

Dear Parents/Carers

In January we are moving to an improved, reduced paper system of communication with parents and carers – Groupcall messenger.

Messenger enables schools to contact parents and carers quickly ensuring messages are delivered to the right person at the right time. **We will be using this system to contact you if your child is absent from school and we have not heard from you.**

Messages can be sent in almost every way possible. Whether it be a reminder that it is parents' evening tomorrow or a notification that the school will be closed due to heavy snowfall, a message can be sent to all relevant contacts in seconds.

We will be able to contact you in a variety of different ways:-

- SMS (text) – This simple-to-use method is perfect to contact multiple users instantly. Parents also have the ability to respond to text messages sent from the school in the same way they would with a normal text message, thus offering two-way communication.
- Email – Great for sending school newsletters ensuring that the newsletter get straight to you and is not lost between school and home.
- Push messages – with Groupcall Xpressions. This allows parents to receive and view information sent directly to their mobile devices (Apple iOS & Android smartphones with Windows mobile to follow).
- Voice messaging – used to send messages to landlines.
- Multi-lingual functionality - Messages (text and email) can be sent in up to 64 different languages meaning families, regardless of their mother tongue can be included in school communications whether routine or emergency. Messages are automatically translated (using Google Translate).

**If you would rather receive a paper copy of communications, please come to the school office personally to collect this.** We will not be sending these home in school bags. This will ensure that parents/carers receive the information and it does not get lost on the way home.

Please complete the contact form below with your most up to date details and return to the school before the end of term so that we can contact you via groupcall in the new year.

Thank you in advance.

Mrs Bernard, Headteacher

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Groupcall Messenger Contact Information

Child/Children's names: \_\_\_\_\_

	Name	Mobile Number	Email address
1 <sup>st</sup> contact			
2 <sup>nd</sup> contact			

Signed: \_\_\_\_\_

