

**ALL PARENTS/CARERS – ACTION NEEDED PRIOR TO SEPTEMBER**

Dear Parent/Carers,

It is now a legal requirement for the academy to hold **three** emergency contacts for each students with **one** of those **not** being a parent.

This is also now additionally important as we launch our new online system 'Behaviourwatch' through which notifications will be sent of any rewards or sanctions/detentions your child may receive. In order to receive these important messages parents will need an email address. Text messages will not be sent nor will parents be phoned to arrange detentions so it is vital we have an up to date email that you will check daily.

**We are asking all parents/carers to go on to the OPA website and click on the 'Update Contact Details' option at the top of the screen.**



You will then be asked to follow the on-screen prompts to submit the name of your child and the telephone numbers and email addresses for your child's three emergency contacts.

Please do this as soon as possible so we can ensure you don't miss out on any information regarding your child and to ensure we are always able to make contact in case of emergency.

Kind regards,



Mrs. C. Whiley – Senior Assistant Principal