



Headteacher : H.Portrey

6<sup>th</sup> January 2020

Dear Parent/Carer

**PAPER REDUCTION INITIATIVE**

As a school, we are constantly looking for ways to reduce the amount of paper we are using, both for environmental reasons and to reduce costs. This year we are looking to send the majority of letters home by email rather than by paper.

Until we get this process fully in place, with effect of January 2020, we are implementing a new system regarding 'physical' letters we send home. We are already putting as many letters as we can on the website, saving on 1000s of sheets of paper over a year. We would like to do a little more now by cutting down on duplicates. Some families are currently receiving multiple copies of the same letters. From January, only the **eldest** child in school will receive a letter, this will save us a massive 153 sheets of paper each time a letter is sent home.

In the meantime, we need to collate all parents'/carers' contact email addresses, into our confidential database.

*Please see our Privacy Notice on our website for how we store and use your data.*

Please complete the form below with your child's name, class and your contact email address.

Thank you for your help in supporting us to be more environmentally friendly.

Yours faithfully

**S Houghton (Mrs)**  
**School Business Manager**

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**PAPER REDUCTION INITIATIVE**

**Please return to your child's Class Teacher by 17<sup>th</sup> January 2020**

Childs Name \_\_\_\_\_ in Class \_\_\_\_\_

Parent/Carer's Email address \_\_\_\_\_

Signed (Parent/Carer) \_\_\_\_\_

Print Name \_\_\_\_\_

Contact Telephone Number \_\_\_\_\_

