



LettersHome Internet Letters & Forms

It's been estimated that each classroom teacher spends about half an hour per week "stuffing satchels" with letters from the school office

Can you honestly say that your pupils take these letters home and show them to their parents? How many times have you been told "I didn't see that"? How much do you spend printing these letters and maybe posting the more important ones?

LettersHome provides the efficient alternative to such cumbersome time consuming activities by making all communications available via a secure web site.

- **LettersHome** lets you generate letters and forms which you can direct to the complete school, a section (such as upper or lower school, or a nursery), a whole year or a class within a year.
- Sensitive information can be directed to particular parents with complete assurance of delivery and privacy.

Internet Letters & Forms

- **LettersHome** is for short letters or announcements of a few paragraphs directed to groups of parents. These don't need any formal reply, but may be marked as read by parents if required.
- While similar to the Letters Home, **Questions To Parents** letters end with an explicit question such as "we have a parent's evening for year 5, can you come?". As each parent reads the letter they can select their answer and reply. Their yes or no answers, with their name and a time stamp are attached to the letter for the sender to see the responses.
- **Consent From Parents** is used to ask a for permission for pupils to participate in school events such as trips. Each parents sees a personalized letter details the event and links to update the pupil's medical records. A single click generates their reply, which is instantly available to administrators, and can also be printed as a formal letter. All the consent forms sent out can be displayed with drill-down to show the replies to individual requests.
- Linked to every Consent Request, the **Medical Information** forms enable parents to maintain up to date details about their children's medical history, allergies and Consent to Treatment forms.
- The parents can maintain their own **Contact Details** and those of the emergency alternatives.

Other modules can be added on request

- Calendars for school and class events.
- Class Timetables
- "Meet the Teachers" Photo Gallery
- Parent Teachers Association facilities
- Activity Club Management and Forms
- School Policies both on-line and as downloadable documents.
- End of Term Academic Reports

What do you need to be able to run LettersHome?

We will establish your own personalized **LettersHome** web site with School colours, badge and motto. Administration staff are given a log-in Ids. We give a training session and an on-line tutorial is available.

- Nothing required on the Parents' PCs
- Nothing required on your administrators' PCs
- Server Software can be installed on your equipment or hosted by us.
- Parental access can be via self-registration (authorised by your administrators) or by bulk registration from your records

LettersHome

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