



Newlands Girls' School

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Headteacher: Dr L.V. Ceska

LC/LB

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Dear Parents and Carers

Re: 'Keep Kids Safe' (PS Connect)

Of paramount importance to our school is the safety of the pupils and effective communication with Parents and Carers. Therefore we have installed a two way electronic communication system called '**Keep Kids Safe**' (PS Connect).

This system is used to send out letters, reminders, permission requests, copies of *Friday News* etc. Another facility, is for Parents/Carers to advise us that their daughter is going to be absent.

The Absence telephone number to call is 0844 2393240. If you press '2' you will be transferred straight to Mrs Trayte (Pastoral & Attendance Officer) or you can leave a voicemail. There is also the facility to text this system using the following mobile number 07624811235.

This system securely sends text messages, automated voice broadcasts and emails direct to Parents and Carers.

If your child is absent you will receive a text or voice message informing you of the absence and requesting that you either text or call the school to explain this. You will also receive emails from time to time, informing you of events, Parents' Evenings, school closure etc.

By sending messages directly to you we can ensure that if your daughter is absent, you can reply quickly and easily to inform us and help keep her safe.

To enable us to send messages to you, it is very important that **Box A** on the blue Admission Form is completed with all your contact details, **including an email address.**

If you have any questions about this method of school communication, please contact: Mrs Trayte, Pastoral & Attendance Officer, on 01628 502663.

Yours sincerely

Dr L.V. Ceska
Headteacher