

KAG/meh

20th April 2007

Dear Parent/Guardian

E-mail Communication

As indicated in our recent Newsletter, we are quite keen to improve communication between the school and carers.

In order to achieve this, we would like to be able to e-mail essential information such as letters, reports, newsletter, etc. If you are comfortable with this approach, we would appreciate it if you could complete the reply slip below giving us details of an appropriate e-mail address for future communication. Alternatively, you may wish to simply e-mail us your address, giving details of your child's name, year and form class.

All information, of course, will be treated in the strictest confidence. Many thanks for your assistance in this matter.

Yours faithfully

**K A Gibson
Head Teacher**



E-mail Communication

Student's Name: Form Group:

Parent's/Guardian's Name:

E-mail Address:

Signature: Date: