



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

27 November 2018

Dear Parents

SEPARATED FAMILIES

Across the school, we have various children whose parents no longer live together. For those parents, we are now changing the system of sending out duplicate information.

If they have not already done so, both parents should register separately on Parentmail. Information regarding whole school, year group and/or class events, such as tickets for performances, end of year reports, photos, or Christmas cards will then automatically be received by both parents. If duplicate items are required, both parents should contact the office in good time to specifically request duplicates. If duplicates are not requested, then single copies will simply be sent home with your child. Ideally, of course, both parents will share such information between each other but we understand that occasionally this is not possible.

Those parents on the current separated family list who are not currently registered on Parentmail will shortly receive a hard copy of this letter by post, with a Parentmail form attached for registration.

Thank you for your assistance with this request.

Yours sincerely

Liz Town
Business Manager