



29/04/2024

Dear Parents/Carers,

We are writing to inform you of an important update regarding our communication system here at Cottingley Village Primary School.

After careful consideration and feedback from both Parents/Carers and staff, we have made the decision to transition from the MyEd communication platform to Teachers 2 Parents. This change comes with the aim of improving communication between the school and Parents/Carers, streamlining processes, and enhancing overall efficiency.

As of the 30<sup>th</sup> April 2024, we will no longer be using MyEd as a form of communication to parents. All communication from the school office will be sent via Teachers 2 Parents. This will be in the form of a text message with the option to complete and return forms where necessary. This will happen automatically from Wednesday 1<sup>st</sup> May and there is no need to download any app, or take any further actions.

Any messages sent to the school after this date, (including absences) should be sent via email to [office@cottingleyvillageacademy.co.uk](mailto:office@cottingleyvillageacademy.co.uk) or by calling the office on 01274 5675454.

If you have any further questions, please do not hesitate to contact the admin team.

Kind regards

Mrs M Symonds  
Office Manager