

Ref : JW/lcv

19<sup>th</sup> November 2008

Dear Parents,

We are always trying to look at ways at improving communication with you. After discussions at the newly formed School Parents Council last night I am writing to you about the possibility of receiving your child's letters via email rather than by hand, through your child.

Obviously some of you haven't got regular access to the internet at home and therefore we will continue to send letters out to those people. However many parents have expressed an interest in receiving their letters by email.

If you are one of these then please return the attached slip with your email address on it and we will set up an emailing system within the next 2 weeks. In the meantime we will continue to send paper copies of letters home until we inform you that the system has been set up.

To make this successful we do require your email addresses returned as soon as possible and for you to check your emails regularly, otherwise correspondence will be missed.

I hope that this system will cut out on unnecessary paper and enable many of you to get letters more efficiently!

Many thanks for your continued support.

Yours faithfully

Mr J Willetts  
Head Teacher

St Mary Magdalene Primary School

I would like letters emailed to me rather than receiving paper copies.

Email address .....

Name of child / children

..... in Year .....  
..... in Year .....  
..... in Year .....

Signed .....Parent/Guardian

Date .....