



Dear Parent/Carer

School Correspondence by Email

We as a School would like to send email copies of all correspondence to families as much as possible. This is to keep in line with council policy to use electronic communication where possible and reduce the amount of resources used. This will also ensure all parents/carers receive all correspondence as we have had quite a few incidents of paper copies going missing between school and home which can lead to important information being missed.

Please be aware if a reply to any communication is required it doesn't have to be printed out on the reply form (although the option will always be there), we are more than happy to receive handwritten replies.

Yours sincerely

Mrs B Milne
Head Teacher