



Heaton Park Primary and Nursery School



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Headteacher

Chair of Governors

Miss R Senior

Mrs L Tibbs

Dear Parent/Carer(s),

We are writing to inform you of changes in the way we communicate with parents and some important dates to keep in mind.

We are changing our management information system for attendance and record keeping on **12th November**. This will mean the way we communicate will also be changing.

We currently communicate via text message using Teachers2Parents but from **23rd October this will be stopping**.

For a short period, we will be emailing using our current management system so **all** communications will be sent by email, and we advise you check this daily.

Once our new management system is up and running, we will need all parents to download the **Arbor Portal App**. We believe this will be an easier way to communicate with parents and more cost effective in the long term. We will let you know when you are able to download the app and how to do this.

We will send a practice email to the first contact on our management system on Friday. If you don't receive this email please let the office know so we can update your details.

We will keep you fully updated on the forms of communication as we know more during the training process.

Kind regards,

R. Senior