



Monday 10<sup>th</sup> September 2018

Dear Parents /Carers,

### **Text Service and Emailing of Letters**

In order to ensure all correspondence and information is passed on to parents and carers throughout the school year, in emergencies or when we need to share information we will be using a school text messaging service and a parent/carer group email. We would like to ensure communication is shared as much as possible.

### **Text Messages**

The text messaging service will be used to share important information such as:

- School Closure - In event of poor weather conditions or building faults
- Important Dates – Parent Meetings/Events
- Club cancellations

### **Emails**

The email service will be used to send an electronic copy of all printed correspondence such as:

- General letters and information
- Medical alerts such as; head lice, measles, chicken pox
- Club Letters
- Trip Letters
- School Events
- Posters/Local Community Services

To ensure we have current information and are able to keep you informed please complete and return to contact form overleaf.

Kindest Regards

Mrs K Cerri  
Assistant Head Teacher  
(Pastoral Care and Designated Safeguarding Lead)



PARTNERSHIP LEARNING  
**RIVERSIDE BRIDGE SCHOOL**

Excellence for All



Headteacher: George Mouskoundi | Address: Renwick Road, Barking, IG11 0FU | Web: [www.riversidecampus.com](http://www.riversidecampus.com)

Email: [bridge@riverside.bardaglea.org.uk](mailto:bridge@riverside.bardaglea.org.uk) | Tel: 020 3946 5888

**Please provide up to two parent/carer's information for Text and Email Messaging**

Name of Child:	
Class:	

**Text Message Service**

Parent/Carer 1:	
Parent/Carer 1 Phone Number:	
Parent/Carer 2:	
Parent Carer 2 Phone Number:	

**Email Service**

Parent/Carer 1:	
Parent/Carer 1 Email Address:	
Parent/Carer 2:	
Parent Carer 2 Email Address:	

I confirm I am happy for the school to use the above details to send school correspondence and understand that this information **will not** be shared with third parties.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_