 Education & Children’s Services



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Dear Parent/Carer

**Communication – Letters & Website**

At Inverurie Academy, we are working to improve the way we communicate with parents and carers, increasingly seeking to use technology to ensure efficient and timely ways to keep in contact. To this end, please find below a summary of changes to the method of sending some of our letters home.

**Concern Forms and Achievement Slips**

Up until now, there has not been an effective way for us to celebrate every-day achievement in the classroom with parents and carers. I am delighted to confirm that from now, we have an efficient system which will allow us to communicate with you when this happens. The following process will be in place:-

* Where achievement has been noted by a class teacher, parents and carers will receive a text message (using the mobile phone number we currently have for you) with a message “An Achievement Slip has been forwarded to your email address”.
* At the same time, an email will have been sent to you with an attached Achievement Slip.
* Where we do not hold an email address for a parent/carer, a paper version of this slip will be generated and this will be sent home. Please note that instant communication means that email versions of a letter will be received more quickly than a paper version.

In the past, parents and carers would have received letters by post where there was concern about progress in certificated classes. From this term onwards, this process is changing and the following will be in place:-

* Where a letter is being sent home, parents and carers will receive a text message (using the mobile phone number we currently have for you) with a message “A Concern Slip has been forwarded to your email address”.
* At the same time, an email will have been sent to you containing the concern letter.
* Where we do not hold an email address for a parent/carer, a paper version of this letter will be generated and this will be sent home. Please note that instant communication means that email versions of a letter will be received more quickly than a paper version.

***\*\* If you have not as yet provided us with a copy of your contact email address, or have recently updated this, please make contact with the school office as soon as possible. \*\****

**Website (**[**www.inverurie.aberdeenshire.sch.uk**](http://www.inverurie.aberdeenshire.sch.uk)**)**

I am delighted to confirm that some changes have been made to our school website. In addition to being able to read our Daily Bulletin to see what is going on in and around the school, there are now:-

* News items rotating on the front page.
* Links to our School twitter feed (@InverurieAcad)

Please do not hesitate to contact the school should you have any queries in relation to our new communication methods.

Yours faithfully



Mr M Jones

**Head Teacher**