Dear Parents

**WEEKLY SCHOOL MAIL**

In order to reduce the volume of paper used in school, no paper mail is sent out to parents.

A link to the school website will be emailed to all parents’ chosen email address on a weekly basis (usually on a Friday).

Please complete the slip below indicating which email address you would like the link to go to. It is really important that this form is returned as all communication to parents is sent in this way.

The school website address is: [www.westjesmond.newcastle.sch.uk](http://www.westjesmond.newcastle.sch.uk/)

Yours sincerely

Gary Wallis-Clarke

Executive Head Teacher

**WEEKLY SCHOOL MAIL**

Name of Child …………………………………………………………………….. Class ……………...

The email address I wish to receive the link to the school mail is:

………………………………………………………………………………………………………………….

**(please print clearly)**

Name of parent/guardian ………………………………………………………………………