Dear Parents

We now have the capacity to create an email list for each grade in the school. The process is very similar to subscribing to the Newsletter.

We would respectfully ask that all parents subscribe to their child’s grade list so that we can send out group communications pertinent to your child’s grade year.

Instructions are as follows:

**You will need to go to the “Newsletter and Events” tab.** This will lead you to the subscription page.

After entering in your details and clicking **Subscribe**, **you will then need to click “Activate Now”** in the confirmation email that you will be sent.

**You only need to complete this process once. You will then receive the newsletter each week unless you unsubscribe yourself.**

**If you change your email address, then you should re-subscribe via the website.**

If however, you do not have access to the internet at home or work, please complete the return slip below requesting the continuation of a hard copy of the newsletter each week.

David Brown
Principal

C:\Users\marianne.vanesch\Desktop\UPLOADED TO WEBPAGE\SUBSCRIBE NEWS\Glenbrook K-6 Class Lists.docx
REQUEST FOR HARD COPY OF WEEKLY NEWSLETTERS

I do not have access to the internet and wish to have a hard copy of the newsletter sent home with my eldest child each Thursday. Please return the note to the school office.

Name___________________________________________ Class _____________________________

Eldest Child__________________________ Youngest Child____________________________

Signed__________________________________ Date______________________________