



St Thomas More
Catholic Primary School

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Tel: 01442 385060 Fax: 01442 385061
Headteacher: Miss I Cerasale

February 2017

Dear Parents and Carers,

COMMUNICATIONS FROM SCHOOL OFFICE TO HOME

This is to remind parents that to improve the partnership between home and the school office, we aim to reduce the frequency and volume of communications from the office and enable parents to 'cherry pick' information that is relevant to their children.

With this in mind the school office sends out one email each week on a Wednesday afternoon. This will itemise all the week's letters/forms/newsletters etc. that will be available for viewing/downloading via a link to the school website. If you are unable to download/print documents at home, please ask the office for a hard copy.

The weekly email will also include reminders for school events coming up in the next calendar week, School Association events and links onto the school web site for community events.

Please note that this weekly email will be our main method of communication from the office. We would also urge parents and carers to check the 'Letters and Forms' tab on the school website frequently so that events are not missed or forgotten. Please also ensure that you take time to read the weekly newsletters, as these are always a very useful source of information on past and future events, including a list of important dates for your diary. Text messages will be sent out in the event of a cancellation or last minute changes to planned activities.

Yours faithfully,

I. Cerasale.

I Cerasale
Headteacher



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