

THE FEDERATION OF MIDDLEHAM (VA) AND SPENNITHORNE (VC) CE PRIMARY SCHOOLS



Executive Head Teacher Mrs L. Evans

Spennithorne, Leyburn, N Yorkshire. DL8 5PR

Park Lane, Middleham, Leyburn, N Yorks, DL8 4QX

Tel:01969-623474 Fax 01969 622731

Tel 01969 623592

spennithorneadmin@fed-mas.n-yorks.sch.uk

middlehamadmin@fed-mas.n-yorks.sch.uk

13th September 2018

Dear Parents

We are always trying to improve Home/School communication and would like to ensure that contact details are up to date.

Email: We will send out newsletters and other correspondence by email where it is practical to do so.

Text: School will send brief but important messages such as school closures or delayed return of coaches on trip, cancellation of outdoor events due to bad weather etc by text to the first 2 mobile numbers held on the school management information system.

Data Collection Sheet: This is issued annually for parents/carers to check that the information we hold is accurate. Please would you check through the information making any amendments that are necessary then sign and return to the school office.

Please would you complete the slip below to confirm a valid email address that we can use. I appreciate that many of you have already given us your email address, but we would be grateful if you would still complete the slip so we can be sure we have the right address.

If you have any queries please do not hesitate to contact me in the office.

Kind regards

Mrs Helen Martin
Secretary

Child(ren) name.....

Email address for communication to be sent to:

..... (Please print clearly)

..... (Please print clearly)

Or

I do not have an email address

Signed _____ Print name.....

Date.....2018



COMMUNITY, CREATIVITY, COMPASSION

