



The COUNTY HIGH SCHOOL *Leftwich*

Achieving Excellence

Principal Mr M Snelson BSc (Hons), PGCE, MSc

Dear Parent/Carer

September 2020

The school strives to provide high quality information to parents/carers and make accessing this information as straight forward as possible. We believe that keeping you informed and up-to-date with your child's progress helps you to support your child's learning.

We use a communication system called InTouch, which enables us to share important information with you, for example:

- General communications:
 - Newsletters
 - News items
 - Notifications and reminders of Consultation
 - Letters
- Year specific communications:
 - Notifications and reminders of Information Evenings / Parents Evenings
 - Presentations shared at Information Evenings
- Individualised communications:
 - Student Targets
 - Tracking Reports
 - Behaviour and Attendance Summaries

Emails received from this service will be labelled: *The County High School, Leftwich* and emails will be sent from the school email account: 8964134@capita-intouch.co.uk. This email address cannot receive emails so please continue to use admin@leftwichhigh.com as the main email address.

If you would prefer to receive paper copies, please indicate so and we will ensure that printed materials continue to be provided. Please return the reply slip to your child's Tutor. If you feel it necessary to receive communications as parents/carers via separate emails, please contact the school.

Yours sincerely

Mr M Snelson
Principal



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admin@leftwichhigh.com

<http://www.leftwichhigh.com/>

Twitter [@leftwichhigh](https://twitter.com/leftwichhigh)

InTouch Communication System Reply Slip

Student Name: _____

Registration Group: _____

Name of main contact to receive InTouch Communications: _____

Email address to be used: _____

Name of second contact (if required): _____

Email address to be used: _____

I do not wish to be contacted via email

General Data Protection Regulation 2018

The data collected on this form will only be used for the purpose of administration within the school and will not be disclosed to any external sources. Both electronic and paper records will be deleted/shredded once your child has left the school.

For further information on how we use data, please see www.leftwichhigh.com.