

“To Know
To Care
To Live”

20 November 2020

Dear Parent / Carer,

Improving our systems for communicating with you

At Altrincham College we are continually trying to improve our systems for communicating with parents/carers. I am therefore excited to inform you that with effect from 23 November 2020, we are introducing a new electronic communication system called SIMS InTouch. SIMS InTouch will be the system we will be using to send and receive email and text messages directly with you.

With SIMS InTouch most of the communication from the school will go to the email address you have provided us with. However, for more urgent communication requirements, such as managing attendance, you will receive a text message. You can reply by text to that number to advise us if your child/ward is going to be absent from school.

The telephone number that will show on the text messages will be **07860 097797**. Please ensure that you save this number in your telephone as 'Altrincham College Mobile'. **Please note, this does not replace our main school telephone number. If you wish to ring the school you should continue to use 0161 980 7173. Calls cannot be made to the mobile number.**

Emails that you receive will have a sender address of 3584024@capita-intouch.co.uk therefore please ensure this is accepted as a 'safe sender' so that it does not go to your spam/junk email.

If you are not certain that we have your correct contact details or if you need to update them, please email **admin_team@altrinchamcollege.com** to provide an update.

Yours faithfully



Ms K Earle
Headteacher



Headteacher: Ms K Earle, M.A., F.R.S.A. **Deputy Head:** Mr A Brennan, Grad. Dip. **Deputy Head:** Mr D Moroney, BSc Hons.
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