



# ANSTEY JUNIOR SCHOOL

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Headteacher

Mrs. Jenny Jones B.Sc (Hons), NPQH

Dear Parents

### Mobile Phone Messaging Option

At Anstey, we have many methods that we use to communicate with you, as parents – text, phone calls, letters, emails, contact at the school gate, newsletters, to name a few. We are now introducing an option to enable you to contact us for non-urgent questions, enquiries and comments via text. This will enable you to contact us as easily as we can contact you.

The school now has a mobile phone which will be used on school trips and residentials, but we would also like to use it so that you can contact us using text, as we are aware that, for some people, this is a preferred method of communicating.

The new text service will run as follows:

- The service is for non-urgent communication only (absences and other urgent messages must still be made directly to the school office);
- Text messages will be checked on a daily basis, Monday-Friday, by a range of staff. Messages will be passed on to the relevant teacher and we will get back to you as soon as possible;
- The phone will be checked in a morning, before 11am and in an afternoon, no later than 4pm. This means that the message may not be dealt with until the next day.
- Parents need to be registered with us to use the service. This will be done by returning the slip at the base of this letter and names will be added to contacts. Any message received from an unregistered number will receive no response, but if we know who has sent the message, we will try to resend you this letter to ask you if you wish to register;
- The system is just for parents, not for children. We request that you don't pass the number to others.
- The service is only for text messages, phone calls will not be answered on the mobile. If you need to speak to someone, please ring the school office.

We envisage that you may text us about homework, asking about or recommending books, or places to visit, but know that it will evolve. You can, of course, still catch the teachers face to face at the end of the school day, but we hope that some of you may find this useful as an extra method for communicating with the school and for asking questions.

If you would like to take advantage of this text service for parents, please fill in the form below and return it to the school office. We can then add you to the contacts and send you a welcome text to confirm you have been registered.

Many thanks, and I do hope you find this new service useful. Any feedback would be appreciated.

Helen Porter (Child:Parent:School The Perfect Team)

### Mobile Phone Messaging Option

.....(name) would like to be registered for the mobile phone messaging option.

My mobile number is .....

I have read the attached letter and understand the way the system will work.

Signed ..... Date .....

