6th January 2016

Dear parents/carers,

Re: Communication

Firstly, I should like to wish you a Happy New Year. I trust you enjoyed the Christmas season with your families and it is lovely to see all our students and staff looking refreshed from their break.

Over the last eighteen months we have worked hard to strengthen and maintain effective communication with our families. Following feedback we have increased the administrative support provided to pastoral leaders, as well as making greater use of social media and our website to share messages with our community. While many families already communicate directly with the school via email, we believe we need to review the way in which we correspond with each other to maintain high quality but ensure value for money. On average, the school spends approximately £15,000 per year on written communication between school and home. This includes the cost of posting, printing and stationery before we even consider the staffing costs. We believe this is not the most effective use of funding, let alone the negative impact this has on our environment. To give an example, the cost of this letter being sent to all families by second class post is approximately £500! We believe this money could be invested in other areas to strengthen provision for all of our students, while not reducing the quality of our correspondence.

From February 2016, our aim is to work towards becoming a ‘paperless’ school where all of our communications will be managed via email. Many of our families have already expressed a desire for this and most of our partner primaries successfully communicate in this way. However, to successfully transfer to this system we need your support. This will require all parents/carers to update their contact details and provide a correct working email address which you would like us to use to communicate with you. To do this, simply log on to our school website and click on the section for ‘Update Contacts’ under the ‘News & Events’ section. The direct link is www.bishopofllandaff.org/contact/submit5.php

Between now and 20th January 2016 I should be grateful if all families could update their details via the website. We shall then begin electronic communication from 1st February 2016. We will continue to publish all relevant communications on the school website but will email copies of letters etc directly to parents/carers as opposed to sending them in the post or via the students. If you do not have access to the internet at home, work or via phone then please contact us so that we can arrange an alternative means of communication.

I appreciate that this is a change of working and there may be some initial disruption. However, I hope you will understand the reasons for making such a change since it will allow us to use the money saved more effectively and to communicate with you in a more efficient manner.

I thank you in advance for your support.

Yours sincerely,

Marc Belli
Headteacher