



MICKLEOVER PRIMARY SCHOOL

Vicarage Road, Mickleover, Derby DE3 0EY

Telephone: (01332) 514052

www.mickleover.derby.sch.uk

Headteacher Mrs Lynne Gerver

5th January 2018

Dear Parent/Carer

We would like to welcome you all back and wish you a Happy New Year.

We have recently improved our communication system to enable us to communicate more effectively with our parents/carers. We now have the ability to email rather than just texting or sending letters via book bags.

Our aim is that by the end of January we will have gathered email addresses for all parents. As we will be primarily using email as the method to send letters home. We will send a text message to the priority 1 contact to inform you that an email has been sent. We will be able to attach documents to the emails such as trip letters, newsletters and general communication, so no more lost letters in book bags! We will continue to put these forms of communication on the website.

We have sent out a test email today at 12:00. The email address this will come from is mickleovepri-derby@scopay.com we have run some tests and the email may go into your junk/spam/clutter folder. Please check these folders, right click on the email and 'move to inbox' to allow the emails to be received in the future. If you need any help with this please contact the office. When you receive this test email please reply with the word **received**, this will help us to record successful communication. If you did not receive an email it may be because we do not have that information on record for you. Please complete the form below.

When the school sends a text it will still be sent to one parent as before. The sender's name appears slightly differently and will say **MICKLEOVERP**.

Yours Sincerely,

The Office.

In order of priority

I _____, parent/guardian of _____, class _____

give permission for Mickleover Primary School to contact all persons listed below by way of email and have sought their permission to share this information. Please select which communications you would like each person to receive.

Name _____ email _____ relationship _____

All communications General Trips & Permissions Scopay Payments

Name _____ email _____ relationship _____

All communications General Trips & Permissions Scopay Payments

Name _____ email _____ relationship _____

All communications General Trips & Permissions Scopay Payments

Name _____ email _____ relationship _____

All communications General Trips & Permissions Scopay Payments

Signed _____, Name _____ relationship _____

