



Dale Avenue, Hassocks, West Sussex, BN6 8LP

Telephone: 01273 845892

Facsimile: 01273 846358

E.mails: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

Headteacher: Mr M Wignall

November 2018

Dear Parent/Carer

Communicating with Parent/Carers

As from 1 December 2018, we will be moving to a new communication system called InTouch, which will replace School Comms and School Gateway. To confirm, we will no longer be using School Comms and School Gateway.

1. Emails / Texts from Downlands

Emails will come from Downlands Community School 9384105@Capita-Intouch.co.uk and will look like this in your email Inbox:



Downlands Community School <9384105@Capita-Intouch.co.uk>

Today, 10:14

Please check your junk/spam box and add this email address to your safe senders list. You can email staff at Downlands by going to the Contact page of the school website, scrolling down and selecting the relevant staff member:

CONTACT

Downlands Community School
Dale Avenue
HASSOCKS
West Sussex
BN6 8LP

Telephone: 01273 845892
Facsimile: 01273 846358

E.mail: office@downlands.w-sussex.sch.uk
head@downlands.w-sussex.sch.uk

@downlandslearn

Your Name (required)

Your Email (required)
A copy of your message will be sent to this address

Recipient
Ms S Chalmers (Assistant Headteacher - Mathematics)

Your Message

You will also receive texts from Downlands from the InTouch system and the number that will appear on your phone is 07850 055150. You may wish to add this mobile phone number to your contacts so that you know the text is from the school. Please do not use this number to phone the school or to reply to texts. You can phone the school on the 01273 845892 number as normal.

2. Report Illness or Absence

Please report illness and student absence via StudyBugs as normal. The link to StudyBugs can be found on the school website (Information/Child Absence, Sickness) and is here: <https://studybugs.com/about/parents>

3. SIMS Parent App/ SIMS Student App

Information about homework, timetables, achievement and behaviour points will continue to be accessible on the SIMS Parent and SIMS Student App.

We have emailed this letter using the new system. If it does not appear in your inbox please email intouch@downlands.org.

Please email intouch@downlands.org if you are not currently receiving communications from the school and wish to.

Yours faithfully

J Chandler
Assistant Headteacher

