



Head Teacher: Mrs D Reynolds - BSc Hons QTS NPQH

*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

16<sup>th</sup> July 2014

Dear Parents/Carers

As we are well into the 21<sup>st</sup> century of modern technology, where everything is executed electronically, Norwood Primary School has decided to catch up and become a paperless school, as per Government guidelines. Therefore, as from September 2014, it will not be possible to obtain a paper copy letter. All communication will be electronic, where information/communication will be emailed to parents/carers, or a text sent out and uploaded onto the schools website, (see above). This can be accessed via laptop, iPad, tablet, smart phone, computer or touchscreen computer in the office foyer.

Where school activities require a permission slip to be completed, you are able to reply electronically just by selecting reply, which will then activate the permission slip for you to complete and send, eliminating the need to print anything out, thus saving you on paper and ink. Where a payment is needed, you will also have the facility to give permission on the new ParentPay system when you make a payment for a particular activity, therefore activating everything in one operation.

I am sure that it is agreeable that everyone has access to one of the electronic devices mentioned above and that this request should not affect anybody. If any parents/carers do not have access to an electronic device you will be able to use the touchscreen computer in the office foyer at any time. Or of course there are many outlets, family and friends, libraries etc., that enable you to use a computer free of charge.

Therefore it will be very important that you keep school informed of any email address and mobile telephone number changes. If you do not have an email account it is very simple to set one up in either Google, Yahoo or Outlook etc. If you need assistance in this, please do not hesitate to contact school where a member of staff will be more than happy to help you. It will also be very important that you inform school if you are not receiving emails immediately, so that we can take action and investigate why. Our electronic communication system enables us to see who has received their emails and whether or not they have been opened. But of course if you miss any letter that has been sent out electronically you will be able to access it from our website almost immediately.

Should you request a paper copy letter you will be directed to the touchscreen computer in the office foyer.  
**Only in extreme circumstances will a paper copy be issued.**

Yours sincerely

Mrs D Reynolds  
Head Teacher

