



Dear Parent/Carer

### **Messages sent home & online payments**

As you will know, we try very hard to improve the service that we deliver to you and to your children by communicating as frequently as possible so that everyone is kept informed.

However, you might also be aware that sending written information home can be rather 'hit and miss' with information often going missing on the way! We are also increasingly aware of the environmental impact of the amount of paper we use.

We now use a service called ParentPay which enables schools to send their letters and messages direct to parents by email and text message. The service is already being used by more than a thousand schools around the UK. (We will, however, and until further notice continue to send paper messages home as well). We hope the result of this will be that you receive information from the school in a more reliable and efficient manner, and that you no longer need to trawl through the contents of your children's school bags!

**ParentPay** is also the system we use to top up dinner money and pay for trips and items online.

In order to use ParentPay you will need to complete a registration process. You will receive a letter with guidance on how complete this registration in September when your child starts school.

We also make good use of Twitter to get information to you instantly. To follow Cardiff High School on Twitter you will need to register an account. This is a simple process.

1. [www.twitter.com](http://www.twitter.com) once on the webpage you will need to register with your email and a password of your choice.
2. Once you have registered you will be sent an email to verify your account. Simply click on the link within the email that twitter send you.
3. Once your account is verified you can choose who you wish to follow on twitter. To follow Cardiff High you will need to type @officialCHS into the search box and click follow next to officialCHS.
4. You will now receive instant messages from Cardiff High School.

Our school website is [www.cardiffhigh.cardiff.sch.uk](http://www.cardiffhigh.cardiff.sch.uk) and is updated on a regular basis.

Yours sincerely

Mr. S. M. Jones  
Headteacher