

South Farnborough Junior School

Cunnington Road

Farnborough

Hampshire GU14 6PL

Telephone: 01252 545682

www.southfarnborough-jun.hants.sch.uk

Email: adminoffice@southfarnborough-jun.hants.sch.uk



Headteacher: Mrs J Byrne

Dear Parents/Carers,

We are writing to let you know about a small but significant change we are making to how we communicate important information to you.

We understand that you receive a high volume of communication daily (particularly at this time of year), and we want to ensure that essential information doesn't get lost in your inbox. Therefore, we will be consolidating our general non-urgent communications into a single, comprehensive weekly email.

What to Expect

Starting next Friday, you will receive one dedicated email per year group (e.g., Year 3, Year 4) that will be sent out **every Friday afternoon**. This email will contain:

- **New messages** either for the whole school or your specific year group e.g. trips, fundraising events, clubs etc
- **Key Information and Reminders** for the upcoming week. e.g. class assembly, trip reminders etc
- **Important Dates for the Diary** for the rest of the current half-term with website links to any information previously sent out.
- **Community News** details of upcoming local events

Headteacher's Newsletter

Mrs Byrne's newsletter will continue to come out every 2-3 weeks as it does currently, showcasing news and updates of what the children have been taking part in. The link to this will be sent as part of the weekly email.

You can view the latest newsletter here: <https://sway.cloud.microsoft/8A1kmiQQSnH7K59?ref=Link>

No Change to Urgent Communications

Please be assured that this change only applies to general reminders and non-urgent notices. We will continue to contact you directly and immediately via separate email or phone call for:

- **Time-sensitive matters** e.g. last-minute changes to school schedules, menu changes etc.
- **Individual or small group pupil information** e.g. after-school sports festivals, interventions, SEN, medical etc

Our goal is to reduce clutter in your inbox while ensuring you have all the necessary information for your child well in advance. All of the information sent out via email is also available to view on the school website at any time on your child's class page.

Thank you for your cooperation and understanding as we make this positive adjustment.

Kind regards,

SFJS

