



January 2025

Dear Parent/Carer

Following our successful transition to using Arbor as our Management Information System (MIS) in school, we are writing to you to advise of some changes we will be making to communication with parents and carers in the future.

We will be moving away from sending links in text messages and instead we will predominantly be using email to send electronic versions of letters and correspondence to you. Arbor allows us to send bulk communications directly to parents' and carers' email addresses and the system will automatically pick these up from the contact details you provided to us upon your child's admission to Appleton.

We believe that this will be the most effective way of communicating when we need to send out letters advising you of important events in school. We will, of course, continue to speak to you on the phone when there is something specific that we need to raise with you. We may also still send texts from time-to-time, such as regarding a time critical or emergency announcement. However, most of our communication will now take place via email.

This change will be phased in over the remainder of this half term, which will provide you with the opportunity to ensure that we have your correct email address on record. There are very few parents and carers who have not provided an email address when submitting contact details to us but we will be in touch with those who have not. If you have recently changed your email address, you will also have time to let us know. The move to send email communication through Arbor in the future will also be supported by the rollout of the Arbor app to parents and carers, which we will communicate about nearer the time of this being ready for launch.

If you would like to let us know of a change to any of your contact details, including your email address, please do so by completing the form in this link: <https://forms.office.com/e/4uu7Q2jwx1>

Please remember that it is your responsibility to let us know when your contact details change. The form in the link above should be used to alert us to any changes now and in the future and we would be grateful if you could let us know as soon as they occur please (the link to the form will also be found via our website). Informing us of changes in a timely manner will ensure that you do not miss important messages from us.

We believe that these improvements will streamline the way you receive information from school, making for a much clearer and easier system of communication.

We would like to thank you for your continuing support.

Yours faithfully

A handwritten signature in black ink that reads "Heber Jones".

Ms H Jones
Executive Headteacher