



19th November 2019

Dear Parent/Carer,

We are trialing a new system for a month for sending letters to parents by e-mail. Please supply us with e-mails for the people you have given us contact details for.

This information needs to be returned to school no later than Friday 22nd November for us to start using this system.

Yours sincerely,
Mr O Flitcroft
Headteacher.

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Name of Child..... Class

Name of contact.....

e-mail address.....

Name of contact

e-mail address

Name of contact

e-mail address