



June 2016

Dear Parents/Carers

### Messages Sent Home

In order to make sure that our communications with you are effective we will be using an email and text message service, SIMS InTouch®. This is part of our SIMS system (Student Information Management System) which we already use in school. This system should overcome the problem of letters being sent home with students being rather 'hit and miss', and will be less costly with less environmental impact in terms of paper and photocopying.

We believe SIMS InTouch® will be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to all parents/carers for whom we have details, at the same time
- You will quickly know about important or urgent messages (stranger danger, snow closure, etc)
- We can send reminders about events to keep you better informed

To use SIMS InTouch® we need to collect your email addresses and mobile numbers and we would ask you to complete the attached form and return it to the Main Office as soon as possible.

Please be assured that SIMS InTouch® is registered with the Data Protection Registrar and guarantees that all information you provide will be kept private and will not be passed on to any other organisation.

When we use SIMS InTouch®, email messages will be sent from "Archway School". (This is a 'send only' account which cannot receive messages.) Please add this address to your email address books (or approved sender list) to prevent messages from being blocked by your SPAM/JUNK filters.

Yours faithfully

Colin Belford  
Headteacher

