



Head Teacher

Miss Emma Churchman

Telephone: 01473 624409

office@martleshamacademy.org

www.martleshamacademy.org

2 October 2019

Dear Parents / Guardians,

School Communication

We are aware that over the last few weeks' issues with our communication system has meant school emails and text messages have not been received by all parents. We have been working closely with the supplier to rectify the issues and apologise for any inconvenience this has caused.

To check the information our system holds for you is correct please find attached a data collection sheet. We would be extremely grateful if you could check the details and inform the School Office of any amendments which need to be made. If all details are still correct there is no need to contact the School Office. We would also ask you to ensure emails from the school are not being filtered to your spam folder as this has been the issue in several cases.

In order to ensure all communication since the start of term is accessible we have updated our website:

- The latest Head Teacher Monthly, recent Friday Flyer's and all letters can be found under the Parents / Carers tab;
- Home Learning and Curriculum topics can be found under the Curriculum tab;
- Diary Dates can be found on the calendar accessed on the Parents / Carers tab;
- Term Dates are also on the Parents / Carers tab:

From the letters we would particularly like to flag to all that tomorrow is School Census Day and we are asking for your support by every pupil ordering a school meal.

Also, Ipswich Town Football Club are in school running a Wild Cats session for Year 1 to Year 6 girls on Friday 4 October at 2.00pm and it would be great to get more girls signed up. The consent form is at the bottom of the letter on the website.

Again, we would like to apologise for any issues caused, and thank you all for bearing with us.

Yours sincerely

Miss E Churchman
Head Teacher