

# Holy Spirit Catholic Primary School

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Head Teacher: Mr J Cooper

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19 May 2011

Dear Parents

We have decided to become a paperless office - this means that the use of paper is greatly reduced and 'going paperless' will save school time, money and is good for the environment.

In this age of digital communication, the majority of parents have internet access at home/work or on their mobile phones so we intend to start sending all letters and newsletters by email. If a letter requires a return slip with signature, we will also send a copy home with your child. Hopefully this will also ensure that you get copies of all letters as they will not be left in book bags, at after school clubs or lost in transit. Copies of all letters will also be published on the school website for your information.

In order for this process to run efficiently, please could you complete and return the slip below advising us of the email address to use. If you do not have access to email, please indicate this on the slip and we know to send a hard copy of any correspondence.

We hope you take the time to send this information to school as it is important to get this set up correctly.... please could you ensure that you write your email address clearly.

Many thanks

Mrs J Ryan

Bursar

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## Email Addresses/Paperless office

Name of child(ren) .....

Email address for all correspondence .....

\*\* I do not have email & need to receive letters via my child

Signed ..... parent /carer

**OFSTED Nov 2010** "This is a good school. **Parents:** are happy with the school ... feel involved in their children's learning. **Pupils:** are respectful and thoughtful... are very attentive and receptive of ideas and suggestions from teachers and each other... are fully engrossed and show high levels of cooperation and team work... have a strong work ethic."  
**S48 R.E. Inspection Dec 2010** "Collective Worship is outstanding at Holy Spirit."