Dear Parents/Carers

**School communications**

As I am sure that you are aware sending written information home with the children is not always reliable. At Lostock Gralam we use Schoolcomms, an electronic school communication system, to send out a wide range of communications. This will enable you to receive all your information from school quickly and reliably. We will send information by email and can also send short messages directly to your mobile phone as a text message.

The school will use the email address and mobile number that we hold for the Priority one contact(s) in our database. If you are not certain that we have your correct details, please use the reply slip provided. If you change your contact details, please let the school know as soon as possible.

Your details will be used for school business. However, we may occasionally want to send out details of other activities e.g. details of a sports holiday club run by Mr Ault, who provides Sports coaching in school.

Please complete the form below to let us know if you want to receive such information.

Once your child is registered at School an email and text will be sent to your address and mobile number.

If you have any questions or concerns please contact the school office on 01606 668270

Yours sincerely,

Mrs Jo Powell

Headteacher

**School communications**

I give/do not give (**delete as appropriate**) permission for my email address & mobile number to be used to receive information from school.

I give/do not give (**delete as appropriate**) permission for my email address & mobile number to be used to receive information from school not directly concerning school business.

Priority 1 Parent name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children/s names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children/s names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Children/s names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_