



**Pittville School**  
Cheltenham

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**Headteacher** Richard Gilpin

1st February 2019

Dear Parent/Carer

**RE: Email Communication**

As you are aware we are now communicating more and more with parents via email rather than post. This will become our main method of communication. It is our intention that from Monday 11th February we will be sending all letters, reports, grade cards and other information via email only unless you specifically request paper copies. You will receive a text alert informing you that you have been sent information via email.

Should you wish to receive paper copies instead of email, please contact the school to let us know by Friday 8th February, otherwise please ensure you keep us up to date with any changes to your email address.

Thank you for your continued support

Yours faithfully

Mr R Gilpin  
Headteacher