



## Findern Primary School

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Friday 20<sup>th</sup> October 2017

Dear parents and carers,

We have recently received some feedback regarding electronic communication, and as such I would like to clarify the following:

- Some of our email lists and contact telephone numbers are out of date, and whilst we ask families to update us of changes, we still hold some incorrect information. As such, please fill in the new contact form attached and return to school by Monday 30<sup>th</sup> October.
- We have recently increased our text subscription to include two mobile contacts, therefore you will begin to receive two text messages from school once the system is updated within 2-3 weeks.
- When children have a bump to the head at school, we send a text message to notify you of this (this will mean it is a minor injury). We will not send out red slips at all for head injuries, or orange slips for minor injuries either. All injuries if requiring first aid, are recorded in our accident reporting book in school. If any injury is more serious, we will contact you by telephone.
- We are trying to send as much information to you in electronic format as possible as this saves paper and also saves on photocopying costs. As a result, we will endeavour to send a text message to notify you of important emails that have been sent from school.

Yours sincerely

Mrs E Titchener  
Headteacher

