

# Littledean Church of England Primary School

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Website: [www.littledeanprimary.co.uk](http://www.littledeanprimary.co.uk)



*People with time for Children*

6<sup>th</sup> December 2017

Parents of:

Dear Parents,

Please find enclosed the contact details we hold in school about your child and the privacy notice which details how we use this information. We ask that you check the details and return to school in an envelope as soon as possible.

We use the details of the 'priority 1' contacts and anyone with parental responsibility for our email and text systems. If you have not received a text or email from us this term we do not hold the correct information for you. Emails and texts will be sent from our website provider 'eschools' and may go directly to your spam or junk folder, please check and make 'eschools' a trusted sender.

Following feedback from parents we have decided that as from January 2018 we will no longer send home paper copies of letters, unless you request them below. However if a response is required from you we will issue a paper copy initially.

We are also relaunching the Parent App, this is an app similar to facebook messenger, whatsapp etc. It can be downloaded on an iphone or android phone through Apple App Store (iPhone) or Google Play (Android).

Each parent has a login and password, detailed below, and you will be able to see your child's attendance, all emails and texts, and eventually you will be able to book your own parents evening appointments. School information is held in one place rather than trawling through your personal texts and emails.

Your individual login details are (please keep this safe and secure):

**Website address:** <https://littledean.eschools.co.uk/login>

**Username:** «Username»

**Password:** «Password»

*You will be able to change your password by clicking on the cog icon in the top right of the screen once you login. Please note that if you do forget your login details in the future you will have to contact the school office during office hours to have this reset.*

**PTO**

✂ .....

## **Paper copies of Letters Home – January 2018**

Please return if you wish to **opt in** to receive paper copies of letters – Thank you

**Childs Name** ..... **Class** .....

I understand that all letters will be emailed to me but I would like to receive paper copies of all letters.

Parents Name ..... Signed ..... Date .....

Head teacher: Mrs Hayley McGoldrick

We believe that communication is key to a good relationship between school, parents and pupils. Despite best efforts we know we do not always get this right but will continue to review how we keep parents informed.

- All letters and newsletters are posted on the school website, on the home page and on the letters page.
- We will email a copy to parents where we have email addresses. This will come from our website provider 'E-Schools' (please check spam and junk files as it may be sent there).
- A copy will be sent through the Parent App (details overleaf).
- A copy will be placed in the folder outside the school office.
- Newsletters will be placed in the noticeboard in the rear playground.
- If you are not sure ask the school staff.

We also have a text message service provided by E-Schools and will send urgent or important messages via text message. Where the Parent App has been downloaded messages will be shown here first.

We would also like to encourage parents to visit our school website. [www.littledeanprimary.co.uk](http://www.littledeanprimary.co.uk). The Governors have recently reviewed a number of policies including our Anti Bullying and Anti Cyber Bullying Policies which now sit under the school information tab.

We also regularly update the 'News' page with reports and photographs of the activities that the children take part in.

Many parents also find the 'Calendar' tab useful and can keep up to date with school activities in the coming weeks and months.

If you have any concerns or queries please do not hesitate to contact us.

We hope you are able to join us on 15<sup>th</sup> December for our Christmas Service at St Ethelberts Church at 10.00 a.m. School will end at 2.00 p.m. that day. We all return on Tuesday 2<sup>nd</sup> January 2018. Myself and the school staff would like to wish you and your families a Merry Christmas and a Happy New Year and a calm and relaxing holiday.

Yours sincerely,

*HMGoldrick*

Hayley McGoldrick  
Head Teacher

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