



April 2016

Dear Parent

**Re: Electronic Communication**

As a school we are, where possible, starting to move towards electronic communication. With this in mind and to ensure we have the most up to date e-mail details for all parents, please could you complete and return the reply slip.

We would ask that you keep us informed of any changes that occur as a matter of urgency in order that you do not miss any information that we may send to you.

Thank you for your urgent attention.

Yours faithfully

**C Amos (Miss)  
Business Manager**

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**Please return to school office**

Student's Name: \_\_\_\_\_ Tutor: \_\_\_\_\_

Parent Name: \_\_\_\_\_

- I am happy to receive future correspondence via e-mail

E-mail address: \_\_\_\_\_  
\_\_\_\_\_

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