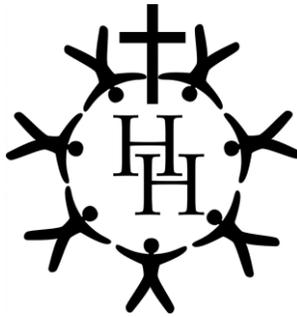


KIRKLEES METROPOLITAN COUNCIL EDUCATION SERVICE
HANGING HEATON CE (VC) JUNIOR AND INFANT SCHOOL

Telephone: 01924 325252
Featurenet: 8305252
Acting Headteacher: Mrs J Thompson



High Street
Batley
West Yorkshire
WF17 6DW

11th March, 2013
Dear Parents/Carers,

Following the overwhelming success of our text messaging service and with a view to becoming both more efficient and eco-friendly, I would like to instigate an email system for sending out school news sheets, newsletters and letters.

I intend to send news sheets, newsletters and information letters **via email** from next term. This will replace the notoriously unreliable "pupil post" system whereby children are responsible for ensuring parents/carers receive letters. It will also reduce costs in terms of paper, printing and labour and means that we can use our budget more effectively to support and benefit our children. Copies of newsletters and news sheets will continue to be placed on the website at www.hangingheaton.co.uk.

Should any parent wish to opt out of this system, there is an option to do so below. They will receive a paper copy delivered home by pupil post, however this will limit the efficacy of developing a new system so I urge as many parents as possible to receive information via email.

Letters which require a reply back to school will be sent both by email and by pupil post to facilitate the returning of slips.

The school will use the same company who organise our text messaging service to enable our email therefore email addresses will be kept confidential and only approved staff will be able to email out.

Please complete the slip below and return to school by **Friday 22nd March**. Thank you for your continued support in moving the school forward.

Yours sincerely,

Mrs J Thompson

Name of child/ren

Tick **one** only

- I agree for my email address to be kept on file and for information letters, newsletters and news sheets to be delivered to me by email. My email address is (please print clearly)

OR

- I wish to opt out of the email system and will continue to receive letters via pupil post

Signed.....

