



Believe, Succeed, Together

5th October 2016

Re: INSET and Electronic Communication

Dear Parent,

The Academy will be closed on **Friday 21st October 2016** for the purposes of In-Service Education and Training (INSET).

The remaining two INSET days will be taken on **Thursday 5th** and **Friday 6th January 2017**.

It is the Academy's intention to eventually send **all** correspondence via **electronic communication**. To ensure that you receive all future correspondence, the Academy will shortly be requesting updated e-mail addresses and mobile phone numbers which will be routinely checked at scheduled parent consultation evenings. The Academy aims to complete this by **Wednesday 21st December 2016**. From this date, all correspondence will be sent via electronic communication.

I politely request that, should you change your e-mail address and/or mobile number throughout the academic year, you inform the Academy to ensure you receive all correspondence.

Yours sincerely,

A handwritten signature in black ink, appearing to be "N. Houchen".

Mr. N. Houchen
Principal