



St. Andrew's C of E (Aided) Primary School

Buckland Monachorum, Yelverton, Devon, PL20 7NA

Tel: 01822 853153 Fax: 01822 853343

Email office: admin@standrewscofe.co.uk

'Learning together what is good and right.'

Job 34: 4

Friday 28th September 2018

Introduction of digital parent consent / reply system

Dear parents,

As a school, we are aiming to progress to paperless communication as much as is practically possible, including digital collection of parental replies to events and trips letters. We believe this will bring significant benefits to the whole school community:

Benefits of digital parent consent system	
To parents	To the school
A digital copy of a trip letter enables parents to check times and details of events much more easily than a paper letter.	Digital communication is more efficient in terms of photocopying and paper costs.
By offering a reply by email, a parent can ask a clarifying question easily with a quick question replied to the school office.	Email communication is quicker to monitor than gathering paper reply slips, saving valuable staff time.
Paper letters and reply slips can often be lost or accidentally be left at home!	The use of an email reply system is GDPR compliant.
It's more eco-friendly!	

We are introducing this system now for a **trial period for this autumn term**. During this period, we would welcome any parental feedback to help us fine-tune and improve the system.

How will the new system work?

1. You will need to have signed the **annual parent consent letter** sent out near the beginning of term. This consent form means that you consent to your child attending all school based trips that are provided for your child that do **not** involve **adventurous activities** or **overnight residential trips**. For such trips, we will request a signed paper consent form.
2. When a trip or sports fixture is planned that involves your child, you will receive a digital copy of an information letter by email similar to the letters many of you will have received previously in paper form. This will be written by the organising teacher but sent by the school office, explaining the following:
 - a.) The purpose of the trip
 - b.) The date, timings and travel arrangements for the trip
 - c.) The equipment, usually relating to clothing or sports equipment required.
 - d.) Any dietary and refreshments needs.
 - e.) Any financial contribution



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3. Parents may request regular paper communication of school letters by requesting this from the school office, but we hope this would be an exception rather than the norm for the aforementioned reasons.
4. If for any reason, you do not consent to a particular trip, please reply to the email stating your reasons for non-consent. However, the Department of Education states that it should be a rare event for a parent to not consent to a child attending an appropriate school trip during normal school hours.
5. Although we have the annual parent consent form, we do kindly request that parents simply reply to an event or trip email with the word: **'Received'** or similar message. This is important for the school to know that a parent has acknowledged the letter and has noted the practical requirements for any trip or event.
We've set up a new school email account called parents@standrewscofe.co.uk and this is the email account you will receive trip / event letters from. This will enable the school office to monitor reply responses efficiently.
6. The organising teacher will have a meeting to remind the relevant children of any equipment / special arrangements for a trip or event, but we would continue to ask that parents support their child in becoming self-organised for such events, as this requirement will inevitably increase as they progress through primary and onto secondary school.

Some class newsletters may still be sent in paper form.

We plan to implement this new system for trips letters with immediate effect and hope it will prove easy and more efficient for everyone!

Yours sincerely,

Phil Harvey
Head teacher