31st January 2020

Dear Parent/Carer,

The safety of our students and effective communication with parents/carers is of paramount importance to our school. Therefore we are currently updating our registration system in order to improve this communication.

We are moving from our old text message service to the new PS-Connect system. This is not only a text service but also comes with an app for your smart phone. The app will give you up-to-date information regarding your child’s attendance, their timetable and a range of other features. This can be downloaded from the app store by searching for My Ed. This will only connect to your child’s individual information if your contact details are correct on our system. If your child’s account doesn’t connect please contact the school or complete the reply slip below to update your number. This will then take 24 hours to appear on your app.

By sending messages directly to you we can all ensure that if your child is absent you can reply quickly and easily to inform us of any reason for an absence thus ensuring their safety.

Some messages sent from the school, such as absence alerts will allow a text message response as you would any other text message. You may receive other messages that are for information purposes only, these may not require a response.

If you have any questions about this new method of school communication and would like to discuss it further, please do not hesitate to contact me via main reception.

Yours faithfully,

Mr A Blake

Director of Enrichment and Transition
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**Updated Contact Information Reply Slip – (to be handed to main reception)**

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Carer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_