



[www.emmausfederation.co.uk](http://www.emmausfederation.co.uk)

July 2017

Dear Parents and Carers,

**Communications from the school**

We try very hard to keep parents informed about what’s going on at the school. We use our website and Class Dojo to share news and information with our families. If you have Twitter you can also follow us at @emmausfed.

From September 2017 we will no longer be using the text messaging system to send messages to parents so I would encourage those of you without Class Dojo to speak to your child’s class teacher in order to sign up. It’s a free app to download and will be used to send out messages in future. Messages regarding assemblies, clubs or bad weather closures and so on will all be sent out via Dojo.

We are also increasingly aware of the substantial cost, time and environmental impact associated with the amount of paper and photocopying involved with sending newsletters and other letters home. Sending paper letters home can also be rather hit and miss and we know letters can often go astray along the way.

We would like to try and reduce the amount of letters we print to send home so, like many other schools, from September 2017 all our letters, newsletters and notices will be sent via email. We will still continue to send home paper copies of letters which require a permission slip to be returned.

Letters, newsletters and notices will also be published as usual on our website.

In order for you to receive letters, newsletters and notices I would be grateful if you could return the slip below to confirm your email address and we will add you to the distribution list. You can add more than one email address if you wish. The email address that they come from will be [enquiries@suttertonswinesheadfederation.co.uk](mailto:enquiries@suttertonswinesheadfederation.co.uk). Please don’t use this email address to contact the school as the account is not monitored every day. Please continue to phone the school, call in to the office or use Dojo to message your child’s teacher.

I hope you will see the advantages of using this system. If you have any queries, please do not hesitate to contact me.

Mrs E Woods  
Business Manager



**Email communication reply slip – please return by Friday 14<sup>th</sup> July.**

**Child’s/children’s name(s)**.....

**Current class**.....

**Email address 1 (please print clearly)**.....

**Email address 2 (please print clearly)**.....