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King's Academy College Park

A King's Group Academy

Headteacher: Mrs R Carlyle

Monday 7th November 2022

Changes in communication

Dear Parents and Carers,

It is vital that as parents you have all important information shared with you in a timely and effective manner, therefore as a school we are always looking to improve lines of communication.

After reviewing the communication systems we have in school and their effectiveness, the following has been decided;

- **Study Bugs** – Is to be used to report children's absence ONLY.
- **School website and Newsletter** – Information about key dates and events.
- **Phone Calls and emails** – If you have any questions, concerns or information to share with the school please phone or email the school. Messages will be passed on to the relevant members of staff. Our email address is **contact.cp@kingsacademies.uk**.
- **Parent Mail** – This will be used to send letters, messages or other important information to parents. As a school we will no longer be using Study Bugs to send letters or messages.

ParentMail is a system that we have previously used in the Junior school but we will be rolling it out across both sites on **Monday 21st November 2022**. On this date, parents will receive a welcome email with instructions on how to set up an account. If you are a parent who has already used ParentMail with us previously, please reactivate your account ready for this date.

From Monday 28th November, any general messages sent to us via Studybugs will not be seen or actioned.

We would highly recommend you download the ParentMail app for the best user experience. To do this, simply search for 'ParentMail' in your App store. In the App, you can highlight important messages and archive old ones as well as connect to other schools, nurseries or clubs that use ParentMail.

If you need any additional information or assistance using ParentMail, please visit the help site:
www.parentmail.co.uk/help/parenthelp/.

Best wishes

Mrs. Rachel Carlyle
Headteacher