



Friday 22 June 2018

Dear Parent/Carer,

Re: Paperless Communications

Concordia Academy will be going paperless from September 2018. The decision to go paperless is one that many schools have already implemented or are moving towards, not only is it better for the environment it also helps to preserve the schools budget for other educational expenditure.

We will be trialling this from Monday 9 July by sending out information letters, newsletter, and trip letters, etc. via email to all parents/caregivers. In the new academic year, we are installing a brand new school software system, from which you will also receive text messages, letters and other communications.

Copies of all letters will still be available to view and download from our website at www.concordiaacademy.co.uk and hard copies can be provided by the office upon request.

In order for this to be successful we ask you to please send an email from the address you would like to be added, to info@concordiaacademy.co.uk stating that you would like to receive email and text communications from the school. Please make sure the email contains your full name, your child's full name and the mobile phone number/s you would like to receive updates and communications.

Please ensure we receive this by **Friday 29 June**.

There will be a test email sent out to everyone on **Monday 9 July 2018**. If you do not receive an email by the end of day on **Monday 9 July** then please make the office aware so that any problems can be rectified in preparation for September.

We appreciate your support in this matter and if you have any questions please do get in touch with the school office.

Yours sincerely

Raheel Akhtar

Headteacher

School contact number: 01708 932 710

School email: info@concordiaacademy.co.uk