



March 2016

Dear Parents

We have been reviewing our communications procedures and we are going to make a couple of changes.

Firstly, if you need to contact school regarding any matter please always contact the school office in the first instance either by letter, telephone or by email at office@bishopr.co.uk and they will pass your message on to the relevant person. Please do not contact staff directly using their school email addresses as we want to make sure you are dealt with by the right person, avoid multiple responses and restore some balance between work and home for our most valuable asset, our staff.

Secondly, we have had occasions where for one reason or another letters given out in tutor time to your child haven't arrived home. We are looking at ways to improve this and one suggestion is that we send you notification of letters coming home via Twitter and Facebook as well as important dates for your diary. To do this please follow the instructions below:

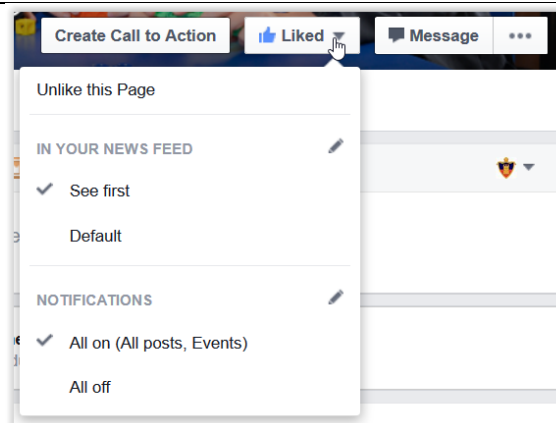
Facebook

Browse to

<https://www.facebook.com/bishoprawstorne>

Click Like

To ensure you always see the posts made on the school Facebook Page, you can click "See first" and/or "All on" as shown below. "See first" will make sure the posts from Bishop Rawstorne appear at the top of your News Feed, "All on" will send you notifications through Facebook to be notified straight away that we've posted.



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Highfield Road, Croston, Leyland, Lancashire PR26 9HH

Tel: 01772 600 349 or 600 972 **Fax:** 01772 601 320

email: office@bishopr.co.uk **website:** www.bishopr.co.uk

Company Number: 7672781 **VAT Registration Number:** 120 1290 77

Headteacher: Mr P Cowley

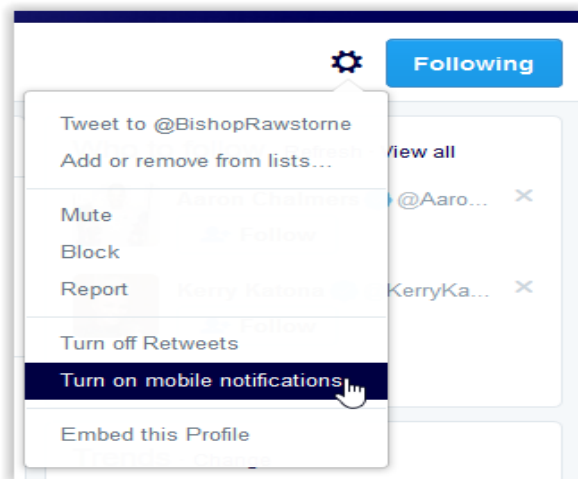
Twitter

Browse to:

<https://www.twitter.com/bishoprawstone>

Click Follow

To receive notifications of our Tweets, click the cog next to the Following button, then click "Turn on mobile notifications" as shown below (Twitter may ask you to add your mobile number if you've not already).



Thank you very much for your support.

Yours sincerely

Mr P Cowley
Headteacher