



Headteacher: Mrs S. Sadler, B.Ed. (Hons), M.A.
Deputy Headteacher: Mrs S. Boulton, B.Sc. (Hons), M.A.
Finance & Admin Manager: Mrs S. Beckham

September 2018

Dear Parents/Carers,

Paperless Communication

Welcome back to another fantastic year at Highbury!

In an effort to keep our school eco-friendly, we have decided to reduce our paper use and aim to be paperless by the end of the year for all letters home. From now on we will be emailing out all trip letters, notices, and other communications from teachers and the school. To this end, if you haven't been receiving emails from us, please complete the slip below and we will add it to our system. If you do not have an email address we can give your child a paper copy in class.

We are also going to be making a change in the app we use to send you messages. Currently, we use the School Gateway app to communicate with you either by text or email. From the end of September we will be using a new app called Studybugs. It's a free app you can download from the Apple, Android, or Microsoft app stores which will be used the same way as School Gateway, to communicate with you via text and email. An added bonus of Studybugs is that you can also use it to report any illness-related absences, rather than trying to call our busy lines first thing in the morning.

We hope that you will support us in our endeavour to reduce our paper use and become more eco-friendly.

Yours Sincerely,

Sarah Sadler
Headteacher

Contact Email Address Slip

Name of parent_____

Name of child/children_____

Current/Preferred email address_____