



14 November 2013

Dear Parents/Carers

**Parental Communication Using Email**

We are launching parental communication by email through our groupcallmessenger at Fulford School. We already use groupcallmessenger for our text messaging service and intend to improve our communication further by extending this to include emails.

This efficient means of communication will be adopted for generic letters, trip letters and other forms of general information sent to parents and carers, both resident and non-resident. We would like to start using this system as soon as possible and would like your support in completing a trial over the next few weeks. This involves sending a text to parents/carers, resident and non-resident to let you know an email has been sent to you. The timetable for this is set out below. A test email will be sent to parents as follows:

Year	Date
Year 7	18 <sup>th</sup> November 2013
Year 8	19 <sup>th</sup> November 2013
Year 9	20 <sup>th</sup> November 2013
Year 10	21 <sup>st</sup> November 2013
Year 11	25 <sup>th</sup> November 2013
Year 12	26 <sup>th</sup> November 2013
Year 13	27 <sup>th</sup> November 2013

If you do not receive an email from Fulford School on the day stated then we ask that you contact the school office to check that we hold your correct email address. The email addresses have been taken from the data collection sheet you recently returned.

All generic future correspondence will be via email unless a paper copy is required. The current system for individual personal correspondence through posted letter is unaffected.

We will continue to upload generic letters and information onto our website for your future reference.

Yours faithfully,

*S. Rees*

Mrs S Rees  
Deputy Headteacher