

Cheapside C. of E. Primary School

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Headteacher

Mrs Kate Searle

26 September 2014

Dear Parents

Letters and School Communication

We have now entered all email addresses for new children starting school onto our text/email system – ‘Keep Kids Safe’.

We are trying to be as ‘paper free’ as possible and to this effect, each month we email a newsletter and weekly reminders of what is happening each week to the first email account on our data system. In addition, we may also email other correspondence/updates. Letters that require response slips to be returned to school will be put into book bags.

Extra copies of all letters, either sent by email or home in book bags can be found in a folder in the entrance area to the school.

We kindly ask that you check children’s book bags and your email accounts on a daily basis. When there are urgent messages or emails requiring immediate attention, we will also notify parents by text.

If you have any questions or need additional copies of any correspondence, please see either me or the office staff.

Yours sincerely

Kate Searle
Headteacher