Dear Parents/Carers,

We are setting up a new way to communicate with parents/carers. Once the system is up and running we will be switching to InTouch and will no longer use Parent Mail.

One of the benefits of InTouch is that you do not need to log on or have an account as you do in Parent mail. The school sets it all up for you and you won't need to do anything which will make life so much easier for many of our parents.

Sims InTouch offers us much more than Parent Mail and enables us to send and receive messages and text messages along with attendance notifications which is extremely effective when we need to report urgent information to you.

You will not need to do anything apart from complete the form below and return it to the school office. For the time being will continue to use Parent Mail.

Thank you.

PLEASE COMPLETE IN BLOCK CAPITALS

Child's Details

First Name	
SURNAME	
Class	

Please list who you would like to receive InTouch communication (please note we will need at least one contact per child which will be the parent with Parental Responsibility) other contacts are an optional choice for you e.g. Father, Grandparents etc.

Title	
First Name	
SURNAME	
Email address	
Mobile no	
Relationship to child	

Title																									
First Name																									
SURNAME																									
Email address																									
Mobile no																									
Relationship to child																									

Title																									
First Name																									
SURNAME																									
Email address																									
Mobile no																									
Relationship to child																									

I give my permission for the person/(s) named above to receive InTouch communication vis SIMS for my child.

Signature……

Name…….

Date……