



PEMBROKE
A PRIORY ACADEMY

11 October 2021

Dear Parent/Carer

We have been made aware that some of our e-mail communications with parents sent via In Touch are not reaching all recipients.

We have been in touch with Capita who provide this service and they have advised us that there are sporadic issues with some Gmail and Hotmail accounts. This is sadly beyond our control and we have been assured that Capita are working with these e-mail providers to try and resolve the issues.

In the meantime, we would ask that you routinely check your junk mail and the letters tab on the school website to keep up to date with school communications.

If you would like to provide an alternative contact e-mail address for us to use for In Touch communications, please send this to generalenquiries@priorypembroke.co.uk detailing:

- your name
- your child's name and form
- your alternative e-mail address

Thank you for your patience and understanding with this issue.

Yours sincerely

Mr S Evans
Headteacher

Headteacher: Mr S Evans

The Priory Pembroke Academy, Croft Lane, Cherry Willingham, Lincoln LN3 4JP

Tel: 01522 751040 **Email:** generalenquiries@priorypembroke.co.uk **www.priorypembroke.co.uk**

The Priory Pembroke Academy is part of The Priory Federation of Academies Trust. For further information please contact:

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