



CHALKWELL HALL JUNIOR SCHOOL
LONDON ROAD
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Headteacher: Mr Richard Spence BA (Hons)



28th September 2011

Dear Parents/Carers,

Re: ParentMail: Emailing of School Correspondence

We offer the facility of emailing you with all our school to home correspondence for two main reasons.

1. This guarantees that you, the parents/carers, receive all letters and that it is not the hit or miss situation of whether or not your child manages to pass on a paper copy.
2. Environmentally and economically the school is able to make savings in using less paper by emailing, this ultimately means more money to spend on resources for the school and your child.

We strongly encourage you to sign up to ParentMail. All letters are also posted on our website, www.chalkwellhall.co.uk.

Letters that require you to return a reply slip with payment do not have to be printed by yourselves if you do not have access to a printer, you can take a handwritten note of the information required and send it along in an envelope with payment. Please remember to add your child's name and class. Alternatively, in the case of a reply slip which does not require payment, you may email back to attendance@chalkwellhall-jun.southend.sch.uk with your reply.

Once signed up to receive school correspondence via email, we will no longer send a hard copy via your child. Please make sure you check your emails regularly and not send your child in to the school office to get a hard copy.

We will continue to send hard copies of letters home with children to those parents/carers who have not signed up to receive emails through ParentMail.

Please find attached a ParentMail registration form that we hope you will return if you are able to receive all school correspondence via email. If you have already completed this form you do not need to do so again. However, if you were signed up to the Infant school emailing system and haven't signed up to the Junior school ParentMail system you will need to complete the form. The Infant and Junior schools use different companies to send their school correspondence.

Many thanks for your support in this matter.

Yours sincerely,

Mr R. Spence
Headteacher

