



The Forest CE Federation

'Small enough to care. Large enough to inspire'

Executive Headteacher: Mrs Eliza Hollis

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14th June 2017

Dear Parents/Guardians

Change in office and school procedures

I would like to advise you of changes to the way we will be communicating with you as well as changes regarding payments into the school office.

These changes were suggested by parents in Parent Forum meetings as a way for the schools to move forward especially with the view of reducing our carbon foot print.

Communication – Letters will not be sent home with children in book bags. All letters will be placed on the school website for parents to view. A ParentMail message will be sent to parents to advise when a letter has been updated. If a consent form is required this will be sent through ParentMail for the parent to indicate their consent. If for any reason you require a paper copy please do inform the school office.

Payments – We will no longer be accepting cash or cheque payments into school. Schools are not insured for holding cash on school premises. Along with local bank branches closing it is becoming extremely difficult to bank payments. Parents will be able to pay for all trips, music or uniform via ParentMail. If for any reason you are unable to pay via this method please contact the school office for the schools bank account details to enable you to pay via a direct payment into the school bank account. If there is a charity event or mufti day being held at school we will off course still accept cash payments.

These changes will take effect from 19th June 2017. Parents are able to download the ParentMail App as well as the e4education School News App. If you have any questions regarding these changes please speak to the school office.

Kind Regards

Mrs Sharon Townsend
School Business Manager

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