



Dear Parents

We are installing a new facility in school which will allow us to contact you more quickly and efficiently. The system is called Groupcall and I want to provide you with some information on how the system will be used.

Groupcall will give us the ability to send text messages to your mobile phones. We will also be using it to send you emails. This new facility will enable us to get a message to one parent, groups of parents or the whole school community very quickly.

We may use the Groupcall system to advise you of the following:-

- School Closures
- Emergency notifications etc.
- Advise/acknowledge that your child is absent from school
- Test / exam date reminders
- Changes to meetings and after school events
- Parents meetings
- Expected time of arrival when returning from a school trip
- Upcoming school events
- Invitations to a meeting
- General information about what is going on at school

Depending on the reason for contacting you, we will either send an email or a text message to your mobile phone. We may also choose to send some messages in duplicate (i.e. via text & email).

TEXT MESSAGES - All text messages sent from school will have the name of the school displayed at the top of the message. We will be able to see from school when the message has arrived in your phone and so we will know you have received it. If we are asking for information, you can respond to the text in the same manner that you would do with a standard text message. Alternatively, please provide the information in the normal way (i.e. by telephone or by letter to the school).

Given the technological world we exist in, Groupcall will soon become our first method of reaching parents, so it is important that your contact information is **up to date** and kept **up to date**. Please ensure that the school office has all your current contact details, including your current mobile phone number and email address, and advise us immediately if any of these details change. If we do not have the correct details you will miss out.

If you have any queries, please get in touch with the school office.

Please complete the attached data sheet and ensure that it is safely returned to the school office.

Thanking you in anticipation

Principal

Parent/Guardian Data Collection Form

Please provide us with details of the **one mobile number** you would like us to use and state which member of the family this belongs to. This will not replace any of the other emergency numbers you have provided us with. Please provide us with an email address also. To allow us to make best use of this facility, it is important that you keep us updated of changes to any of your contact numbers and email addresses. Please complete the other details listed below as we continuously try to update our records here in school.

Kindly complete and return the attached form - one for each child even if you have more than one child at the school.

Thank You.

Contact Details

Please return to the school office

Child's Name _____

Class & Teacher _____

Parent(s) Name(s) _____

Mobile Phone Number
(Please indicate if mum/dad) _____

Home Phone Number _____

Work Phone Number
(If applicable) _____

Email Address _____

Email Address (Work)
(If applicable) _____

Date _____

Please Tick If You Do Not Have A Mobile Phone

Please return to the school office