

HJJ/tp

1 October 2026

Dear Parent/Guardian

To ensure that time sensitive school communications reach you as quickly and securely as possible, we are updating how we issue formal statutory notices.

Under Department for Education (DfE) statutory guidance (*Suspension and Permanent Exclusion from maintained schools, academies and pupil referral units*), schools are required to provide parents with formal written notification without delay regarding statutory matters, such as pupil suspensions or exclusions.

The DfE guidance permits schools to send these formal notices via electronic means (such as email) where parents have consented to electronic communication. Email delivery ensures you receive urgent information immediately, rather than waiting for physical post.

What this means for you:

- Going forward, our default method for sending statutory formal notifications (including suspension letters) will be via email.
- If you are happy to receive formal communications by email, you do not need to take any action. We will use the contact email address we currently hold on file for your child.

If you do not consent to receiving formal statutory notifications by email and prefer to receive them via paper copy in the post, please let us know by completing [this short form](#).

Please complete the form by Friday 16th October if you wish to **opt out** of email delivery.

Yours sincerely



Miss H Jones
Deputy Headteacher