

## EMAIL CONSENT FORM

Communication by email has advantages to the school in that it costs less in terms of paper, ink and administrative time; the advantage to the parent is that you are not dependent on your child remembering to bring home and give you the letter, you will receive mail even if your child is not at school on the distribution day and correspondence can be sent to the email address for both parents, if desired. We are also able to keep in touch with parents by email more easily to send reminders about club dates, special events in school, overdue payments, etc. We appreciate that not all parents are able to come to the school every day so you are also welcome to use email to contact the school ([office@surlingham.norfolk.sch.uk](mailto:office@surlingham.norfolk.sch.uk)) with any queries you may have. We obviously still welcome and value face-to-face contact wherever possible.

If there is a particular letter for which you would like a paper copy, just email the office and we will send a copy home with your child. We will not disclose your email address to anyone else.

Name of child(ren): \_\_\_\_\_

**I would like to receive correspondence from school by email where possible:**

Email address 1: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Email address 2: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

**I would not like to receive correspondence by email**

Signed: \_\_\_\_\_