



Our Lady of the Rosary Catholic Primary School

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Executive Head Teacher: Mrs. M. Graham

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Bishop Chadwick
Catholic Education Trust

26th February 2024

Dear Parent/Carer

The school recognises that communication with parents/carers is a key element to building strong relationships between the school and families.

In order to develop this relationship, in the near future we will be updating the way we contact parents with news about school events, after school clubs etc. At present the school sends text messages to parents/carers to inform you of any important news or to confirm any details. Shortly, we will be changing this means of communication to sending you an email.

Therefore, to make sure all parents/carers receive these notifications by email, we would like to check we have a valid, up to date email address for yourselves.

We have set up an email account to allow parents/carers to send an email, confirming the correct information.

Please send an email to info@ourladyrosary.org.uk to confirm this is the correct account for your child/children, making sure your child/children's name is included and adding your name at the bottom of the email. Could you please arrange to send this email by Friday 8th March 2024.

We will send further information about the changeover when we have confirmation of the date this will take place.

Thank you for your continued support.

Yours faithfully,

Mrs C Sutherland

Head of School