

3<sup>rd</sup> September 2020



Head Teacher:

Mrs Beth Atkinson

BA (hons) PGCE NPQH

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www.inglebymill.org.uk

Dear Parents / Carers

### URGENT – COMMUNICATION AND EMAILS



In future, all communication from school will be via email and there will be no paper letters sent home. This is to ensure safety and avoid contamination during the pandemic.

Please complete and return the details below so that we can make sure we are sending our letters and correspondence to the correct email addresses for your child.

If you are already receiving emails from school, there is no need to return the slip below. We will continue to email the details already held on our database here in school.

The easiest way to view messages and emails from school is to download the School Gateway app. [www.schoolgateway.com](http://www.schoolgateway.com)

#### Payments for School Dinners for Years 3, 4, 5 and 6

Again, to avoid handling cash and the risk of spreading Coronavirus, the school office is now a cash free environment and all payments for school dinners need to be paid on Schoolcomms via [www.schoolgateway.com](http://www.schoolgateway.com)

#### Information Regarding Collection of Children at the End of the Day

Reception and Nursery parents have provided us with details of who can collect their children at the end of each day. Thank you for that.

For all other year groups, we will be using the information that we currently have in school from last year. So, if you need different people to be able to collect your children at the end of the day, please email [joanne.measor@sbcschools.org.uk](mailto:joanne.measor@sbcschools.org.uk) to provide us with the correct information.

Yours sincerely

Mrs Atkinson

#### Email Details for School

**Please return to the school office for the attention of Mrs Measor**

Name of Child \_\_\_\_\_ Class \_\_\_\_\_

1. Name of Contact

.....

Email Address

.....

2. Name of Contact

.....

Email Address

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