



Everyone matters, every day counts

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Headteacher: Phillip Potter

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To Parents / Carers

Dear Parent / Carer,

Emailing Communication

As you will know, we have been using text as a means of communicating with parents/carers for some time. This has been an extremely quick and effective way of reminding you of school events and keeping you updated. We also have the facility to use email so that we can send you information and be sure that it arrives safely and directly with you.

If you are happy for us to communicate with you in this way *please send an email to the following address* at school: general@oakgrovecollege.org.uk. Be sure to include the name of your child, your name, and whether the address is for the primary carer (first point of contact), mum, dad, etc. You may also send an email for another contact (secondary carer/second contact) to the same address; again please specify the name of the child and your name, and whose email address it is. For example:

Child's name: John Smith

Email address owner: Mrs Jane Smith, mum

Don't forget to send emails from each separate account/email address.

Thank you for your continued support in helping us to improve communication.

Yours sincerely

Sharon Kettlewell
Business Manager



Oak Grove College is part of the Federation of Special Schools comprising Oak Grove College, Cornfield, Herons Dale and Palatine Schools

