



Steyning Grammar School and **Sixth Form College** Day and Boarding

Shooting Field Campus 01903 814555
Sixth Form College 01903 810526
Shooting Field, Steyning, West Sussex, BN44 3RX

Church Street Campus 01903 814786
SGS Boarding 01903 817601
Church Street, Steyning, West Sussex, BN44 3LB

Rock Road Campus 01903 744884
Rock Road, Storrington, West Sussex, RH20 3AA

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Dear Parent/Carer

Improving our communication with Parents/Carers

We use 'Schoolcomms' as a method of communicating with parents, whilst reducing our environmental impact and keeping down costs. This is certainly an issue that parents have often raised with us.

We will email as many of our communications as possible direct to your inbox. This will allow us to send letters to specific groups of parents, for example, in relation to school trips, parents' evenings and other activities in school, as well as other communications such as newsletters.

We are able to communicate securely, quickly, reliably and directly with you by email. We also have the ability to send short text messages to your mobile phone should we need to contact you urgently. I am sure you will agree that this will prove a convenient way to communicate more effectively. Please see the Admission booklet which asks for the email of the main contact (Priority 1). This will be used for 'Schoolcomms' communications. If you do not wish to receive information in this way please leave the email address blank.

If you are unable to receive emails we will send a paper copy of any relevant correspondence home with your child.

Please be assured that your details will not be used for any other purpose than school business – you will **not** receive any spam or marketing material nor will your details be released to any other party.

Yours sincerely

Mr N Wergan
Headteacher