



DB/29th March 2019

Ref: Communications from the Academy

Dear Parent/Carer

From Monday 1st April 2019 the Academy will be switching to a system called SIMS InTouch to communicate with you by email and/or text message to a mobile phone number. **On this date we will be terminating our use of the ParentMail system.** If you use the ParentMail app just for your child at our school, then you can safely delete it from your device.

Please look out for an email/SMS from **Branston Community Academy [9255418@Capita-Intouch.co.uk]** early next week. You should also check your spam/junk email folder just in case the message is filtered there unintentionally.

SIMS InTouch is a free service that is a discreet, convenient, secure and reliable method of communication which will enable information such as academic progress reports, timetables, seasonal newsletters, reminders about unexplained absences, emergency closures and in the future we plan to include achievements and behaviour updates.

This could be beneficial to you because:

- Messages will get to you reliably
- We can send messages directly to primary contacts such as mums, dads and carers at the same time
- You will quickly know about important or urgent messages
- We can tell you more about what's going on at the Academy
- You can quickly reply to our messages if required

Please note that you will also be able to reply to emails and text messages we send to you, which is an additional service we are offering from Monday 1st April.

To help support our communications, we would be grateful if you would complete the form linked below if any of the following apply to you:

1. You have an alternative email address you would like us to use, or
2. you have an alternative mobile phone number, or
3. you have a new mobile number you would like us to use
4. you are in doubt that we have your email or mobile number

Please follow this link to complete the form: <https://tinyurl.com/BranstonContact>

A copy of this letter with the link above can be found in the 'Letters Archive' on our Academy website.

We hope that you will agree this is a very useful tool which will enhance the communication between the Academy and parents. If you have any questions, please do not hesitate to contact us.

Mr D. Holford, Coordinator of New Technologies

Principal: Jo Turner

Branston Community Academy • Station Road • Branston • Lincoln LN4 1LH

Telephone 01522 880400 • Facsimile 01522 880401

Email enquiries@branstonca.lincs.sch.uk • Website www.branstonca.lincs.sch.uk

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