) or if trips are going to be delayed
- We can tell you more about what's going on at the School

Our Parentmail licence has expired and SIMS InTouch will not be up and running until September. **Please see the School website for the July newsletter, up to date uniform list and the new school calendar.** The newsletter and uniform list can be found under the 'Parents' tab – Newsletters' and the school calendar is under the 'About us' tab. The documents will be on the website by the end of term.

SIMS InTouch uses the information held within SIMS, our School Management System (as provided by your admission form). **Important:** SIMS InTouch email messages will be sent from 9254027@Capita-Intouch.co.uk Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

If you DO NOT wish to use SIMS InTouch and opt out of correspondence using this electronic method, please fill in the reply slip below.

Yours sincerely



MK Anderson
Headmistress

SIMS InTouch REPLY SLIP – (OPTING OUT)

I do not wish for my child..... to have his/her details on the School Management System used for electronic correspondence (SIMS InTouch)

Signed..... Parent/Carer

Date.....