



Dear Parent / Carer

Currently, the Academy uses the InTouch email communication system to inform parents / carers of:

General communications:

- Newsletters
- News items
- Notifications and reminders of Consultation Day
- Letters

Year specific communications:

- Notifications and reminders of Information Evenings / Parents Evenings
- Presentations shared at Information Evenings

Individualised communications:

- Student Targets
- Tracking Reports

For 2017-18 we are planning to increase our use of InTouch email communications to provide regular updates of student attendance and student contribution to lessons, using the 1-4 Lesson Monitor grading.

Consequently, we have made the decision not to renew our contract with the Parent Portal, ending duplication during the transition phase and ensuring efficient as well as effective use of finance. The InTouch system also has the advantage of providing alerts when new information is available, rather than having to log into a system and check to see if new information has been uploaded. I understand that this will be disappointing to some parents / carers. However, please be reassured that the information available on the Parent Portal will be communicated regularly via the InTouch system and any parent / carer who does not wish to receive email communications is still welcome to inform the office and hard copies will be provided.

If you have not already signed up for InTouch email communications, please email [admin@leftwichhigh.com](mailto:admin@leftwichhigh.com) with your details. Also, should you change your email address please inform [admin@leftwichhigh.com](mailto:admin@leftwichhigh.com) . Emails received from this service will be labelled: The County High School, Leftwich and emails will be sent from the Academy email account: [8964134@capita-intouch.co.uk](mailto:8964134@capita-intouch.co.uk). This email address is not monitored for incoming mail so please continue to use [admin@leftwichhigh.com](mailto:admin@leftwichhigh.com) as the main email address.

Yours sincerely

Mr M Snelson  
Assistant Principal



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