

Grateley Primary School

Grateley, Andover, Hampshire, SP11 8JS
Telephone 01264 889240 Fax 01264 889156
email: adminoffice@grateley.hants.sch.uk



Dear Parents/Carers

Where possible, we are keen to reduce the amount of paper used. One of the areas we feel that we can reduce paper is the school newsletters. Therefore, we have set up two options, the first receiving the newsletter via email and the second having your newsletter sent home via a designated child. We also publish it on the school's website, www.grateley.hants.sch.uk.

Option 1 - Email

The newsletter would be sent to your e-mail account. The upside of this would be that you would be able to save the information. The downside would be that you would have to keep me informed of any email address changes, and that when using electronic mail, glitches can occur, so I would need to be informed if your newsletter didn't get through. Should this happen, I would give your child a hard copy on the next school day.

Option 2 - Designated child

I would send one newsletter home per family, via a designated child. This would not necessarily have to be the eldest child, you may feel that you are more likely to look in a younger child's bag. The upside of this is that we would produce less newsletters, therefore using less paper. The downside would be that letters don't always make it home. We would however ensure that should the designated child be absent, the newsletter would be sent home with a sibling, or when they are next in.

Should you be interested in the Email option, please send an email, adminoffice@grateley.hants.sch.uk or the Designated Child option, please complete the slip below.

Regards

Kirsten Davies
Admin Officer

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I would like to be the designated child to bring home our family's newsletter.

Signed

Name

