

# BONNEVILLE

## PRIMARY SCHOOL

Success for today, prepared for tomorrow

Friday 13<sup>th</sup> March 2020

Dear Parents/Carers,

I write to update you on an internal review and outcome of our letter distribution process.

I am aware how the sheer number of emails and letters being sent out digitally can become a challenge to monitor and keep up to date with school events.

Equally, managing effective communication can be a real challenge for the school in keeping you informed, reducing paper waste whilst making permission requests, all in a timely manner.

Following this review, we have decided to return to our 'Tuesday' and 'Thursday' distribution days (for both digital and physical letters) apart from The Bonneville Buzz.

This will commence from week beginning Monday, 16<sup>th</sup> March.

Part of our internal process will be monitoring the number of emails you receive on any one day, in order to focus your attention on the most imminent matters.

We will also monitor the permission portal more closely, in order to remind you that your consent is still needed, prior to a trip

Please bear in mind should any urgent matter need your attention, we would inevitably work outside of these perimeters.

On the very few occasions that we send out hard copies, an email will inform you that a letter has gone out for your attention.

We will also ensure to use the blackboard in the front playground for notices of any communications.

In order to support the smooth running of our communications with you, please keep your email information up to date with the school and take a little time to familiarise yourself with the digital permission portal on scopy.

I do hope we all feel the benefits of these revisions, pulling together to make it work.

Thank you for your ongoing support.

Yours sincerely,



Ms. A. Parker  
Lead Headteacher