

Coates Way School

28th June 2019

Dear Parents/Carers,

As part of our continuing efforts to reduce waste and lessen our negative impact on the environment, Coates Way School will shortly be going paperless. With the growth in e-mail, smartphones and general home computer use, there are benefits for all parents and carers for using this method of communication for information sharing. We are also aware of the high cost and environmental impact of sending letters on paper. The financial savings will enable the school to allocate additional funds to support teaching and learning for our pupils; we will also considerably reduce our environmental footprint by the reduction in our use of paper and other consumables.

What does this mean for parents?

- All communications will be sent via e-mail or text messaging. Copies of letters will also be available through the main office.
- Parents/carers will have easy access to relevant information, which means no more letters lost or lying in the bottom of a school bag.
- We will not send paper consent forms. Any event that requires a permission slip or other response will be sent to you electronically; you will be able to tick the relevant boxes and give consent through WisePay.

We are planning to commence our 'paperless' shift from Monday 30th September 2019.

Teachers2Parents will be our first method of reaching parents, so it is important that your contact information is kept 'up-to-date'. Please ensure that the school office has all your current contact details, especially your current mobile phone number and advise us immediately if any of these numbers change.

We will also ensure links to our newsletters are put in the 'Parents' section area of the school's website: www.coatesway.herts.sch.uk

If you do not have access to email and would prefer letters to still be sent home, please let the office know as soon as possible.

Many thanks for your understanding and cooperation in this matter. We look forward to a more efficient and effective method of communicating with you.

Yours sincerely,

Steven Wells
Head Teacher