



HOW WOOD PRIMARY SCHOOL

ESTABLISHED 1968

Head Teacher: Mrs C Rowe

September 2016

Dear Parent / Guardian,

At How Wood we distribute the How Wood Newsletter regularly along with various letters that inform parents/guardians of issues relating to your child or events that may be taking place.

In order to improve the communication between home and school, we have developed our e-mail system which enables us to communicate much more efficiently. This involves sending the How Wood Newsletter and other letters to your specified e-mail address. We may also e-mail concerning other school related dates. As you will appreciate, this enables the school to direct our financial resources to the benefit of educational attainment and reduce the amount of paper resources used, therefore becoming much more environmentally friendly.

Should this system not suit your particular circumstances, we will distribute a paper copy of any documentation through your son/daughter.

In order to ensure we have up to date contact details, please complete the form below for each child and return to your child's teacher as soon as possible. Even if you are already receiving email communication please complete the slip below to allow us to check that all our information is up to date.

We thank you for your consideration in this matter.

Mrs J de Fransz
P A to the Head Teacher

E-Mail Communication

Please **complete the form below in block capitals** and return to your child's teacher as soon as possible. Please **complete a form for each child** that you have registered at school.

I agree / do not agree (please circle) to the school informing me of general school issues and events through e-mail. This will involve sending the How Wood Newsletter and other letters to my specified e-mail address. The school may also e-mail me concerning other matters relating to school events.

Pupil's Full Name:

Year Group:

Parent's First Name:

Parent's Last Name:

Parent / Guardian Email Address:

Signed: _____ Date: _____