

6<sup>th</sup> October 2017

Dear Parents/Carers


**PAPER-FREE – LETTERS**

Since the beginning of term we have been sending all letters via email as well as giving them to the children. We would however, like to be as close to paper-free as possible.

As mentioned in the September Newsletter we will no longer be sending any letters home with the children after half term. All letters will be emailed and they will be put on the school website.

In order for this to work effectively we do always need to have an up to date email address for you. If your email has changed to that on our school system please complete the slip below and return it to the school office by Friday 13<sup>th</sup> October so that we can update your details.

Yours sincerely



Miss M Neale  
**Headteacher**

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To: School Office

**PAPER-FREE – LETTERS**

Child's Name: ..... Class: .....

Email Address: ..... (print please)

Name: ..... (print please)

Relationship to child: .....

Signed: .....

Date: .....