



Somerset County Council



Shepton Mallet Community Infants' School & Nursery

Waterloo Road, Shepton Mallet, BA4 5HE

Tel: 01749 342322

Email: sheptonmalletinfants@educ.somerset.gov.uk

Headteacher: Mrs Honoria Thompson

"Where Children Come First."

15th May 2018

Dear Parents / Carers,

Re: PAPERLESS Communication with Parents and Carers

In a move to improve home-school communication, we will shortly be moving towards a paperless system. With the growth in e-mail, smartphones and general home computer use, there are benefits for all parents and carers for using this method of communication for information sharing. We are also aware of the high cost and environmental impact of sending letters on paper. The benefits of going paperless are:

- Communicating with home directly via email is far more reliable and far faster than depending on children to deliver letters home.
- More frequency of information, keeping parents/carers better informed.

We are planning to commence our 'paperless' shift in June; at that point we will start emailing letters home. We will however, only be able to do this if we have everyone's email, so it is important you respond. It is vital that we have updated e-mail addresses if we are to communicate with you effectively.

Please complete the slip below and **return** it to the school office **before 25th May**, so that the school office have time to process the information before we start in June.

If you do not have access to email and would prefer letters to still be sent home, please let us know on the slip below.

Yours sincerely,

Honoria Thompson

**Mrs H. Thompson
Headteacher**

Child's full name (please use capitals)Class.....

Name (Parent/Carer) Please tick:

Yes, I would like to receive all letters by email, my email address is –
(please use capitals)

No, I do not have an email address , please continue to send paper copies home.



Web: www.sheptonmalletinfants.co.uk
VAT Registered Number: 131254412

