



## FRIENDS OF POTTEN END C of E FIRST SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY  
Registered Charity No. 1064520  
[www.pottenend.herts.sch.uk](http://www.pottenend.herts.sch.uk)

23<sup>rd</sup> April 2014

Dear Parents,

### **WE NEED YOUR DETAILS!!!**

With the school expansion the lovely ladies in the office Mrs. Sudbury and Mrs. Adams are going to be busier than ever so it makes sense for us to stop taking up yet more of their time by asking them to send out our letters for us. However this will mean we need your e-mail addresses to be able to keep you up to date with all that's going on with Friends of School.

The easiest way we can see for this to happen with minimal impact on yourselves is for the office to supply us with all of your e-mail addresses that they currently have on file, which Friends of School then will keep on file. We appreciate that some of you may not want this to happen and if this is the case please can you let us know by e-mailing the office by the **9<sup>th</sup> May 2014**. If we do not hear from you by this date it will be assumed that you are happy and give your permission for the office to provide us with your e-mail address.

To send out our group emails we will be using the email address [fospottenend@gmail.com](mailto:fospottenend@gmail.com) (Paula is keeping the [pottenendschool10@gmail.com](mailto:pottenendschool10@gmail.com) address for communications). Your e-mail address will only be used by the Friends of School Committee, for Friends of School business. Your addresses will not be given to third parties, however your details will be passed on each time the Committee changes but only the Chair and Secretary will have access to them.

If at any time you wish to be removed from the FOS distribution list all you need to do is send an email to the above address we will take you off immediately. We will also need you to notify us if you change your e-mail address or you leave the school.

Hope this all makes sense, if not or you have any queries or concerns please do not hesitate to send us an e-mail or speak to Paula Aston or Helen McKeich.

Many thanks

Friends of School

### **As per previous letters useful links :**

Potten End School Facebook page: <https://www.facebook.com/groups/506573546028675/?fref=ts>  
(62 members)

Easy fundraising link : <http://www.easyfundraising.org.uk/invite/1YADM8/> (find us under Friends of Potten End School) £ 540.95 raised to date, please, please sign up if you do any online shopping at all, however small, every penny counts!!!

Name label company : <http://www.easy2name.com> (find us using fundraising tab and search for Potten End First School)