



July 2018

Dear Parent

Emails and Information for the Pupil Database

During the academic year, various documents and notices will be emailed to you from the School's secure server including Academic Progress Grades. As such, we need to ensure that we always have your *current* email address and that it is entered onto the system correctly. We have a dedicated email account to which you should send your details so that they can be copied directly onto the system.

Instructions are detailed below. However, if you wish correspondence to go to more than one email address, please repeat the procedure for each alternative email address.

Please email to:

email@stowe.co.uk

In the body of the email please provide the following information:

- *Full name of son/daughter*
- *School number*
- *Mobile number of son/daughter*

In addition, if your son/daughter has a preferred name, we have the ability to allow it to appear on the School database, thus alerting staff to this preference. This will also appear in the School Calendar published each term. Their name would appear in the following format:

Smith, Thomas R (Tom)

Please do not hesitate to contact me if you need any further information.

Kind regards

Liz Huxley Capurro
Academic Administration and Exams Manager

