



CITY OF PETERBOROUGH ACADEMY


Principal: Mrs A Emmerson
PA to the Principal: Miss H Best

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Website: www.cityofpeterboroughacademy.org

 @CityofPeterAcad

Ref: AEM/HBE/Groupcall Messenger

Dear Parent/Carer

RE: GROUPCALL MESSENGER – CONTACT FACILITY AT CoPA

We have started to use a new facility at the Academy which allows us to contact you more quickly and efficiently. The system is called Groupcall and this letter will provide information on how the system is used. I am sure you can appreciate that the Academy needs to send you lots of information about your child, their class and the Academy in general, throughout the year.

Groupcall gives us the ability to send text messages (SMS) to your mobile phones and emails to your preferred email address. We will also be using it to send you emails; some of you will have already been receiving emails. This facility will enable us to get a message to one or more parent(s) or the whole Academy very quickly. Nothing can replace a telephone call when it is needed and so mobile text messaging will only be used in appropriate situations. Examples of this might be:

- Emergency notification of flood etc.
- Advise/acknowledge that your child is absent from the Academy
- Test and exam date reminders
- Changes to meetings and after Academy events
- Unauthorised absence reminder notices
- Parents' evening information
- Expected time of arrival when returning from an Academy trip
- Upcoming special Academy events
- Invitations to a meeting
- When report cards have gone home
- General information about what is going at the Academy

All messages sent from Academy will have 'GROUPCALL' displayed at the top of the message and then our Academy name. We will be able to see from the Academy when the message has arrived in your phone and so we will know you have received it (you cannot reply via text to these messages). If we are asking for information, please provide that information in the normal way (i.e. by telephone or by letter to the Academy).

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It will now be much easier for us to get information directly to parents and be confident that the information has arrived. The facility does allow us to ascertain whether the message has been received by your mobile phone or email address. If it was switched off and the message could not be delivered, the system could attempt to contact you by other means.

Groupcall will be our preferred method of reaching parents from now on, so it is important that your contact information is kept 'up-to-date'. Please ensure that the admin office has all your current contact details by completing the form attached, especially your current mobile phone number and email address and advise us immediately if any of these details change.

If you have any queries, please contact the academy on (01733) 821440.

Yours sincerely



Mrs A Emmerson
Principal

Groupcall Messenger Contact Details

Please return to the City of Peterborough Academy

CHILD'S NAME : _____

CLASS/YEAR : _____

PRIORITY PARENT'S NAME : _____

PRIORITY MOBILE PHONE NUMBER : _____

PARENT'S NAME : _____

MOBILE PHONE NUMBER : _____

HOME PHONE NUMBER : _____

WORK PHONE NUMBER : _____
(If applicable)

EMAIL ADDRESS (HOME) : _____

EMAIL ADDRESS (WORK) : _____
(If applicable)

DATE : _____

PLEASE TICK IF YOU DO NOT HAVE A MOBILE PHONE

If you would prefer to receive information via your child only and NOT through the Groupcall system, please tick this box

Please put any comments below:

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