

Dear Parents/Guardians,

To ensure effective communication and that all messages are passed on to the correct person, we have a new text contact number for the school: **07887 422516**.

Wherever possible, rather than call the school office, please text your message to this number. Examples of this include:

1. Notifying of pupil absence (please include the reason for the absence);
2. Collecting earlier than the usual time for a doctor's appointment;
3. Requesting an appointment with a teacher.

Please note, you do not need to notify the school office if your child is being collected by an adult who has previously collected your child, or who is known to the class teacher.

Each message should be in the following format:

Child's Name - Class

Message

Name of person sending message.

e.g.

Joe Bloggs - 6 Kolbe

Joe will be staying to booster tonight. His grandad will pick him up at 4.30pm.

Mr L Bloggs (Joe's dad)

Receipt of messages will be acknowledged via a return text.