

16th November 2018

Dear Parents,

Communication methods for pupils attending external before and after school care

Following a recent review of how we share information with you about your child, the decision has been made that we will not do this via other settings.

Following consultation and agreement with our Trust, all information the school needs to share with parents will be undertaken directly either in person, by telephone call, e-mail, text message or home-academy diary. This is to ensure confidentiality both for yourselves and your child. It is also important that any communication you need with us (parent to academy) is also done directly and not through any external care providers.

We sincerely hope you can support in making this important decision so that your data and child's information is kept private and not shared in front of other parents.

If you have any questions, please do not hesitate to contact us.

Yours sincerely

Miss Sue Finney
Chair of Governors

Mrs Bobbie Caisley
Executive Principal