



POCKLINGTON SCHOOL

17 September 2009

To: Parents and Guardians of
Pocklington and Lyndhurst Pupils

Dear Parents and Guardians

As part of the school's ongoing efforts to reduce costs and streamline communication with parents and guardians, and also with our environmental impact in mind, we intend to start to use email as the main method of communication with parents and guardians.

Personal letters will of course continue to be posted regarding individual pupil matters, however general school letters, for example regarding drama productions, concerts, trips, events, etc, will be sent by email.

The intention is not to bombard you with emails, but to send a brief email once a week with links to current letters. You are then invited to click on the appropriate letter(s) relevant to your son/daughter.

Please kindly confirm your current email address by completing and returning the form below. We would be grateful if you could ensure that the school is informed if you change your email address.

We hope that parents and guardian will be happy to receive communication by email, however if you wish to continue to receive letters by post, please indicate below.

All letters to parents will also be published on the Pocklington School or Lyndhurst School News and Events sections of the school website: www.pocklingtonschool.com. We hope that this will continue to provide a useful point of information for parents.

Yours sincerely

Andrew Dawes
Deputy Head

To: School Office, Pocklington School, West Green, Pocklington, York YO42 2NJ

From:

Name of pupil: Year group:

Yes, I am happy to receive emails from the school. Please send to the following address(es):
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.....

I do not wish to receive communications from the school by email and would prefer to continue to have general school letters sent by post.