



Forest Gate Community School

Ref: SE/HS
11th May 2016

Forest Lane,
Forest Gate,
London, E7 9BB

Tel: 020 8534 8666

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email: info@forestgate.newham.sch.uk

Headteacher: Simon Elliott

Dear Parent

We will be phasing out letters and using email instead to communicate with parents from September 1st. We will call parents for more urgent matters.

We are making this change for the following reasons:

- It is the preferred method of communication for most people today due to the widespread use of smart phones and social media
- It will save the school money so that we can spend more on resources such as books
- It offers the opportunity for parents to provide instant feedback by replying to the school email

I am aware that for a small minority of parents this will not be convenient and I apologise if this applies to you. However, I hope that you have time to accommodate this change before September. If you haven't already done so, please email your personal email address (which can be a work email, personal email, or both) to info@forestgate.newham.sch.uk

Thank you for your continued support.

Yours sincerely

Simon Elliott
Headteacher