



Parents and staff working together to support Sciennes Primary and its pupils

Dear Parent / carer,

The Parent Council would like to extend our welcome to you and your child – we look forward to meeting you over the school year at many of the events and activities we create for both parents and children alike.

We keep in touch with you on a weekly basis via a system of Class Reps and Year Reps. Every class in the school has at least one Class Rep (many have more than one to help share the role and activities), and the Rep maintains a list of all parent emails so that they can forward the Parent Council emails to you.

Usually these emails are collated at the induction day, and people nominate themselves to be Class Reps. Of course, we are all operating in rather different circumstances this year. So to smooth things for your arrival at school, and importantly to ensure no-one misses out on the important communications from the Parent Council, we are asking you all to **please forward the following information** to our Communications Coordinator, Emma Kirk – kirkem@yahoo.co.uk:

- ✓ Your name(s)
- ✓ Your email address
- ✓ Your child's class
- ✓ Your child's name

At the start of term, Emma will ensure any Parent Council emails issued are sent directly to you all, and you will need to please **mark the following email as a safe sender** in order to receive it: kirkem@yahoo.co.uk2qc29.m-sender-sib.com.

Thereafter, Emma will email all P1 classes and ask for people to nominate themselves to be a Class Rep. Once these roles are allocated, she will immediately pass the list of names/emails etc for each class to the respective Class Rep. She will then destroy the file she created and your Class Rep will maintain the list thereafter, forwarding the Parent Council emails to you each directly.

If you have any questions or concerns about this, please do not hesitate to contact Emma directly, and she will be happy to answer your questions.

Many thanks for your help and we look forward to hearing from you soon.

Sciennes Parent Council