



www.swanlandschool.co.uk

Dear Parent/Carer

Newsletters

School newsletters will be sent *via email* to the email address given to us for your *first emergency contact*. They are sent out every **Thursday afternoon**. Please check that you have received your emails today and every Thursday evening. If the newsletters have not arrived via email, or you have not yet provided an email address, please contact the school office and we will check that our records are correct. (The new Reception classes will receive paper copies of newsletters for the first two weeks. Once our records have been updated newsletters will arrive via email only).

Copies of newsletters are also available on the school website:

(<http://swanlandeducationtrust.co.uk/swanland-primary-school/parents/school-letters>).

Please keep the school office updated with any changes to your email address. Thank you.

We use a system called ParentMail to send emails (and texts). With this system you can:

- Use a free mobile app on Android and iOS to pick up school messages instantly.
- Have an account simply for school messages (away from your busy email inbox!)
- Connect to other schools, nurseries or clubs that use ParentMail.
- Highlight important messages or archive old messages to make life easier.

Once registered with ParentMail, if you have an Android or Apple smartphone, we would encourage you to download the **ParentMail App** for the best user experience. To do this, simply search for “ParentMail” or “Swanland Primary School” in your App store. Using the ParentMail App will also save the school money, as all messages (unlike texts) will be sent free of charge from the school.

Thank you for your continued support, now and into the future.

Chris Huscroft
Executive Head Teacher

Hannah Stephenson
Head of School