



5th March 2018

Dear Parents/Carers,

Paperless Communications

We recently trialled an optional paperless communications system in one class (2SH) with a view to rolling it out across the school if it was successful. During the course of the trial over a third of the parents in the class opted out of receiving paper letters from school. We therefore feel that it would be financially and environmentally beneficial for us to give all parents in school the choice to opt out of receiving paper letters.

If you would like to opt out of receiving paper letters, please complete the reply slip below and return it to the school office by **Monday 26th March**. We will then put this into place across the school after the Easter holidays.

As always, all letters will be available on the school website and will continue to be emailed out every Thursday afternoon in the Weekly Update email. Once the system is in place after Easter I will also attach all of the relevant letters for your child's year group to The Hoot email I send out each week. If you need to fill in a reply slip you will still be able to access paper copies of the school letters in the letter racks at the office.

If you are paying for a school trip online and you need to order a packed lunch, you can email your choice of sandwich filling to finance@oswaldroad.manchester.sch.uk to save having to fill in a reply slip as well.

Kind regards,

Ellie Linton
Communications & Marketing Manager

Paperless Communications

Child's Name: _____ Class: _____

I would like to opt out of receiving paper letters from school []

Signed: _____ (Parent/Carer) Date: _____



Inspiration & Success

