**Communications between home and school**

Dear Parent/Carer,

When contacting the school at any time to leave messages e.g. to report your child’s absence or to request a meeting, you have a number of options on how to do so:-

* Personally via your child’s class teacher or at the school office.
* By telephone – 01534 725759
* By email – [admin@platdouet.sch.je](mailto:admin@platdouet.sch.je)

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**InTouch**

From September 2017 we are introducing ‘InTouch’. This will enable the school to send documents such as newsletters to your mobile device or computer. To be able to do this we need to input your email address into the system. If you would like to take advantage of this opportunity then please complete the form below.

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**Tapestry**

At Plat Douet we use ‘Tapestry’ to create an online learning journey for your child. This includes photographs, videos and written observations of your child in various activities. You are able to access your child’s learning journey from home on the internet. When observations are posted you will receive an email to notify you.

To enable you to log on to your child’s learning journey we need to input your name and email address onto the site. If you would like to take advantage of this opportunity then please complete the form below.

Yours sincerely,

Mrs S. Conoops

Website builder - Build your personal space

I give permission for my name and email to be added to InTouch and Tapestry.

First name: …………………………………………………………………………….

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Surname: ……………………………………………………………………………….

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Email: …………………………………………………………………………………….

Signed: …………………………………………………………………………………….

Date: …………………………………………………………………………………….