

# Prospect School

PROSPECT SCHOOL, READING

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Dear Parent/Carer

Headteacher: Mr Philip Davies

## Re: Communication Home

As always, we try very hard to improve the way we do things as a school and ensuring you are kept informed is important. However, you might also be aware that sending written information home can be rather 'hit and miss' with information often going astray on the way. Letters from school get lost, forgotten or thrown away before they get home, or simply screwed up in the bottom of the school bag. Either way parents often find the information too late or even not at all!

We are also increasingly aware of the environmental and financial impact of the amount of paper we use.

Therefore we are implementing a new electronic communication system, SIMS InTouch, as a vehicle to communicate with you via email. This will allow us to send letters and messages direct to parents; a method already being used by many schools nationally to great success. **Email communication will therefore replace paper copies of school letters and will become our main method of sending information home.**

Of course, if you are unable to receive email we would ensure hard copies of letters remain available for your son/daughter to bring home and they can collect a copy from the KS3 or KS4 Hub, or the Sixth Form Office. The school website <https://prospectschool.fluencycms.co.uk/Letters> will also contain a copy of letters which are sent home.

We hope to begin using the system this term. This means that you will receive information directly from school and not through your child's school bag. Messages will appear as sent from Prospect School, but we would be grateful if you could check your junk/spam folder regularly in case messages go there.

**The school will send emails to the email address that we hold in our database for the main (primary) contact.** If you are not certain that we have your correct details or you need to update them, please check the Student Data Form attached and also add your email address to the tear off slip below.

The details you provide will be kept private and used for school business purposes only. We will use the information you provide to check/update our records.

There is a reply slip at the bottom of this letter for you to complete, to inform us of the email address you want information to be sent to, or to let us know if you are **not able** to receive email and therefore will require a paper hard copy of documents we send home electronically.

If you have any questions regarding our move to electronic communication, please contact me in school.

Yours sincerely

Mrs C Brown  
Business Manager

## Communication home

Please return this slip and Student Data sheet to the KS3 or KS4 Hub, or the Sixth Form Office at Prospect School.

Name of pupil: ..... Tutor group: .....

Name of Parent/Carer: ..... (please print)

Email address to be used for communication is:

.....

**Or**

**I am not able** to receive email and therefore will require a paper hard copy of documents sent home.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**ASPIRE - BELIEVE - ACHIEVE**

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