



Keeping in touch with you

At The Firs, we try to keep you, the parents/carers, informed of what is happening. Usually, this is by means of the regular newsletters. In emergencies we can contact you or someone you have nominated to look after your child if, for example, he or she is unwell. However, somewhere between these two extremes there are many occasions when we need to get information to groups of parents/carers or even to all parents/carers of children at the school in a relatively short time. Examples might be:

- Cancellation of an after school activity
- Changes to arrangements for school events
- Reminders that an activity next day requires special clothing or equipment
- Checking the reason for your child's absence from school if you have not contacted the school office.
- School closure (e.g. because of adverse weather or heating failure)

In such circumstances we found that notes do not necessarily reach parents. Attempts to telephone parents can prove difficult – we cannot always contact a parent easily whilst, on the other hand, that 'missed call from The Firs' message can cause a parent/carer unnecessary distress.

We are taking part in an initiative to improve the way the school communicates with parents. However, we need your help to make it happen. We have decided to use a system which enables us to send a text message to parents'/carers' mobile phones – the same message can be sent to just one parent or, simultaneously, to small groups or parents/carers or to all parents/carers for whom we have a nominated mobile number. Furthermore, we will be able to ascertain whether or not the message has been received by your mobile phone.

Would you please provide us with one mobile phone number you would like us to use and state which member of the family this belongs to. If you nominate a number to receive messages, it is important that you keep us informed of any change to that mobile phone number. Please complete and return the form attached to this letter.

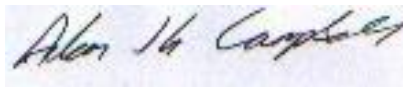
I would like to reassure you about two things:

Firstly, the system will never be used to advise you of an emergency situation relating to your child – this will always be done in person to you or one of your nominated emergency contacts. You may receive a message asking you to contact the office when convenient – this will be because we need to verify something or to let you know something in person but have not been able to contact you in any other way.

Secondly, parents who do not have a mobile phone should not feel disadvantaged. We will use traditional methods to contact you and, hopefully, will be able to do so more effectively because we have fewer calls to make or notes to send out.

We hope that a significant proportion of Firs parents/carers will feel, as we do, this will help us to keep you better informed. Please complete and return the form overleaf as soon as possible so that we can set up and start using the system.

Thank you



Adam J G Campbell
Headteacher

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Mobile Phone Messaging System

Name of Child(ren).....Class(es).....

Please tick the appropriate box below.

I do not have a mobile phone. Please contact me in the usual way

I would like to receive information by text message – details below.

Mobile Number.....Contact Name.....

Signed.....Date.....