

SCVD/acy

23 January 2009

Dear Parent / Carer

**Re: Home / School Communication**

As a school we are constantly looking at ways in which we can improve our communications with parents, while lessening our environmental impact and keeping down costs. This is certainly an issue that parents raise with us on a regular basis.

We believe that the best all-round solution would be to email as many of our communications as possible direct to your inbox. This would allow us to send more regular, full-colour, newsletters to all our parents, as well as sending letters for particular parents (e.g. information about trips) just to those to whom that information is relevant.

We will therefore, from 1 April 2009, be implementing a package called Schoolcomms, which will enable us to communicate securely, quickly, reliably and directly with you by email, and also to send short text messages to your mobile phone if we need to contact you more urgently.

With Schoolcomms, you will:

- Receive letters and newsletters more reliably and promptly
- See letters in your inbox like any other email
- Get a short text message if we need to contact you urgently
- Still get paper letters if you don't have email
- Not need to rely on your child for delivery
- Have the facility for both parents to register for emails

The School will be able to:

- Communicate with our parents and carers more effectively and frequently
- Send regular full-colour newsletters
- Save money on administration, time, printing and paper
- Contact you urgently when necessary

I hope you will agree that this will prove a convenient way to communicate more effectively than we do now. Your details will not be used for any other purpose than school business – you will **not** receive any spam or marketing material.

We will use the email and mobile number details that we currently hold in our school database. However, to make absolutely sure we hold the correct details, please complete and return the form below to confirm or change your

email address and mobile phone number or to add the information for the first time. If you would prefer to email the information, please use the following email address [schoolreply@forest.w-sussex.sch.uk](mailto:schoolreply@forest.w-sussex.sch.uk)

If you have any questions or concerns please either contact the school office on 01403 261086 or visit the Schoolcomms website <http://www.schoolcomms.com>.

Yours faithfully

Ms S C V Denning  
Headteacher

✂.....

**The Forest School  
Schoolcomms**

Please complete and return this slip to the School Office, via your son's tutor, by **Friday 30 January** to start receiving your school communications via email and text message.

Name of parent:.....

Email address:.....  
(please write clearly)

Mobile number: .....

Name of child:.....Tutor Group:.....